



ATTN: PLANNING AND DEVELOPMENT DEPARTMENT
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 Fax: (780) 623-2039

APPLICATION REQUIREMENTS CHECKLIST

Notice to Applicants:

- 1) Please complete one form per application type. For example, if you are applying for rezoning and subdivision - two separate applications are required. Separate internal file numbers will be assigned to each type of application.
- 2) **Applications are not considered complete until all the information has been provided.**
- 3) **You will be notified by letter if you are required to submit additional information, schedules or reports for your application.**
- 4) **You will be notified by letter when your application has been accepted as complete, and also when a decision has been made. See page 5 for anticipated reviewing timelines.**

OFFICE USE ONLY

Every item must be filled in with a check mark ✓ or an ✗.

- ✓ beside a supplied item or non-applicable item.
- ✗ beside a required item that has not been submitted.

	The Applicant, Registered Landowner, AND Right Of Entry must be completed with each and every application as well as Section A – Property Information.
	Please complete <u>one of sections B-E</u> per application: Section B – Compliance Section C – Development Section D – Redistricting (Rezoning) / New Statutory Plan or Plan Amendment Section E - Subdivision
	Payment
	Application signed by applicant and/or registered landowner
	Site Plan completed with Section C, D, and E
	Certificate Of Title dated within 30 days. A C of T is required for Sections B, D, and E
	Page No. 2 completed entirely
	Additional Information, Schedules or Reports required:

Officer's Name _____



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APPLICATION FOR:

- | | |
|---|---|
| <input type="checkbox"/> Development | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Redistricting(Rezoning) | <input type="checkbox"/> New Statutory Plan |
| <input type="checkbox"/> Statutory Plan Amendment | |
| <input type="checkbox"/> Compliance Certificate | |
- (Please complete one form per application type)

Our File Number: _____ Your File Number: _____ Roll Number: _____

Date Completed/Application Received: _____

Applicant/Agent: _____ Phone: _____

Address: _____ Fax: _____

City/Prov. _____ Postal Code: _____

Agent Authorization: I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Owner: _____ Phone: _____

Address: _____ Fax: _____

City/Prov. _____ Postal Code: _____ *Owner same as Applicant*

Right of Entry

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of Lac La Biche County to enter upon the land as described above, for a site inspection.

Print Name: _____ Signature: _____

SECTION A - Property Information

Legal: Lot ____ Block ____ Plan _____ and Part of ____ ¼ Sec ____ Twp ____ Rge ____ W4M

Subdivision Name (if applicable) or Area of Development _____

Rural Address/Street Address _____ Parcel Size _____

Has any previous application been filed in connection with this property? Yes No

If yes, please describe the details of the application and file number:

Is the subject property near a steep slope (exceeding 15%)? Yes No

Is the subject property near or bounded by a body of water? Yes No

Is the subject property near a provincial highway? Yes No

Is the subject property within 1.5km of a sour gas facility? Yes No

Is the subject property immediately adjacent to the County boundary? Yes No

If yes, the adjoining municipality is: _____

SECTION B – Compliance

How would you like the Compliance Certificate returned? Mail Pick Up Courier (collect)

SEPARATE REPORTS TO ATTACH:

Certificate of Title no older than 30 days	Real Property Report	Other:
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Note: Please attached a original Real Property Report bearing an original signature and produced by an accredited Alberta Land Surveyor dated no earlier than six (6) months from the date of submittal. A minimum of 10 working days is required for issuance of a Compliance Certificate.

SECTION C - Development

Permitted Use Discretionary Use

Estimated Cost of Project \$ _____

Estimated Commencement Date _____

Estimated Completion Date _____

Dwelling: Floor Area _____sq. ft. % of Lot Occupied _____ Height of Dwelling _____metres

Accessory Building Floor Area _____sq. ft. % of Lot Occupied _____ Height of Dwelling _____metres

Parking: No. of Off-Street Parking (Commercial/Industrial Use) _____

Existing Land Use District/Zoning of Property: _____

Description of Work:

SEPARATE REPORTS TO ATTACH:

Parking Plan	Biophysical Assessment	Master Sign Plan	Site Plan
Stormwater Management Plan	Hydrogeological Report	Landscaping Plan	Other:
Geotechnical Report	Environmental Site Assessment	Commercial/Industrial Development Full or Partial Professional Involvement Checklist	

Note: Safety Codes Permit (Building, Electrical, Plumbing, Gas, and Private Sewage) may be required for your development, consult with a Safety Codes Officer to determine which permits are required.

SECTION D – Redistricting (Rezoning) / New Statutory Plan or Plan Amendment

Reason for Amending Bylaw/Statutory Plan: _____

Name of Bylaw to be Amended _____

Existing Land Use District/Zoning of Property: _____

Proposed Land Use District/Zoning of Property: _____

Estimated Commencement Date: _____

SEPARATE REPORTS TO ATTACH:

Environmental Site Assessment	Biophysical Assessment	Site Plan	Other:
Stormwater Management Plan	Certificate of Title	Geotechnical Report	

SECTION E – Subdivision

Registration Method:

	Plan of Survey
	Descriptive Plan

Area of land to be subdivided: _____ (hectares/acres)

Reason for subdividing the land: _____

Existing use of the land: _____

Proposed use of the land: _____

Existing Land Use District/Zoning of Property: _____

Proposed Land Use District/Zoning of Property: _____

Indicate the Zoning/Uses of the surrounding land: _____

Describe the nature of the topography of the land (flat, rolling, steep, mixed)

Describe the nature of vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, and creeks etc.)

Describe the kind of soil on the land (sandy, loam, clay etc.)

Describe the collection and disposal of stormwater (grass swales, ditches, curb/gutter etc.)

Describe any potential for the flooding, subsidence or erosion of the land

Describe any buildings/structures, including dimensions, on the land and whether they are to be demolished or moved.
(Please indicate on Site Plan)

Water Services

Sewer Services

Proposed Property _____

Remnant Lands _____

Multi-lot parcels only:

Project Name (if applicable): _____

Site Development Data:	Existing	Proposed (in acres)
Total gross acreage		
Total net acreage		
Number of Lots		
Commercial sq. ft.		
Total number of dwelling units		
Project Density		
Total acres in municipal reserve		
Total acres in environmental reserve		
Total acreage in easements/right-of-ways		

SEPARATE REPORTS TO ATTACH:

Environmental Site Assessment	Biophysical Assessment	Site Servicing Report	Historical Overview
Stormwater Management Plan	Plan Need Evaluation Matrix	Certificate of Title	Water and Sewer Matrix
Site Plan	Other:		

Application Requirements:

Applications are not considered complete until the above information has been provided. Please ensure that you have completed the application form accurately and clearly. Lack of information may delay consideration of your application.

Should other information be required, you will be contacted directly by Planning and Development Services.

You will be notified by letter when your application has been accepted, as complete and also when a decision has been made regarding your application.

The question that is often asked of our department is:
 “How long does it take from start to finish for my complete application to be processed?”

Development Application	Permitted Use Discretionary Use A decision can take up to 40 days as per our Land Use Bylaw.
Redistricting Application	3-4 months
Statutory Plan/Plan Amendments	4-5 months
Compliance Certificate	2 weeks
Subdivision	3-4 months A decision can take up to 60 days as per our Land Use Bylaw.

OFFICE USE ONLY

Type of Payment:

CREDIT CARD DEBIT CASH CHEQUE

Fee \$ _____ Development
 Fee \$ _____ Redistricting(Rezoning)
 Fee \$ _____ New/Amend. To Stat. Plan
 Fee \$ _____ Compliance Certificate
 Fee \$ _____ Subdivision

Receipt # _____

Authorization:

Issuing Officer’s Name _____

Issuing Officer’s Signature _____

Date Received _____

Date of Approval _____

Date Issued _____

Comments and/or Variances _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to the Manager of Legislative and Information Services for Lac La Biche County at (780) 623-1747.

SITE PLAN

(The Site Plan is to be submitted if you are applying for development in relation to Section C, D, and E)

Legal: Lot _____ Block _____ Plan _____ and Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Please indicate the following information on sketch:

Our File Number: _____

SECTION C - DEVELOPMENT	SECTION D - REDISTRICING	SECTION E - SUBDIVISION
<ul style="list-style-type: none">• Location of existing buildings.• Location of proposed buildings.• Front, Rear and Side Yard setbacks from property lines in meters and/or feet.• Location of any water bodies on subject property.• Location of driveway.• All developed and undeveloped road allowances.• Indicate the North direction.• Location of all right-of-way and easements within or abutting the subject property.• Existing and proposed accesses on property.	<ul style="list-style-type: none">• Location of existing buildings.• Location of any water bodies on subject property.• All developed and undeveloped road allowances.• Indicate the North direction.• Location of all right-of-way and easements within or abutting the subject property.• Indicate existing zoning of subject property• Existing and proposed accesses on property.	<ul style="list-style-type: none">• The use, location and dimensions of buildings on the land and specify which buildings may be demolished or moved from property.• Location of any water bodies on subject property.• All developed and undeveloped road allowances.• Indicate the North direction.• Location of all right-of-way and easements within or abutting the subject property.• Indicate existing zoning of subject property• Location of existing wells/ septic systems and distances from property lines to any permanent structures.• Indicate the location, dimensions and boundaries of the land to be subdivided• Location of all right-of-way and easements within or abutting the subject property.• Existing and proposed accesses on property.

Date: _____

Name of Applicant: _____

Applicant's Signature: _____