



*Lac La Biche County*  
welcoming by nature.

# Rezoning Information Package

For further information, please contact the  
Planning and Development Department

Lac La Biche County Centre

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The purpose of this package is to outline what rezoning (redistricting) is and the steps involved in the rezoning process, giving clear direction to anyone interested in rezoning land.

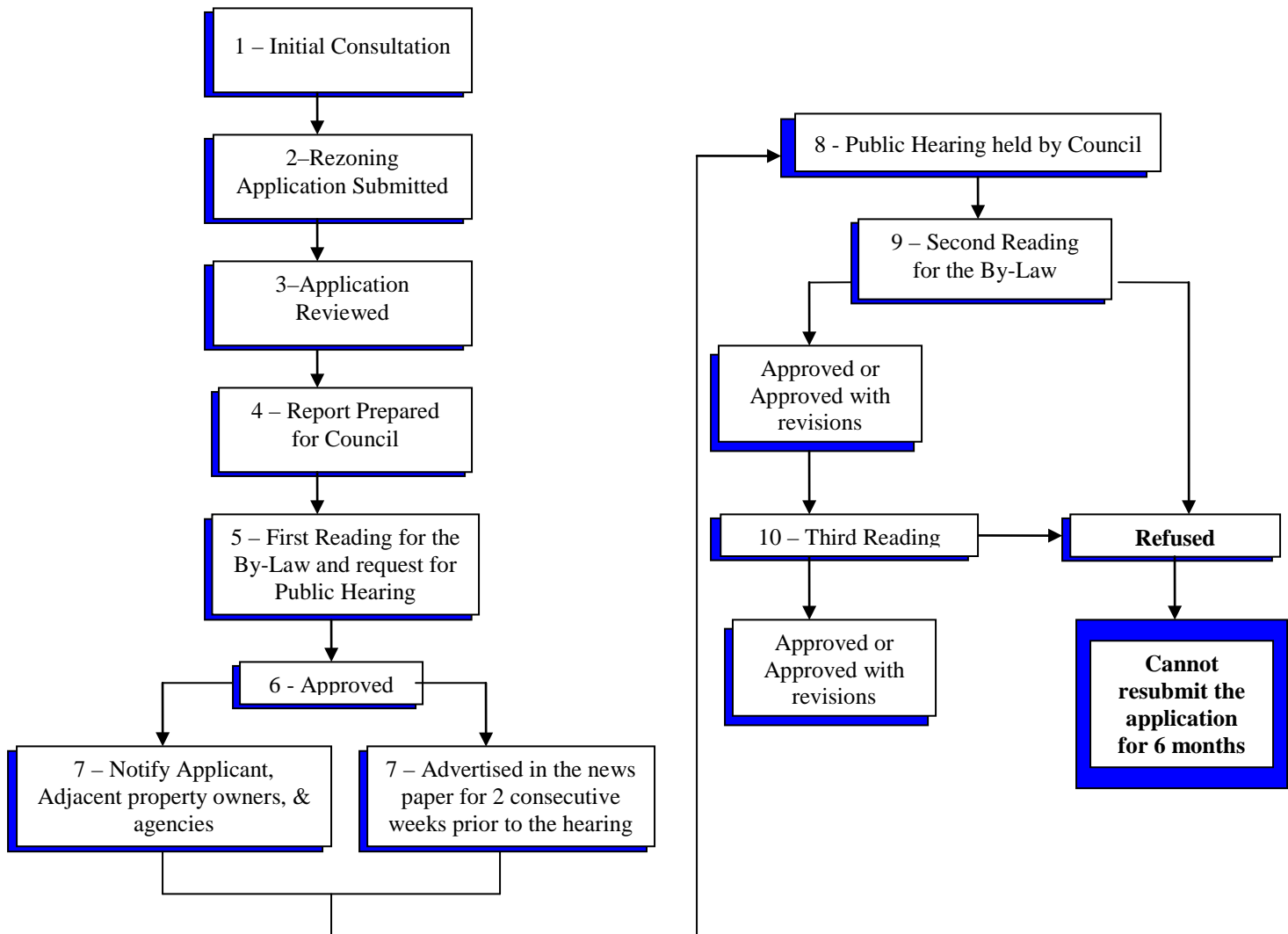
### 1.0 What is Rezoning

Rezoning is the process of changing the current land use district under that Land Use Bylaw that applies to a particular parcel of land to another designation. **Rezoning is required when a proposed development on a site cannot be allowed because the current land use (zoning) district does not allow for that particular development, land use, parcel size or density.** The applicant or land owner usually initiates the land use (zoning) district change by submitting an application to amend the Land Use Bylaw. The land use districts under the Land Use Bylaw are specific geographic areas or districts in a municipality that have specific regulation and requirements governing the use, placement, and size of land and buildings.

### 2.0 Who Can Apply to Rezone Land


Only the person or persons who are the registered owner(s) of the land which is to be rezoned can apply for a rezoning. However, the registered owner(s) may appoint an authorized person or agent to act on his or her behalf.

### 3.0 The Rezoning Process



## Time Lines

- **Steps 1 & 2** – Approximately 2 weeks to a month depending on how quick the applicant gets the information required.
- **Steps 3, 4, 5, & 6** – Approximately 1 month to get everything ready to go to Council for first reading. Council meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.
- **Step 7** – Notification is send to the applicant, adjacent owners, and agencies with three days after approval for first reading has been granted. The advertisement for the new paper is sent in and has to be advertised for 2 consecutive weeks prior to the hearing.
- **Step 8** – The public hearing is help at the regular Council meeting after been advertised and the notifications sent out.
- **Step 9** – The second reading can occur as quickly as the next Council meeting after the public hearing pending the outcomes of the hearing.
- **Step 10** - The third reading can occur as quickly as the next Council meeting after the second reading has been granted depending on the outcomes of the second reading.



Public notification is required to inform landowners within 50m of the site of the proposal

it has

## 4.0 Application Requirements

1. Completed Application Form
2. Agent Authorization
3. Right of Entry Form
4. Rezoning Plan
5. Certificate of Title
6. Application Fee
7. Area Structure Plan or Conceptual Scheme (If required)
8. Engineered reports (If required)

### 8.1 Completed Application Form

The application form has a number of sections which must be completed in their entirety. The information required must include the following:

- Registered owner information
- Authorized person (applicant information (if different from registered owner).
- The existing and proposed use of the land to be subdivided, and the land's current classification under the Land Use Bylaw (available from the County)
- Reason/Purpose for Rezoning
- Registered owner authorization (where applicable) and right of entry.

### 8.2 Agent Authorization

An agent may be appointed to act on behalf of the registered owner of the land to be subdivided. Although anyone can be appointed, an authorized person is usually an Alberta Land Surveyor, Planning Consultant, or Lawyer. Regardless, land cannot be subdivided without the consent of the registered owner(s). Authorization of an agent may be given by latter or by completing Part 10 if the Lac La Biche County Application for Subdivision.

### 8.3 Right of Entry Form

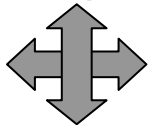
Permission for County staff or appointees to inspect the land being subdivided must be indicated on the right of entry form on the Rezoning Application. This form must be completed and signed by the Registered Owner or Authorized Person acting on behalf of the Registered Owner.

### 8.4 Tentative Sketch Plan

The application must be accompanied by a key plan showing the relationship between the land being subdivided and neighboring lands and a sketch plan. Sketch plans for the land being subdivided and the proposed subdivision are to be drawn at a 1:5000 scale (1 inch = 400 feet) on a template available from the County's office, and must include the following information:

- The location, dimension and boundaries of the land to be subdivided.
- The location, dimensions and boundaries of each new lot to be created, and their distance from the existing parcel or quarter section boundaries.
- The location of any existing buildings or structures (e.g. houses, shops, barns, granaries, oil and gas facilities) and their distance from the nearest existing or proposed parcel or quarter section boundaries. Please indicate which buildings, if any, are to be removed.
- The location of any existing water wells, dugouts, or other domestic water supplies.
- The location and type of any existing private sewage disposal systems, and their distance from existing water supplies and residences, and the nearest existing or proposed property line. In particular the point of discharge sewer disposal systems must be identified, where applicable.
- The location of existing utility or other right-of-way and easements. And their ownership.
- The approximate size and location of any water bodies (lakes, sloughs, ponds), watercourses (rivers, creeks, or drainage ditches) that are located adjacent to, or within, the land to be subdivided.
- The location of any highways, secondary highways, municipal roads, lease roads, or rail lines.
- The location of treed areas and bush.

Example



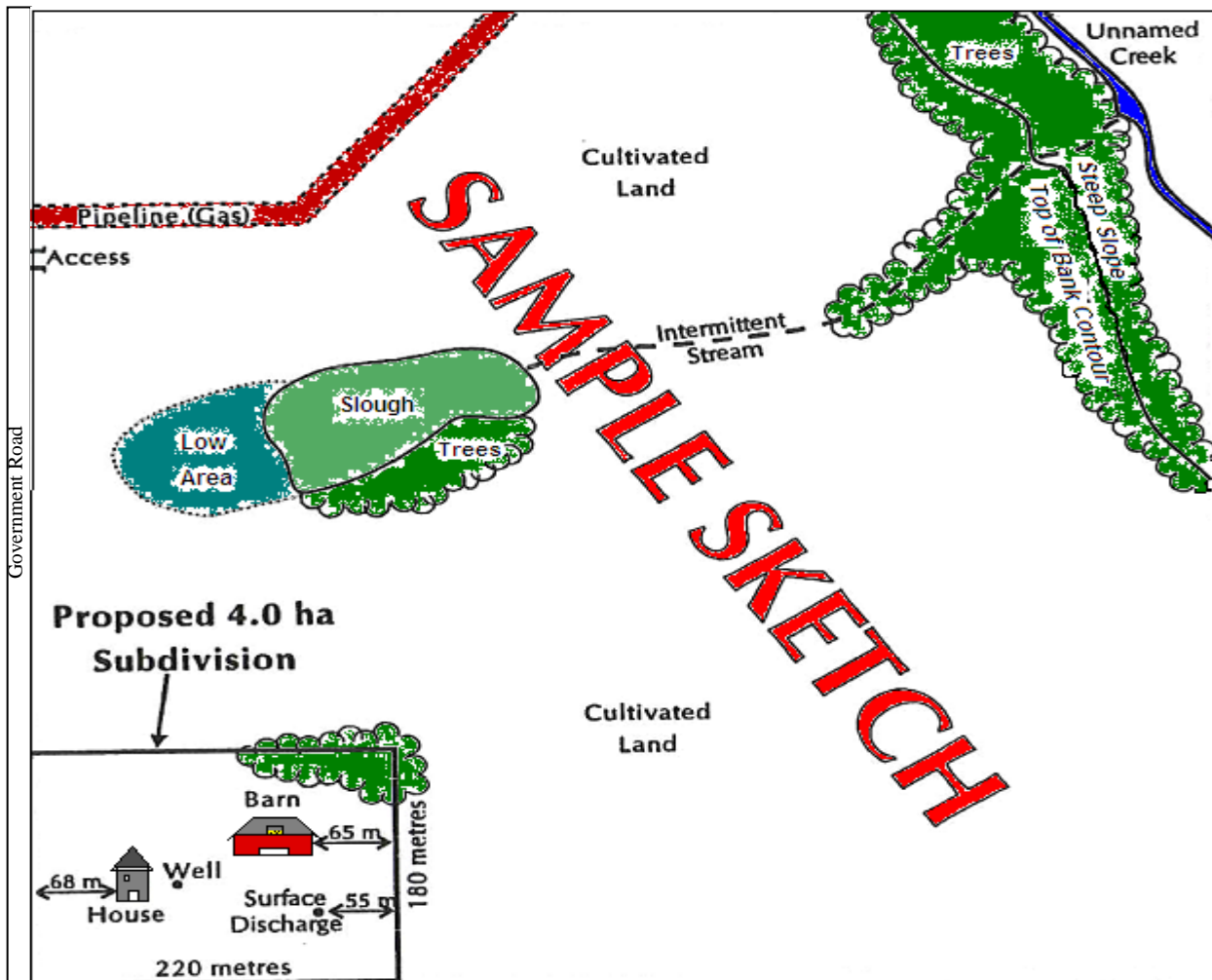
#### Rezoning Plan

For the NW ¼ - \_\_\_ - \_\_\_ - \_\_\_ W4thM

Or Lot \_\_\_\_, Block \_\_\_\_, Plan \_\_\_\_\_

Scale: 1" = 400'

Date \_\_\_\_\_



## **8.5 Certificate of Title**

One copy of the current Certificate of Title will be required. Titles are available from your local Alberta Registries office. There is a charge for the title search.

The County will advise you if copies of the most recent aerial photographs are required. If so, they are available from Maps Alberta at the following address; Main Floor, 9920-108 Street, Edmonton, Alberta T5K 2M4, by phones at (780) 427-3520, or by Fax at (780) 422-9683.

## **8.6 Application Fees**

All rezoning applications must be accompanied by the applicable fee (cheques should be made payable to the Lac La Biche County).

**The rezoning application fee is: \$1,000.00/application**

NOTE: Application and endorsement fees are subject to change as approved from time to time by Council. Fees **do not** include GST.

## **8.7 Area Structure Plan or Conceptual Scheme (If required)**

Area Structure Plan shall include

- The sequence of development proposed for the area
- The land uses and densities proposed for the area
- The impact of the proposed development on adjacent land uses and the environment
- An articulation of how the development's transportation network will connect with Lakeland County's transportation network – this shall include analysis of on-site and off-site traffic impacts and an estimate of roadway upgrading that may be required as a result of the development
- How the proposed development will retain trees, environmental features such as watercourses, wetlands, wildlife corridors, and historical resources
- Measures that will be taken to address natural and manmade hazards that may impact the development. Hazards may include soils, landfill sites. Sewage lagoons, flood plains, high water tables, water courses susceptible to flooding, sour gas sites, high pressure pipelines, rail rights-of-way, steep slopes (e.g. over 15%), unstable slopes and others
- Identifying and proving how water and sewer servicing will be safely and cost effectively provided
- Storm water management
- Identifying what will be required to extend franchise utilities service to the site
- Provisions for municipal and/or environmental reserves
- Provisions for buffering from agricultural land uses, railways, major roadways, industrial and commercial development and any other incompatible land uses
- Any other matters identified as being necessary by Lac La Biche County

Conceptual Scheme shall include

- A future land use concept including preliminary lot layout and parcel sizes
- The sequence of development proposed for the area
- Identification of all constraints to development including but not limited to topography, environmentally sensitive areas, hazard lands, and historical sites
- Servicing plans outlining in map and text form how water, sewer, transportation and storm water management will be provided
- Text explaining how the proposed development will be integrated with adjacent land uses
- Any other matter deemed necessary by Lac La Biche County

**\*See attached PLAN NEED EVALUATION MATRIX.**

## PLAN NEED EVALUATION MATRIX

1. Mark any of the following boxes that apply to the proposed development:

- Three or more lots (1 per lot for residential, 2.5 per lot for all other land uses)
- Lots smaller than 0.2 hectares or 0.5 acres (1 per lot)
- Contains or borders a provincially recognized water body (2)
- Within 800 m of a provincial highway (2)
- Contains or borders a railway (2)
- Utility Right-of-Way (0.5 per right-of-way)
- Potentially contaminated land (5)
- Hazard lands. i.e. land that includes a swamp, gully, ravine, coulee, natural drainage course, is unstable, or subject to subsidence or landslides (5)
- Potential Historical Resources (5)
- Multiple landowners (1 per landowner)
- Adjacent to an existing Area Structure Plan (5)
- Two or more proposed land uses (5 per land use)
- Proposes a direct control land use district (5)

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**TOTAL**

2. Total the number of points applicable from the above marked boxes. If the total number of points is:

- 15 or more, an Area Structure Plan is required by Lakeland County.
- Between 5 and 14, a Conceptual Scheme is required by Lakeland County
- 4 or fewer, proceed with the standard subdivision application.

**NOTE: AGRICULTURAL DEVELOPMENT IS EXEMPT FROM THE PLAN PREPARATION REQUIREMENT.**