

Strathcona Municipal Development Plan Amendment Approval – Application

County

(Page 1 of 3)

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, Alberta T8A 3W7

Phone (780) 464-8080 Fax (780) 464-8109

For office use only

File number _____

Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided

Address, postal code and telephone number (home and work)

2. Authorized person acting on behalf of registered owner

Address, postal code and telephone number (home and work)

3. Legal description and area of land (if map amendment)

All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian

Being all/parts of lot _____ block _____ plan _____ C.O.T. Number _____

Area held in current title(s) _____ hectare _____ acres

If applying for a **text amendment** indicate the proposed change and the purpose of this application _____

(Further information can be provided on a separate sheet)

If applying for a **map amendment** indicate the proposed change and the purpose of this application _____

Registered owner or person acting on his behalf

I, _____ hereby certify that I

a) am the registered owner or b) am authorized to act on behalf of the registered owner(s), and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature _____

Collection and use of personal information

This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact the Current Planning Coordinator, Strathcona County at (780) 464-8295.

Strathcona County Municipal Development Plan Amendment Approval – Application

For office use only

Date of first reading _____

Public hearing advertisements _____

Date of public hearing _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- Application form (1 original) Current Certificate of Title(s) Plan/amendment (40 copies) Fees (application/advertising)

Information required accompanying any Municipal Development Plan Amendment Approval – Application

Note: An application for municipal development plan amendment approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf.

The County will only accept an application for subdivision when **all** of the following information has been submitted.

1. Application fee

The application fee must be included in accordance with County bylaws (see fee schedule for applicable fees).

2. Application form (1 original)

- a. Both sides of the application form must be completed in its entirety (see checklist on reverse of application form).
- b. The name, address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement for sale or caveat along with the subdivision application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization from the developer.

3. Current copy of certificate of title

A current copy of the title as it now exists at Land Titles Office can be obtained from any **license and registrations office**. If there are any caveats or easements registered on the title pertaining to Strathcona County (ie. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

4. Proposed plan (40 copies)

- a. Showing the location, dimensions and boundaries of the land subject to the amendment.
- b. Showing the location of any utility right-of-ways affecting the property.
- c. Showing natural features such as:
 - sloughs and/or other bodies of water; rivers, creeks and intermittent water courses; wooded; muskeg or swamp
- d. Man made features such as:
 - water bodies; major drainage ditches; gravel workings; agricultural land (land under cultivation)
- e. Showing the location, numbers, names and other designations of:
 - highways; secondary roads; public roadways
- f. Showing the location, dimensions and boundaries of:
 - each new lot to be created; the reserve lot(s), if any the right-of-way of each public utility and other rights-of-way

6. Proposed text amendment.

7. If available, a copy of the proposed subdivision plan on 3½" disk.

Your complete application must consist of the following

- Appropriate application fee
- Application forms - 1 original
- Current copy of certificate of title (if map amendment)
- Proposed plan - 40 copies (if map amendment)
- Proposed text amendment
- Completed right-of-entry
- Copy of proposed amendment plan on 3½" disk (if available)