

TOWN OF CARSTAIRS



PLANNING PROCESS POLICIES

Prepared: September 2022
Updated To: January 2026

Please Note: These Planning Process Policies have been prepared to reflect provincial planning regulation and local bylaws as of September 2022. Amendments to standing regulations and bylaws may necessitate an update to the content herein. Please make sure to refer to noted regulations and bylaws directly when preparing an application for development within the Town of Carstairs.

Update	Description	Date
New CS	Content in Section 3.3.3 updated to reflect the acceptance of the Kitstone Commons (Eastgate) Phase 1 Conceptual Scheme	January 2023
New CS	Content in Section 3.3.3 updated to reflect the acceptance of The Havenfields Conceptual Scheme	August 2023
New LUB	Content in Section 3.4 updated to reflect the adoption of Land Use Bylaw No. 2060	May 2025

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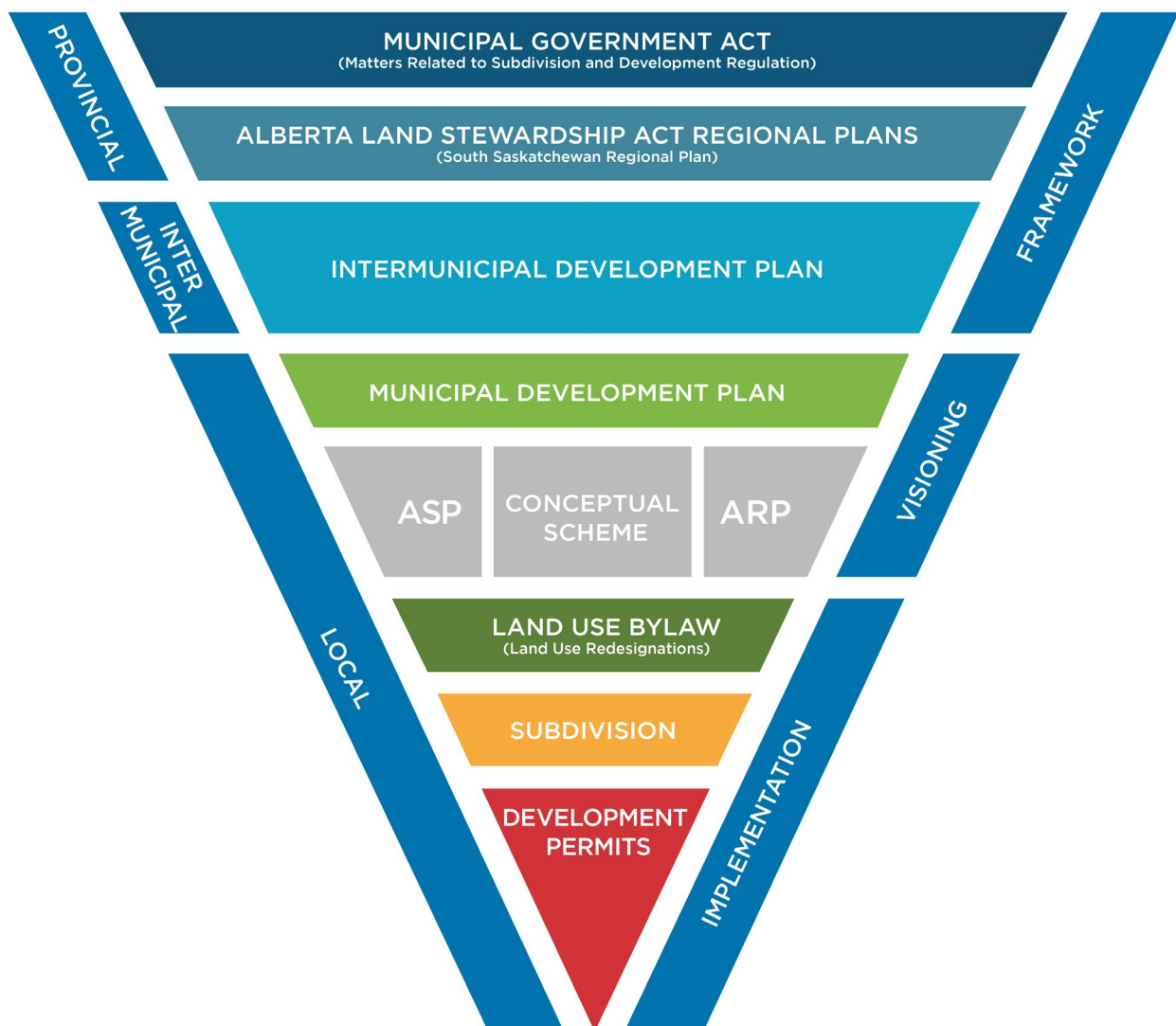
1.0 Introduction

Land use planning deals with the management of growth in the built environment in a responsible, effective, and economic manner. In Canada, the planning profession has evolved to respond to the development and preservation of communities, conserve the natural environment, protect cultural heritage and promote healthy communities and a high quality of life for all citizens.

In Alberta land use planning is governed by the Municipal Government Act (MGA) and the Matters Related to Subdivision and Development Regulation (MRS DR), as amended, which are part of the provincial hierarchy of plans (see [Figure 1](#) for an illustration tailored to include the Town's local plans). Other provincial statutes that influence the planning process, such as the *Land Titles Act*, the *Water Act* and the *Alberta Land Stewardship Act* (ALSA), should be consulted when preparing to develop land within the Town of Carstairs.

Town staff are available to assist applicants in navigating the local planning process. Meeting with staff early can help avoid delays and ensure that projects proceed in an efficient and timely manner.

Figure 1 – Hierarchy of Plans



2.0 Provincial Planning Hierarchy

2.1 Municipal Government Act

Planning within the Province of Alberta is governed by Part 17 (Planning and Development) of the MGA. The MGA establishes a hierarchy of plans and develops statutory guidelines for the development and adoption of municipal improvements as well as procedures for preparing and implementing planning policies along with the relevant planning material to be considered during the planning process.

As outlined in Section 617 of the MGA, the purpose of Planning and Development section is “to provide means whereby plans and related matters may be prepared and adopted

- (a) *To achieve the orderly, economic and beneficial development, use of land and patterns of human settlement, and*
- (b) *To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the greater public interest.”*

The MGA allows the Town of Carstairs to create statutory plans such as an Intermunicipal Development Plan (IDP), Municipal Development Plan (MDP), Area Structure Plan (ASP), or Area Redevelopment Plan (ARP). These plans enable the Town to evaluate and make decisions on land use designation, subdivision, development and building issues. ASPs and ARPs may also be created by applicants such as developers (in the case of ASPs) or a group of neighbourhood residents (in the case of ARPs), but must be adopted by Council by bylaw. Sections 636 to 638.2 contain the general provisions affecting the preparation and implementation of statutory plans.

Finally, Section 632 regulates a municipality’s Land Use Bylaw (LUB) which guides land use and development within Carstairs and directs day-to-day development decisions.

2.1.1 Matters Relating to Subdivision and Development Regulation of the MGA

The Matters Relating to Subdivision and Development Regulation of the MGA (Alberta Regulation 84/2022), or MRSDR, outlines the requirements pertaining to subdivision applications, subdivision and development conditions, and the registration and endorsement of a proposed plan of subdivision as well as provincial appeals.

2.1.2 Alberta Land Stewardship Act

The Alberta Land Stewardship Act (ALSA) authorizes the provincial Cabinet to establish planning regions and adopt a statutory plan for each region. The Alberta Land-use Framework (ALUF), enabled by the ALSA, outlines seven planning regions which corresponding to the natural watersheds in the province, each of which has or will have a corresponding regional plan. The overarching purpose is to implement the ALUF by harmonizing land use policies throughout the province.

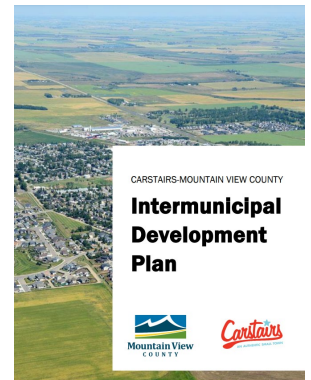
Carstairs is located within the boundaries of the South Saskatchewan Regional Plan (SSRP) and the Town is required to conform to the requirements of the SSRP when making planning decisions.

3.0 Local Planning Framework

3.1 Intermunicipal Development Plan

An Intermunicipal Development Plan (IDP) is developed between two or more neighbouring municipalities. An IDP identifies a planning area and provides a framework for future development and collaboration within this area, outlines mutually agreed upon objectives, and helps establish policies for cooperation, development, and future land use. Specific legislation can be found in Section 631 of the MGA.

The IDP between the Town and Mountain View County was adopted in 2021. Applicants should be aware that the policies within the IDP may impact their development, as noted in Section 6 of the IDP:



1. *Notwithstanding that the policies of the IDP only apply to the lands contained within the IDP Area, the Town agrees to refer planning matters to the County when lands are adjacent to the County boundary or as required in the Town's Land Use Bylaw. The matters to be referred shall include:*
 - a. *Subdivision applications when not located within an area structure plan.*
 - b. *Land use bylaw amendments and redesignations.*
 - c. *New area structure plans or amendments to an existing area structure plan.*
 - d. *New area redevelopment plans or amendments to an existing area redevelopment plan.*
 - e. *Amendments to the Town's Municipal Development Plan where the lands subject to the amendment is adjacent the Town boundary...*

3.2 Municipal Development Plan

Section 632 of the MGA requires all municipalities to prepare and adopt a Municipal Development Plan (MDP). The plan must address such issues as future land use and development within the municipality, the provision of municipal services and facilities, and inter-municipal issues such as the future growth areas and the co-ordination of transportation systems and infrastructure.

The Carstairs MDP, approved by Council in February 2020, is a policy document that provides an outline for the physical development of the community, within which both public and private sector decision making can occur. As a policy document, it is, for the most part, general in nature and long-range in its outlook.

The MDP provides the means whereby Council can evaluate new development proposals in the context of a long-range plan.



3.3 Neighbourhood Plans

Neighbourhood Plans provide an important framework for the future development of land within Carstairs. There are three types of Neighbourhood Plan that could be prepared in Carstairs by an applicant or their representative and adopted by Council or that may be initiated by the Town itself.

As noted in the MDP “*ASPs and ARPs are used to refine the vision, direction, and goals of this MDP into a plan for a smaller area, often a community or several neighbourhoods within a municipality. All ASPs and ARPs must be consistent with the Town’s MDP.*”

3.3.1 Area Redevelopment Plan

An Area Redevelopment Plan (ARP) provides a framework for Council to preserve or improve land and buildings, rehabilitate, remove, construct or place buildings and establish, and improve or relocate roads, public utilities or other services in an area designated by Council.

Specific legislation can be found in Sections 634 and 635 of the MGA. Carstairs has not adopted any ARPs and any applicant interested in preparing one is encouraged to contact Town staff.

3.3.2 Area Structure Plan

An Area Structure Plan (ASP) is a stand-alone statutory document that outlines a framework for the subsequent subdivision and development of an area of land – providing direction for future land use patterns, transportation networks and infrastructure in new neighbourhoods.

ASPs are prepared in close consultation with landowners, developers, municipal service providers, outside agencies (e.g. school boards), and affected local interest groups, and deal with a range of technical issues pertaining to transportation, servicing, location of schools, open space and commercial nodes along with the density and the type of permitted uses.

Specific issues may also need to be addressed such as historical sites, wetlands, energy industry infrastructure, and agricultural lands and environmental or geotechnical concerns.

ASPs are required for major land development projects in Carstairs. Specific legislation can be found in Section 633 of the MGA.

The Town has adopted the following ASPs:

- Carstairs Links ASP
- Eastgate ASP
- Heritage ASP
- Homestead ASP
- Mandalay Estates ASP
- Marygold ASP
- South ASP

More information on the purpose and intent of an ASP and the local requirements for preparing one can be found in [Section 4.0](#).

3.3.3 Conceptual Scheme

Conceptual Schemes are not legislated under the MGA, but are important decision-making tools approved by resolution of Council. A conceptual scheme may be utilized in three circumstances:

1. In cases where no ASP has been prepared and the ASP requirements have been waived
2. In cases where the Town requires additional information on lands within an ASP, and
3. In cases where the Town requires additional information as a result of changes to a previously approved ASP where the requirement for an ASP Amendment has been waived.

Conceptual Schemes are typically smaller in scale than ASPs and can be completed in a single phase (or several small phases) of development.

The Town has approved/accepted the following Conceptual Schemes:

- Deer Ridge CS
- Kitstone Commons (Eastgate) Phase 1 CS
- Scarlett Ranch CS
- The Havenfields CS

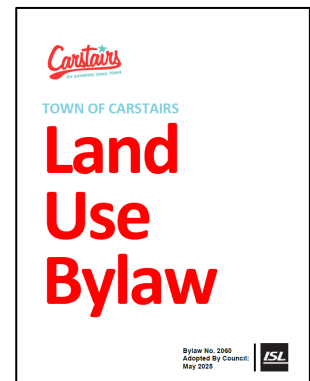
More information on the purpose and intent of a Conceptual Scheme and the local requirements for preparing one can be found in [Section 4.0](#).

3.4 Land Use Bylaw

Land Use Bylaws (LUBs) are required to be adopted by all municipalities under Section 640 of the MGA. An LUB regulates land use and development in order to achieve orderly growth within a municipality, acting as the implementation tool for statutory plans.

Carstairs's LUB was comprehensively updated in 2025. As outlined in Section 640 of the MGA, the LUB:

- Organizes Carstairs into land use districts
- Prescribes and regulates, for each district, the purpose for which land and buildings may be used
- Defines and establishes the roles of the Development Authority
- Establishes a method of making decisions on applications for development, including the issuing Development Permits
- Prescribes the method for notifying the community-at-large and registered owners of land likely to be affected by a development, a redistricting, and/or the issuance of a development permit
- Prescribes the method for appealing a decision relative to the Bylaw, and
- Establishes a method of making decisions on applications for amending the Bylaw.



As noted in the MDP *“Prior to considering changes in land use designations that would support more intense development on larger parcels of land, the Town may require the preparation of either a [Conceptual Scheme] or an Area Structure Plan (ASP). Any additional studies, testing and approvals*

that may be required to determine the suitability of the subject lands for development may be requested by the Town and shall be the responsibility of the developer.”

To be clear, Neighbourhood Plans are created with reference to the land use districts within the LUB and subsequent to the approval of a Neighbourhood Plan, a Land Use Redesignation (rezoning) application is required to assign lands with the appropriate land use.

More information on the Land Use Redesignation process and the local requirements for preparing an application can be found in [Section 5.0](#).

3.5 The Subdivision Process

Subdivision refers to the process of dividing a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used to adjust existing lot lines. An application for subdivision must be made by a landowner or agent acting on behalf of the landowner. Subdivision is addressed in Sections 652-660 of the MGA and the Matters Relating to Subdivision and Development Regulation (MRSDR), as amended.

Subdivision applications may be accompanied by a Land Use Redesignation and/or Development Permit Application describing the structure proposed on at least one of the new lots. The Subdivision Authority, as enabled in Section 623 of the MGA, is authorized to make subdivision decisions on behalf of Carstairs.

After approval, a subdivision is registered in the Land Titles Office (LTO) and can take the form of plan of survey, descriptive plan, or other instrument prepared by an Alberta Land Surveyor.

More information on the Subdivision process and the local requirements for preparing and application can be found in [Section 6.0](#).

3.6 Post-Planning

3.6.1 Development Agreements

A development agreement is a contract between the municipality and a developer, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. A development agreement provides assurances to the developer that the development regulations that apply to the project will not change during the term of the agreement.

In Alberta, development agreements are enabled by the Section 640 of the MGA and articulated within a local LUB. In Carstairs, section 1.9 (15) of the LUB enables the Development Authority to determine if a Development Agreement is required.

The Development Agreement details, among other things, access to the development, construction of internal subdivision roads and the approaches to the new lots, site drainage requirements, water and wastewater servicing, the installation of other utilities, and the improvements required to municipal and environmental reserve and other open space areas in the proposed development. Financial security, normally in the form of a letter of credit, is typically required to ensure that the necessary work is carried out by the developer.

Carstairs has a Standard Development Agreement that is provided to Developers upon request.

3.6.2 Development Permits

Development Permits may be required for changes to your property such as constructing or renovating a building or changing the use of a building or land. Development Permits deal with a development's impact on surrounding properties. A Development Permit is a document issued by the Development Authority in accordance with the requirements of the LUB and includes, where applicable, a plan or drawing or a set of plans or drawings, specifications or other documents, and the conditions of approval.

Criteria and exemptions for Development Permits, as well as the requirements for a complete Development Permit application are outlined in Section 2.3 the LUB.

Please contact the Town more information on the Development Permit process and the local requirements for preparing and application.

3.6.3 Building Permits

A Building Permit is separate and distinct from a Development Permit. Building Permits deal with the structural stability of building/structures and the health and safety of the building's occupants and are issued in accordance with the Alberta Building Code under the Safety Codes Act.

Please contact the Town for a list of Inspectors in Carstairs.

3.6.4 Stripping and Grading Permit

A person wishing to strip or grade a subdivision or site shall provide the information set out in the Standard Stripping and Grading Conditions. Stripping and grading of the subdivision or site cannot proceed until the developer obtains a written letter of authorization from the Development Authority.

A copy of a Stripping and Grading Permit can be found in [Appendix F](#).

3.7 Subdivision and Development Appeals

Appeals regarding decisions on subdivisions or development permits are governed by Division 10 of the MGA which outlines procedures, process, who can appeal and time requirements. A notice of appeal must be filed with the Town's Subdivision and Development Appeal Board (SDAB) or the provincial Land and Property Rights Tribunal (LPRT), depending on the location of the proposed subdivision.

For Subdivision appeals: a notice of appeal must be filed to either the Town's SDAB or the LPRT, within 14 days of the applicant receiving the written Notice of Decision of the Subdivision Authority.

For Development Permit appeals: a notice of appeal must be filed with the Town's SDAB within 21 days of the Notice of Decision.

4.0 Area Structure Plans and Conceptual Schemes

4.1 Purpose and Intent of an Area Structure Plan (ASP)

As noted previously, the purpose of an ASP is to provide a framework for the subsequent subdivision and development of an area of land and evaluate how this plan impacts adjacent land or the existing community.

According to Section 633 of the MGA, an ASP must describe:

- i) *the sequence of development proposed for the area,*
- ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- iv) *the general location of major transportation routes and public utilities, and*
- v) *may consider any other matter that council considers necessary.*

ASPs deal with a range of technical issues pertaining to transportation, servicing, the location of schools, open space and commercial nodes along with the density and the type of permitted uses. Specific issues may also be addressed such as sour gas wells and environmental or geotechnical concerns.

ASPs are prepared in close consultation with landowners, the developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups.

4.2 Purpose and Intent of a Conceptual Scheme

A Conceptual Scheme is a non-statutory document that is intended to either provide information on future development in cases where no ASP has been prepared and the requirements for an ASP have been waived, or where there is further information required for lands within the plan area of an existing ASP (either as a result of proposed amendments to a development concept or where more detail is required by the Town).

Similar to ASPs, Conceptual Schemes are prepared in close consultation with landowners, the developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups. Conceptual Schemes are typically smaller in scale than ASPs and can be completed in a single phase (or several small phases) of development.

4.3 Area Structure Plan/Conceptual Scheme Application Requirements

The following items comprise a complete Area Structure Plan or Conceptual Scheme:

- ☐ Completed Application Form (a copy can be found in [Appendix A](#)).
- ☐ Application Fees (as prescribed in Carstairs' [Rates and Fees Bylaw](#), as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).

- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Development Concept (map) at a scale of 1:2000, with all dimensions and areas in metric showing:
 - north arrow
 - legal description of the plan area
 - plan area boundary
 - ownership boundaries (if different from plan area boundary)
 - existing contours with a minimum contour interval of 1.5 metres
 - sloped lands greater than 15% (if applicable)
 - proposed land uses
 - proposed street names
 - proposed road system identifying road standards, any road closures, and any temporary and emergency access roads and turnarounds
 - preliminary layout of proposed and existing utility systems (water, sanitary and storm), including high-pressure gas lines, pipelines, and overhead powerlines and associated setbacks
 - proposed reserve land such as municipal reserve (MR) and environmental reserve (ER) etc.
 - floodway or floodplain lines
 - existing vegetation, water bodies and any unique species or topographical features
 - offsite infrastructure required to service and access the plan area, and
 - any public facilities or school sites identified in the plan area (if applicable)
- ☐ An ASP/Conceptual Scheme Report which includes:
 - A statement of the Vision for the development
 - A description of the study area in its present state with reference to special or unique physical or environmental constraints or features and how they are to be addressed within the Development Concept
 - Information on existing edge conditions that may influence the development (if applicable)
 - The location of sour gas wells and facilities within 1.5 kilometres of the plan area (if applicable)
 - An explanation of the Development Concept including rationale for proposed land uses, open spaces and any neighbourhood design guidelines (as applicable)
 - An explanation of the general location of major transportation routes servicing the area and impact on existing routes, including the general alignment of collectors and arterial roads
 - An explanation of site stormwater management, servicing and utilities requirements in support of the Development Concept
 - An explanation on how the 10% municipal reserve dedication requirement will be met
 - Complete development statistics including areas, anticipated yields based on land use proposed, municipal reserve dedication, and population projections for residential areas (as applicable)
 - A phasing plan (map) that identifies the sequence of development (not required for a Conceptual Scheme)
 - Preliminary site concepts for open spaces, community amenities, commercial development and multi-family sites (as appropriate)

The following studies are/may be required by the Development Authority to be prepared in support of an ASP or Conceptual Scheme:

Table 1 – Supporting Studies Required for an ASP or Conceptual Scheme

Supporting Study	ASP	Conceptual Scheme
☐ Historical Resource Overview (HRO), and if required, a Historical Resource Impact Assessment (HRIA)	REQUIRED	DISCRETIONARY
☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)	REQUIRED	DISCRETIONARY
☐ Stormwater Management Plan	REQUIRED	DISCRETIONARY
☐ Water/Wastewater Servicing Strategies	REQUIRED	DISCRETIONARY
☐ Phase 1 Environmental Site Assessment (ESA)	DISCRETIONARY	DISCRETIONARY
☐ Market Study Analysis for commercial sites	DISCRETIONARY	DISCRETIONARY
☐ Traffic Impact Assessment (TIA)	DISCRETIONARY	DISCRETIONARY
☐ Groundwater impact analysis and soils study	DISCRETIONARY	DISCRETIONARY
☐ Preliminary Grading Plan	DISCRETIONARY	REQUIRED
☐ Biophysical Assessment	DISCRETIONARY	DISCRETIONARY
☐ Sound Attenuation Study	DISCRETIONARY	DISCRETIONARY

4.4 Area Structure Plan/Conceptual Scheme Application Review Process

Please Note: The primary difference between an ASP and Conceptual Scheme from an approvals perspective is that an ASP is adopted by bylaw and therefore goes through three readings at Council as well as a mandatory Public Hearing. A Conceptual Scheme, because it is smaller in scale and is expected to be readily developed, is approved by resolution by Council without a public hearing.

The below review process for ASP/Conceptual Scheme applications is illustrated in [Figure 2](#).

Pre-Application Meeting – The Town highly recommends meeting with its planning staff to review proposed ASPs or Conceptual Schemes in the early development stage in order to discuss the plan area, context, reserves and fees owing, and any required supporting studies.

Submission and Staff Review – Once complete, the proposed ASP/Conceptual Scheme and supporting studies are submitted to Town planning staff for review to ensure content requirements are met and applications conform to local plans and guidelines. Planning staff may request further study and additional information for clarification.

First Reading (ASPs Only) – After review of the application by planning staff, Council will be requested to give first reading of the Bylaw and set a date and time for the required Public Hearing.

Circulation and Public Consultation – The ASP/Conceptual Scheme application will then be circulated to municipal service providers, approval agencies and adjacent landowners (for a minimum of **15 business days**).

For ASPs: a minimum of one (1) open house is also required at this time in order to provide information to the general public and provide an opportunity for comments and questions to be addressed.

For Conceptual Schemes: an open house may be required at the discretion of the Development Authority.

Resolution of Any Issues – Feedback from Circulation and Public Consultation is reviewed, and any needed amendments can be made by the applicant and integrated into the proposed ASP/Conceptual Scheme.

Staff Report – After any required amendments are addressed by the applicant, planning staff will prepare a report for Council.

Public Hearing (ASPs Only) – The Public Hearing must be advertised for two weeks in the local newspaper and Town website, and written notice is circulated to adjacent landowners. At the Public Hearing, interested parties are provided an opportunity to provide comments – in favour or against – on the ASP application before Council.

Council may request additional information from the applicant prior to second and third reading based on input received at the public hearing.

Adoption/Approval –

ASP Second & Third Reading

Subsequent to the public hearing, Council will then consider second and third readings on the ASP Bylaw (this may occur directly after the public hearing or at a future meeting of Council). Council may:

- Adopt the ASP Bylaw,
- Make amendments considered necessary at second reading and pass the ASP Bylaw as amended,
- Table the ASP Bylaw until certain requirements are met, or refer back to planning staff for further review, or
- Defeat the ASP.

Conceptual Scheme Presentation to Council

Planning staff will present the staff report to Council for consideration. Council may:

- Approve the Conceptual Scheme,
- Table the Conceptual Scheme until certain requirements are met, or refer back to planning staff for further review, or
- Refuse the Conceptual Scheme.

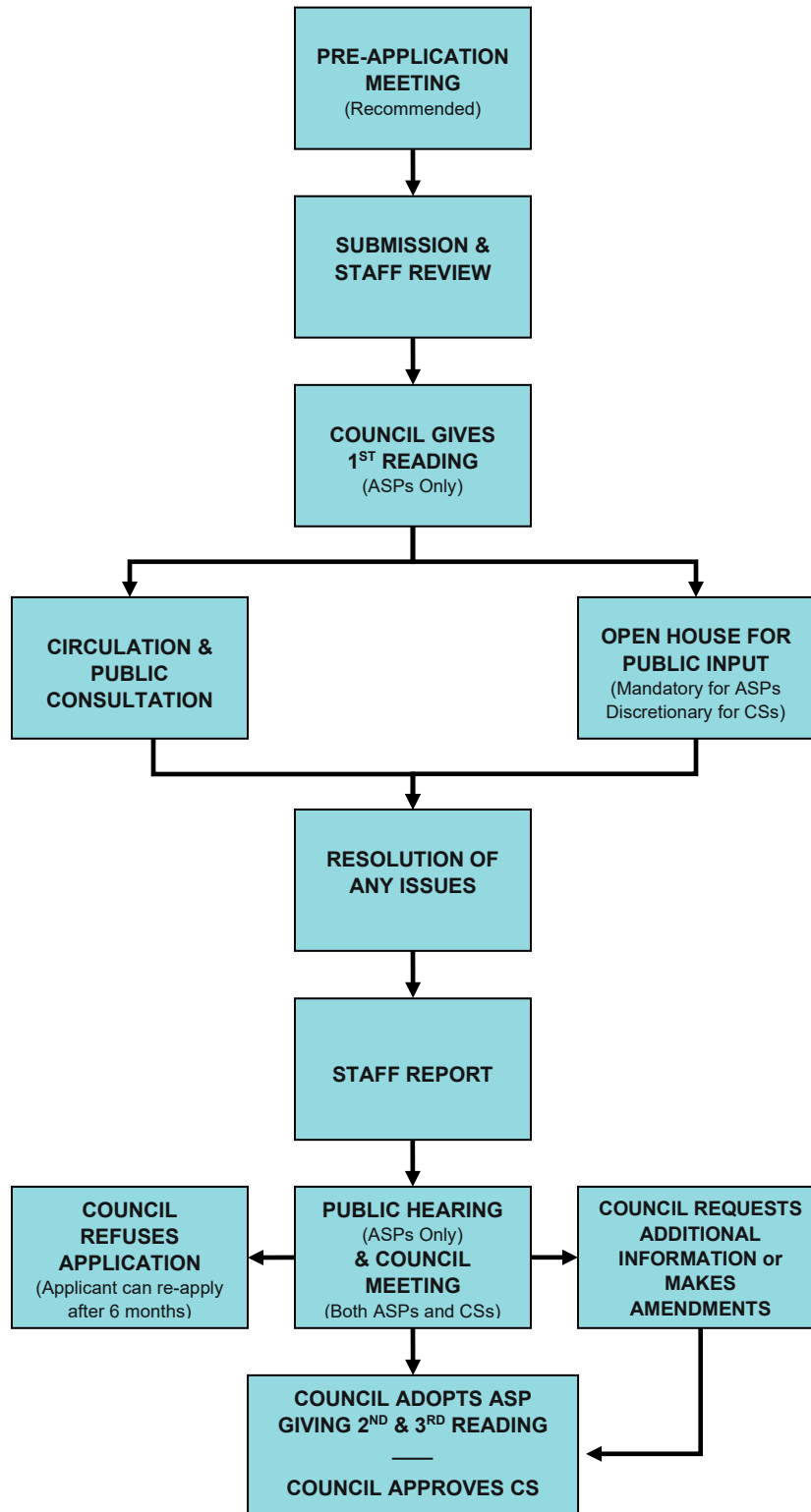
If Council defeats/refuses the proposed ASP/Conceptual Scheme, the applicant may not submit another application for the same parcel until six (6) months have expired, unless in the opinion of the Development Authority, the reasons for the refusal have been adequately addressed or the circumstances of the application have changed significantly.

Once adopted, the ASP becomes a Bylaw and the framework for subsequent stages of the planning process.

Once approved, the Conceptual Scheme becomes the framework for growth with the plan area.

All costs associated with advertising, conducting open houses, public hearings or professional assistance required by the Town to assess the application, will be the responsibility of the applicant.

Figure 2 – Area Structure Plan / Conceptual Scheme Review Process



5.0 Land Use Redesignation

5.1 Purpose and Intent of a Land Use Redesignation

Per the Land Use Bylaw (LUB), all land within Carstairs is designated under a specific Land Use District which outlines the type of uses and development that occur within that District. An amendment to the LUB is required when there is a change to the contents of the LUB itself or more commonly when there is a redesignation of a Land Use District on a specific parcel(s) of land.

Commonly referred to as a Land Use Redesignation (or Land Use Amendment or rezoning), the local process is dictated by Section 1.9 of the LUB as detailed below. Please refer to the LUB and or speak to Town staff to determine the current Land Use District applied to your land.

5.2 Land Use Redesignation Requirements

The following items comprise a complete Land Use Redesignation:

- ☐ Completed Application Form (a copy can be found in [Appendix B](#)).
- ☐ Application Fees (as prescribed in Carstairs' [Rates and Fees Bylaw](#), as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Site plan (map) of the lands to be re-designated, showing:
 - north arrow
 - municipal address (i.e. street address)
 - legal address (i.e. plan/block/lot)
 - parcel boundaries
 - access and egress points
 - adjacent street labels
 - floodway and floodplain lines (if applicable)
 - location of existing buildings and setbacks (if applicable)
 - any easements, utility rights-of-way etc. (if applicable)
 - any landfills, sewage treatment and/or sour gas facilities and setbacks within 1.5 kilometres (if applicable)

The following studies may be required by the Development Authority to be prepared in support of an application for a Land Use Redesignation:

- ☐ An Area Structure Plan, Area Redevelopment Plan or Conceptual Scheme
- ☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)
- ☐ Stormwater Management Plan
- ☐ Water/Wastewater Servicing Strategies

- ☐ Phase 1 Environmental Site Assessment (ESA)
- ☐ Market Study Analysis for commercial sites
- ☐ Traffic Impact Assessment (TIA)
- ☐ Biophysical Assessment

When a Direct Control District is proposed the following additional items are required:

- ☐ An explanation of why none of the existing land use districts can be used to achieve the desired use.
- ☐ Draft Direct Control Guidelines.
- ☐ Elevations of existing and proposed development.

5.3 Land Use Redesignation Application Review Process

The below review process for Land Use Redesignation applications is illustrated in [Figure 3](#).

Pre-Application Meeting – Depending on the complexity of the application, the applicant may choose to meet with planning staff to discuss any issues associated with the application.

Submission and Staff Review – Once complete, the Land Use Redesignation is submitted to planning staff for review to ensure content requirements are met and that it conforms to local planning documents. Planning staff may request further studies and additional information for clarification.

First Reading – After review of the Land Use Redesignation application by planning staff, Council will be provided with a brief outline of the proposed redesignation and be requested to give first reading of the bylaw.

Circulation and Public Consultation – After first reading, the Land Use Redesignation application is circulated to municipal service providers, outside approval agencies, affected interest groups, and adjacent landowners (for a minimum of 15 business days).

Please Note: At the discretion of the Development Authority, an open house(s) may be held at this time in order to provide information to the general public and gather feedback.

Resolution of Any Issues – After circulation feedback is received, any needed amendments can be made by the applicant and integrated into Land Use Redesignation Application.

Staff Report – After any required amendments are addressed, planning staff will prepare a report for Council and schedule a public hearing.

Public Hearing – The public hearing must be advertised for two weeks in a local newspaper and circulated to adjacent landowners. At the public hearing, interested parties are provided an opportunity to voice their concerns – in favour or against – on the application before Council. Council may request additional information from the applicant prior to second and third reading.

Second and Third Reading – Subsequent to the public hearing, Council will then consider second and third readings on the Land Use Redesignation (this may occur directly after the public hearing or at a future meeting of Council). Council may:

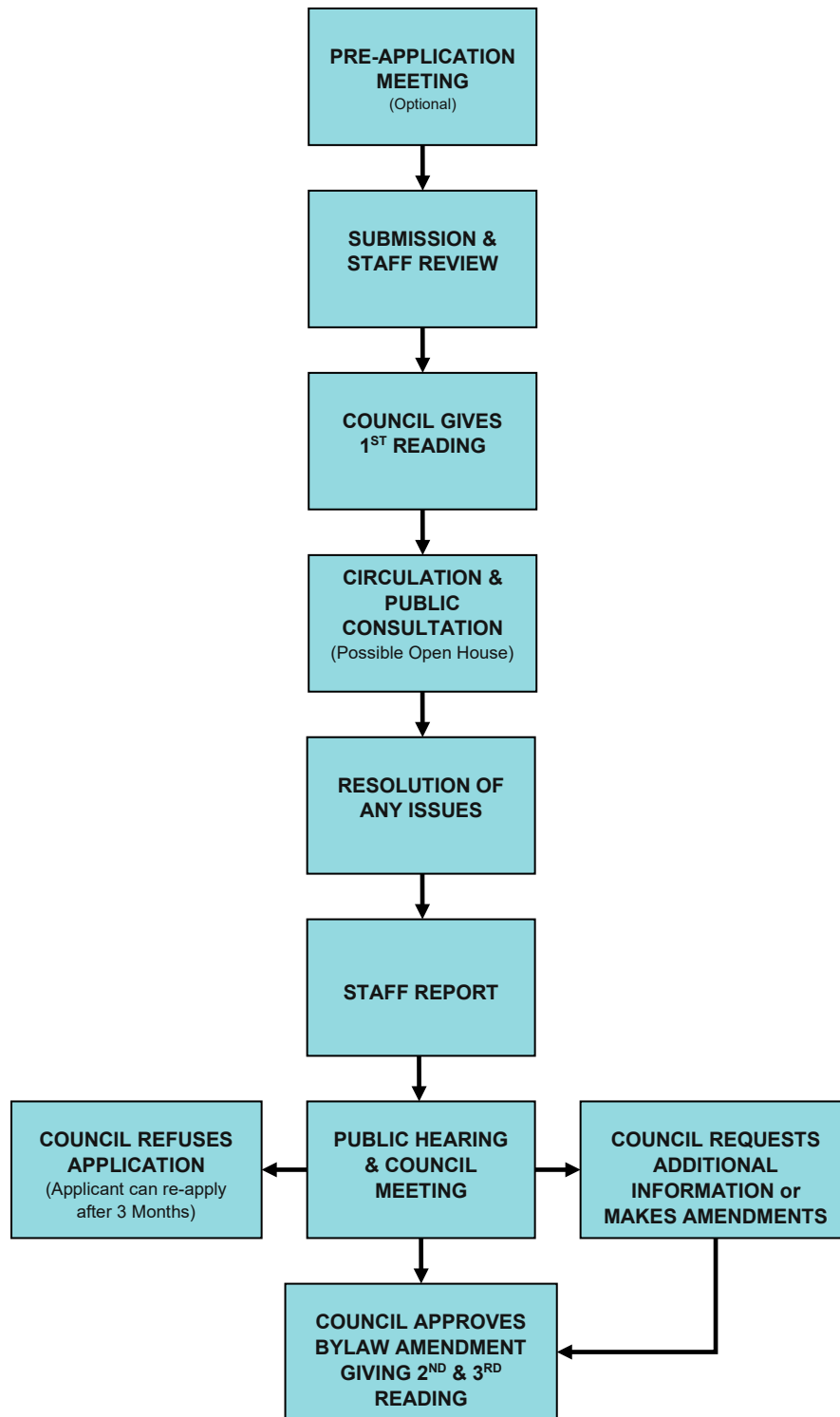
- Approve the Land Use Redesignation,

- Make amendments considered necessary at second reading and approve the Land Use Redesignation as amended,
- Table the Land Use Redesignation until certain requirements are met or refer it back to planning staff for further review, or
- Defeat the Land Use Redesignation.

If Council defeats the Land Use Redesignation application, the applicant may not apply for the same land use changes for the same parcel until three (3) months have expired, unless in the opinion of the Development Authority, the reasons for the refusal have been adequately addressed or the circumstances of the application have changed significantly.

All costs associated with advertising, conducting open houses, public hearings or professional assistance required by the Town to assess the application, will be the responsibility of the applicant.

Figure 3 – Land Use Redesignation Application Review Process



6.0 Plan of Subdivision

6.1 Purpose and Intent of a Plan of Subdivision

Subdivision is the dividing of a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used to adjust existing lot lines. An application for subdivision must be made by a landowner or agent acting on behalf of the landowner via one of the two methods:

- **Tentative Plan of Subdivision** which is prepared by a legal surveyor when creating two or more parcels that require a legal survey. The tentative plan may be based upon an approved ASP or Conceptual Scheme but will include more detail. Decisions are made by the Subdivision Authority.
- **Subdivision by Instrument** which occurs in situations where additional parcel(s) will be created and they can be described without a survey. Subdivision by instrument is the form of subdivision often used for splitting lots for infill development. The description identifying the new parcel must be prepared by a legal surveyor satisfactory to the Land Titles Office.

Subdivision applications may be accompanied by a Land Use Redesignation and/or Development Permit Application describing the structure proposed on at least one of the new lots.

6.1.1 Dedicated Lands

Carstairs' MDP outlines the dedication of reserve lands in alignment with the MGA in Sections 9.3.3 to 9.36, notably:

- Upon subdivision, the Subdivision Authority shall require that 10 percent of the developable land is dedicated as Municipal Reserve
- In addition to the provision of municipal reserve parcels for linear parks, it is also the preference of the Town that wherever possible, municipal reserves shall be provided in large parcels rather than numerous small parcels in order to better accommodate a variety of recreational uses
- In the majority of instances, municipal reserve dedication in residential subdivisions shall be provided in the form of land.
- Municipal reserve dedication in non- residential subdivisions shall be provided in the form of a cash-in-lieu contribution unless, in the opinion of the Town, land is required to provide buffers between different land uses.

6.2 Subdivision Application Requirements

The following items comprise a complete Subdivision Application:

- ☐ Completed Application Form (a copy can be found in [Appendix C](#)).
- ☐ Application Fees (as prescribed in Carstairs' [Rates and Fees Bylaw](#), as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.

- ☐ Location Plan (map) showing lands to be subdivided as described in the Certificate(s) of Title, and indicating the portion to be registered.
- ☐ Copy of the Tentative Plan of Subdivision prepared by a Legal Surveyor in alignment with the MRSDR, as amended.
- ☐ At the discretion of the Subdivision Authority, any supporting studies, plans or other information deemed necessary in alignment with the MRSDR, as amended.

6.3 Subdivision Application Review Process

The below review process for Subdivision applications is illustrated in [Figure 4](#).

Submission and Staff Review – A Subdivision Application is submitted to Town planning staff for review to ensure content requirements are met and that it conforms to local plans and guidelines. Planning staff may request further study and additional information for clarification.

Please Note: There is a 20-day window for planning staff to determine if a Subdivision Application is complete. An email notice will be supplied to the applicant once the Subdivision Application is deemed complete.

Once an application is deemed complete there is a 60-day window from circulation through to the Notice of Decision in alignment with the MRSDR.

If a time extension is required by either the applicant or the Town, a copy of the form (which needs to be agreed to by both parties) can be found in [Appendix D](#).

Circulation – The complete Subdivision Application is circulated for referrals to municipal service providers, outside approval agencies, affected interest groups, and adjacent landowners (for a minimum of **15 business days**).

Resolution of Any Issues – After circulation feedback is received, any required revisions can be made by the applicant and integrated into Subdivision Application. Alternatively, revisions to the proposed subdivision plan can be specified in the conditions of approval.

Staff Report and Subdivision Authority Decision – After any required revisions are addressed, planning staff will prepare a report for presentation to the Subdivision Authority, including any conditions of the subdivision approval. The Subdivision Authority may:

- Refuse the Subdivision Application with reasons, or
- Approve the Subdivision Application with or without Conditions of Approval

The Staff Report, which contains a recommended course of action, is presented to Council for information. Once presented to Council, the Subdivision Authority will render a decision and then issue a written Notice of Decision to the applicant via email.

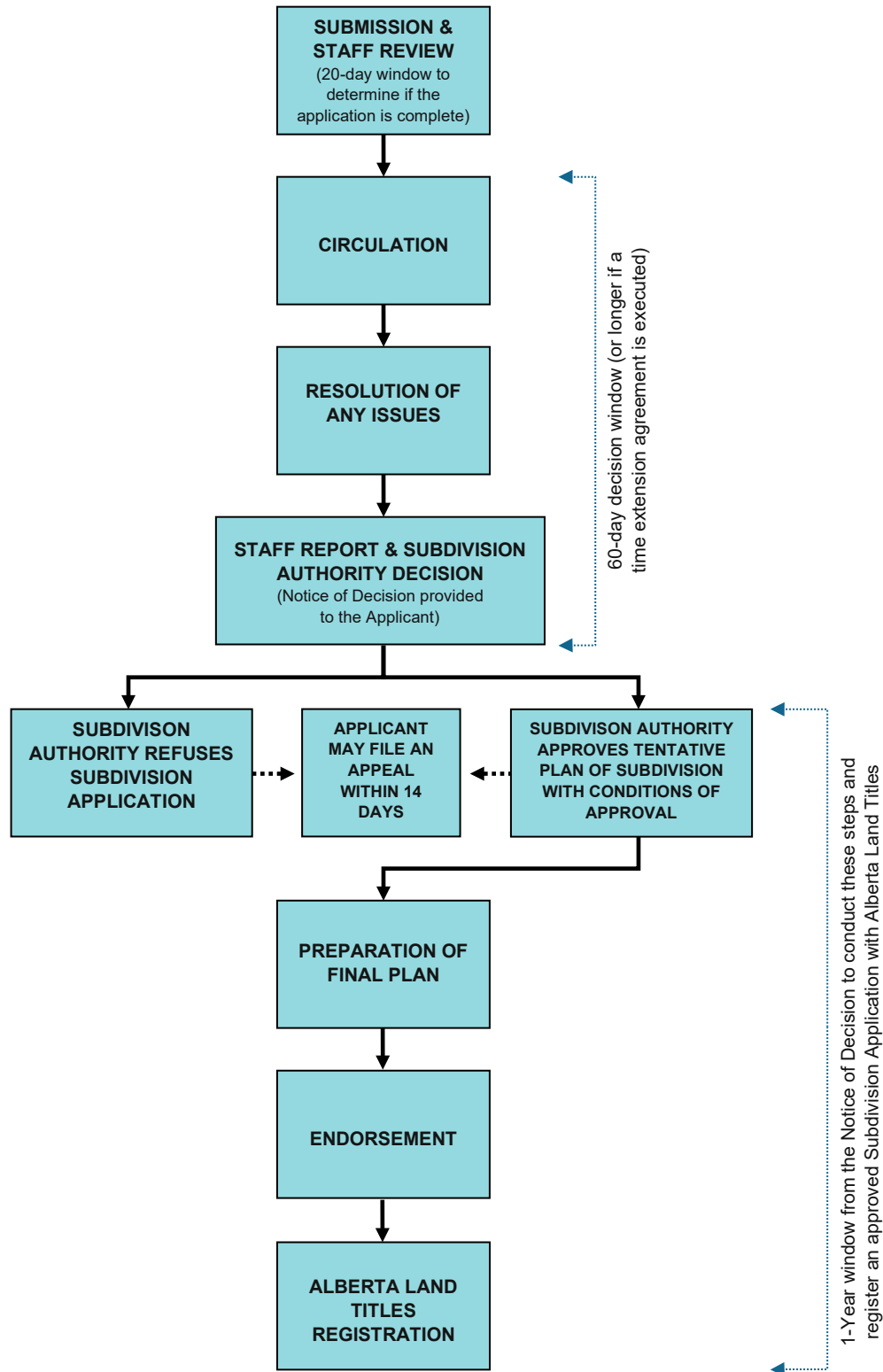
The applicant can file an appeal against a refusal or condition of approval with the Subdivision and Development Appeal Board (SDAB), or the provincial Land and Property Rights Tribunal in some situations, within 14 days of receiving the written decision.

When the Subdivision Application is approved, the decision is valid for one year. This one-year period allows for the legal finalization (endorsement and registration) of the subdivision:

- **Preparation of Final Plan** – The applicant engages an Alberta Land Surveyor (ALS) to prepare the Final Plan based on the approved Tentative Plan of Subdivision and any applicable subdivision conditions. Depending on the nature of the subdivision, the Final Plan may take the form of a Plan of Subdivision (field survey and the posting of survey pins), a Descriptive Plan (no field survey required) or other instrument acceptable to the Land Titles Office (LTO). At this time any legal documents, such as access agreements and discharges, and deferred reserve caveats are also prepared.
- **Endorsement**– The Final Plan and other required agreements or caveats are submitted to the Town for endorsement. In this process, the Town will review the Final Plan and other documents to ensure they match the subdivision approval, and that all subdivision conditions have been met. Once confirmed, the Town will endorse (sign off) on the documents and return them to the applicant or agent for submission to LTO.
- **Alberta Land Titles Registration** – Once endorsed, the Final Plan must be submitted to the LTO for registration. Once the legal plan is registered, LTO will issue titles for each parcel and the new lot(s) can be transferred.

An extension to the endorsement period may be required in order to give the applicant more time to meet the conditions of an approval, such extensions may be submitted to the Town using the form located in [Appendix D](#).

Figure 4 – Subdivision Application Review Process



Appendix A – Area Structure Plan / Conceptual Scheme Application



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Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

Neighbourhood Plan Review

- ☐ Area Structure Plan
☐ Conceptual Scheme

Application Form and Checklist

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email * _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

** By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

LEGAL DESCRIPTION

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____ West of the ____ meridian

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____ West of the ____ meridian

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____ West of the ____ meridian

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____ West of the ____ meridian

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that
(Print full name)

- ☐ I am the registered owner
☐ I am 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 for subdivision approval.

Signed

Dated

FOR OFFICE USE ONLY

LIST ALL AFFECTED ROLL NUMBERS _____

APPLICATION # _____

Application Checklist

The following information **must be included with your completed application**. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- ☐ Application Fees (as prescribed in Carstairs' **Rates and Fees Bylaw**, as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Development Concept (map) at a scale of 1:2000, with all dimensions and areas in metric showing:
 - north arrow
 - legal description of the plan area
 - plan area boundary
 - ownership boundaries (if different from plan area boundary)
 - existing contours with a minimum contour interval of 1.5 metres
 - sloped lands greater than 15% (if applicable)
 - proposed land uses
 - proposed street names
 - proposed road system identifying road standards, any road closures, and any temporary and emergency access roads and turnarounds
 - preliminary layout of proposed and existing utility systems (water, sanitary and storm), including high-pressure gas lines, pipelines, and overhead powerlines and associated setbacks
 - proposed reserve land such as municipal reserve (MR) and environmental reserve (ER) etc.
 - floodway or floodplain lines
 - existing vegetation, water bodies and any unique species or topographical features
 - offsite infrastructure required to service and access the plan area, and
 - any public facilities or school sites identified in the plan area (if applicable)
- ☐ An ASP/Conceptual Scheme Report which includes:
 - A statement of the Vision for the development
 - A description of the study area in its present state with reference to special or unique physical or environmental constraints or features and how they are to be addressed within the development concept
 - An explanation of the development concept including rationale for proposed land uses, open spaces and any neighbourhood design guidelines (as applicable)
 - An explanation of the general location of major transportation routes servicing the area and impact on existing routes, including the general alignment of collectors and arterial roads
 - An explanation of site stormwater management, servicing and utilities requirements in support of the Development Concept
 - An explanation on how the 10% municipal reserve dedication requirement will be met

- Complete development statistics including areas, anticipated yields based on land use proposed, municipal reserve dedication, and population projections for residential areas (as applicable)
- A phasing plan (map) that identifies the sequence of development (not required for a Conceptual Scheme)
- preliminary site concepts for open spaces, community amenities, commercial development and multi-family sites (as appropriate)
- information on existing edge conditions that may influence the development (if applicable)
- location of sour gas wells and facilities within 1.5 kilometres of the plan area (if applicable)

The following studies are/may be required by the Development Authority to be prepared in support of an ASP or Conceptual Scheme:

Supporting Study	ASP	Conceptual Scheme
☐ Historical Resource Overview (HRO), and if required, a Historical Resource Impact Assessment (HRIA)	REQUIRED	DISCRETIONARY
☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)	REQUIRED	DISCRETIONARY
☐ Stormwater Management Plan	REQUIRED	DISCRETIONARY
☐ Water/Wastewater Servicing Strategies	REQUIRED	DISCRETIONARY
☐ Phase 1 Environmental Site Assessment (ESA)	DISCRETIONARY	DISCRETIONARY
☐ Market Study Analysis for commercial sites	DISCRETIONARY	DISCRETIONARY
☐ Traffic Impact Assessment (TIA)	DISCRETIONARY	DISCRETIONARY
☐ Groundwater impact analysis and soils study	DISCRETIONARY	DISCRETIONARY
☐ Preliminary Grading Plan	DISCRETIONARY	REQUIRED
☐ Biophysical Assessment	DISCRETIONARY	DISCRETIONARY
☐ Sound Attenuation Study	DISCRETIONARY	DISCRETIONARY

Appendix B – Land Use Redesignation Application



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Fee Submitted	File No.
Decision	

Land Use Redesignation

Application Form and Checklist

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT/OWNER INFORMATION

Name of Applicant _____ Email _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

** By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

LEGAL DESCRIPTION

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____
West of the ____ meridian

Municipal Address (if applicable) _____

Total area of the above parcel of land is _____ hectares (_____ acres)

AMENDMENT PROPOSED

Existing Land Use District (according to the Land Use Bylaw)

Proposed Land Use District

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that ☐ I am the registered owner
(please type or print full name) ☐ I am 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 for land use re-designation.

Signed _____

Dated _____

APPLICANT'S STATEMENT

In the space below (or on a separate piece of paper), please provide a description of the reasons for making the application including a statement about why your request for land use redesignation should be approved by Council. This statement will be included in the Report to Council regarding your land use redesignation application.

[illegible]

Application Checklist

The following information **must be included with your completed application**. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- ☐ Application Fees (as prescribed in Carstairs' **Rates and Fees Bylaw**, as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Site plan (map) of the lands to be re-designated, showing:
 - north arrow
 - municipal address (i.e. street address)
 - legal address (i.e. plan/block/lot)
 - parcel boundaries
 - access and egress points
 - adjacent street labels
 - floodway and floodplain lines (if applicable)
 - location of existing buildings and setbacks (if applicable)
 - any easements, utility rights-of-way etc. (if applicable)
 - any landfills, sewage treatment and/or sour gas facilities and setbacks within 1.5 kilometres (if applicable)

The following studies may be required by the Development Authority to be prepared in support of an application for a Land Use Redesignation:

- ☐ An Area Structure Plan, Area Redevelopment Plan or Conceptual Scheme
- ☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)
- ☐ Stormwater Management Plan
- ☐ Water/Wastewater Servicing Strategies
- ☐ Phase 1 Environmental Site Assessment (ESA)
- ☐ Market Study Analysis for commercial sites
- ☐ Traffic Impact Assessment (TIA)
- ☐ Biophysical Assessment

When a Direct Control District is proposed the following additional items are required:

- ☐ An explanation of why none of the existing land use districts can be used to achieve the desired use.
- ☐ Draft Direct Control Guidelines.
- ☐ Elevations of existing and proposed development.

Appendix C – Subdivision Application



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Fee Submitted	File No.
Decision	

Subdivision Application

Application Form and Checklist

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email * _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

** By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

All/part of the _____ $\frac{1}{4}$ section _____ township _____ range _____ west of _____ meridian

Being all/part of lot _____ block _____ Registered Plan No. _____ Certificate of Title No. _____

Municipal Address (if applicable) _____

Total area of the above parcel of land to be subdivided is _____ hectares (_____ acres)

LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes ☐ No ☐

If yes, the Highway No. is _____

Does the proposed parcel contain or is it bounded by a coulee, swale, drainage ditch or other body of water? Yes ☐ No ☐

If yes, state it's name _____

Are there any oil or gas wells on or within 100 metres of the subject property(s)? Yes ☐ No ☐

Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes ☐ No ☐

If yes, is the sour gas facility active, abandoned, or currently being reclaimed? _____

Is there an abandoned oil or gas well or pipeline on the property? Yes ☐ No ☐

Is the land situated within:

☐ 450 metres of an operating or non-operating landfill or hazardous waste management facility?

☐ 300 metres of an area that is currently being used for the processing of waste water?

☐ 300 metres of a livestock feeding lot?

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe the existing use of the land _____

Describe the proposed use of the land _____

If known, state the designated use of the land as classified under the Town of Carstairs Land Use Bylaw.

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

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

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

WATER AND SEWER SERVICES

Existing source of water (please check one):

☐ None ☐ Cistern
Other (please describe)

☐ Water Well

☐ Piped Water Source ☐

Describe the proposed water supply:

Existing sewage disposal (please check one): ☐ None ☐ Septic Field
☐ Piped Sewer System ☐ Other (please describe)

Describe the proposed sewage disposal:

EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings (historical or otherwise) and any structures on the land and whether they are to be demolished or moved including the foundation, water well and septic tank/field.

ADDITIONAL INFORMATION FOR SUBDIVISION PURPOSES

Proposed land use district (if amendment is required) _____

Number of parcels being created _____ Size of parcels being created _____

Proposed land use of remaining land in title _____

Disposition of Municipal Reserves (please check the appropriate box):

- ☐ Land dedication (indicate the area of Reserves and show dedication on drawing)
- ☐ Money in place of land (value to be determine by appraisal)
- ☐ Deferral
- ☐ Not applicable (e.g. existing title < 2 acres, first parcel out of 1/4 sections, reserves previously dedicated)

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that
(Print full name)

- ☐ I am the registered owner
☐ I am 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 subdivision application.

AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED OWNER

I (We) hereby authorize _____ to act on my (our) behalf
on matters pertaining to this subdivision application.

Registered Owner's Signature

Date

RIGHT OF ENTRY

I hereby authorize the Town of Carstairs, or their representative, to enter my land for the purpose of conducting a site inspection in connection with my subdivision application.

Registered Owner's Signature

Application Checklist

The following information **must be included with your completed application**. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- ☐ Application Fees (as prescribed in Carstairs' **Rates and Fees Bylaw**, as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Location Plan (map) showing lands to be subdivided as described in the Certificate(s) of Title, and indicating the portion to be registered.
- ☐ Copy of the Tentative Plan of Subdivision prepared by a Legal Surveyor in alignment with the MRSDR, as amended.
- ☐ At the discretion of the Subdivision Authority, any supporting studies, plans or other information deemed necessary in alignment with the MRSDR, as amended.

Appendix D – Time Extension Request Form



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Fee Submitted	File No.
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Time Extension Request Form

- ☐ Subdivision Application Review Period Extension
- ☐ Development Permit Application Review Period Extension
- ☐ Subdivision Endorsement Extension

Municipal Government Act Section 657 (6)

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation.

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

** By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

LEGAL DESCRIPTION

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____ West of the ____ meridian

Municipal Address (if applicable) _____

Choose One – TIME EXTENSION – Subdivision Application Review Period Extension

Date Subdivision Application Deemed Complete: ____/____/____ (M/D/Y)

Date Subdivision Application Review Anticipated to be Complete ____/____/____ (M/D/Y)

Extension Requested for _____ days

Revised Date for Subdivision Application Review Completion ____/____/____ (M/D/Y)

Choose One – TIME EXTENSION – Development Permit Application Review Period Extension

Date Development Permit Application Deemed Complete: ____/____/____ (M/D/Y)

Date Development Permit Application Review Anticipated to be Complete ____/____/____ (M/D/Y)

Extension Requested for _____ days

Revised Date for Development Application Review Completion ____/____/____ (M/D/Y)

Choose One – TIME EXTENSION – Subdivision Endorsement

Expiry Date of Subdivision Approval: ____/____/____ (M/D/Y)

Extension Requested for _____ days

Revised Date Expiry Date ____/____/____ (M/D/Y)

Please describe your progress made towards meeting the outstanding conditions of approval and your reasons for the time extension request (Please use the reverse of this form if necessary)

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that
(Print full name)

- ☐ I am the registered owner
☐ I am 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 for subdivision time extension.

Signed

Dated

FOR OFFICE USE ONLY

Extension Request Number: _____

PLANNERS COMMENTS:

DECISION:

☐ GRANTED – Amount of Time Granted: _____

Revised Date: _____

☐ NOT GRANTED

Decision By: _____

Date of Decision: ____/____/____ (M/D/Y)

Appendix E – Circulation Agencies and Adjacent Landowners

Circulation Agencies

The following list of agencies are circulated for feedback on the various development applications that the Town receives:

ATCO Gas
ATCO Pipelines
AltaLink Management Ltd.
Alberta Environment and Parks
Alberta Transportation
Calgary Health Services (Alberta Health Services)
Canada Post
CIMA+
Canadian Pacific Railway
Chinook's Edge School Division
Fortis Alberta
Mountain View County (as appropriate)
Shaw Cable Systems
Telus Communications

A copy of the above list, with current email contacts, can be requested from Town staff.

Adjacent Landowners

Adjacent landowners are circulated in alignment with the Planning and Development definitions of the MGA (s.616):

- (a) *“adjacent land” means land that is contiguous to a parcel of land that is being subdivided or redesignated and includes*
 - (i) *land that would be contiguous if not for a highway, road, river or stream, and*
 - (ii) *any other land identified in a land use bylaw as adjacent land for the purpose of notification...*

Appendix F – Stripping and Grading Permit



Town of Carstairs

Box 370, 844 Centre Street, Carstairs, AB T0M 0N0

(403) 337-3341 Fax (403) 337-3343

www.carstairs.ca

Stripping and Grading Permit

Developer: _____ Subdivision Phase _____

Consultant: _____ Consultant Representative: _____

Contractor: _____ Contractor Representative: _____

Phone Number: _____ Email: _____

Stripping and grading shall comply with the following conditions:

1. Erect fencing and provide other measures satisfactory to the Town to ensure the stripping and grading does not encroach into ER or MR lands where applicable.
2. Erect "Private Property" and "No Trespassing" signs on the perimeter of the Lands, stating the Developer's name and the phone number of a representative.
3. The stripped loam shall be stock piled in the location shown outlined in green on the attached plan and the loam stockpile shall be neat in appearance, free from any hazardous condition and treated to prevent soil erosion from wind and rainfall and be posted against dumping and designated "Private Property", "No Trespassing" and "No Unauthorized Personnel Beyond This Point". The stripped loam pile shall not be higher than as shown on the drawing provided.
4. The Developer shall be responsible for controlling noxious weeds and excessive vegetative growth within the development site.
5. The loam stockpile shall be removed by the completion of the second phase of development or within three years of commencement of the stripping and grading, which ever first occurs, unless an extension of time is given by the Development Authority. Extension applications must be requested in writing in advance of the above date or the request will be denied and removal procedures will be initiated.
6. No grading, filling or excavation is permitted within utility and road rights-of-way, under any overhead utility lines, or over any underground utilities, unless prior written authorization has been obtained from the utility agencies concerned.
7. The Developer shall submit any modification to the Drainage Plans and Erosion and Sediment Control Report that may be necessary from time to time for various reasons, including but not limited to, portions of the Lands becoming developed, adjacent lands becoming developed, or drainage and or erosion control facilities that may require rerouting or redesigning.

8. The Developer, at no expense to the Town, before, during and after the stripping and grading and development of the area, shall implement the drainage control guidelines as established by the Storm Management Plan approved by the Town and forming part of the Development Agreement, for the control and disposal of all storm water in and from the Lands and storm water which may be cut off from its natural drainage route by the development, including but not limited to inlet protection to any adjacent storm water sewer system.
9. The Developer or the owner of the lands being stripped and rough graded shall employ appropriate measures to control any dust, particularly in the vicinity of highways or occupied dwellings, to ensure traffic safety and minimize dust nuisance complaints from the public, and to minimize drainage, soil erosion, soil instability and other problems arising from stripping, rough grading, the loam stock pile and all related operations.
10. If, during the stripping and grading process, the Developer or the owner of the development site, or any of their agents or contractors becomes aware of any contamination the person discovering such contamination shall forthwith report the contamination to Alberta Environmental and Parks and the Town and shall immediately cease work and submit a Phase 2 Environmental Site Assessment prepared by a qualified professional to Alberta Environmental and Parks and the Town.
11. The Developer, at its expense, shall rehabilitate the adjacent Lands to the satisfaction of the owners immediately after completion of the stripping and rough grading of the adjacent lands.
12. The Developer, at its sole expense, and to the satisfaction of the Town's Engineer, shall rehabilitate in a timely manner any offsite areas or facilities disturbed or damaged as a result of stripping and grading operations, storm water runoff, soil erosion, soil instability, sedimentation, dust or other problems which may arise from the stripping and grading, and shall employ the use of gravel pads to curb track out onto the street and reduce or stop activity when the site has excessive dust emissions.
13. The Developer shall submit a letter under corporate seal indemnifying and saving harmless the Town and owners of adjacent properties or such other affected parties from any losses or damages which the Town and owners of adjacent properties or such other affected parties may sustain as a result of the storm water runoff, soil erosion, soil instability, sedimentation, loam stock pile, dust and any other problem which may arise from the stripping and rough grading of the Lands. In addition, the Developer, at its sole expense, shall take corrective action(s) deemed necessary to rectify the problem(s) and to do so in a timely manner to the satisfaction of the Town and the Town's Engineer.
14. In the event the Developer fails to maintain the Lands or rehabilitate any of the Land stripped or disturbed, or to remove the loam stockpile or to remedy the dust, drainage, soil instability, soil erosion, sedimentation, nuisance or hazardous conditions, the Town upon 30 days written notice to the Developer may enter upon the Lands and rectify any deficiencies at the Developer's expense.
15. Notwithstanding Clause 14, in the event of an emergency (in the opinion of the Town CAO or his/her designate), the Town shall have the right, but not the obligation, to enter upon the Lands and rectify any dust, storm water runoff, soil instability, soil erosion, sedimentation, grading, dust, nuisance or hazardous condition(s) at the Developer's sole cost.

16. The CAO, within three (3) working days following such work, is to give written notice to the Developer as to what work was undertaken during the emergency.
17. All costs incurred by the Town in exercising its rights under items 13, 14 and 15 shall be due and payable by the Developer within 30 days of receipt of the invoice of such work. In the event the Developer fails to pay the Town, the Town has the right to recover its costs from the (performance security) letter of credit posted by the Developer or cause the costs and expenses incurred to be placed on the tax roll as an additional tax against the Lands concerned.
18. The Developer shall submit a Geotechnical Report for Deep Fills by a qualified Geotechnical Engineering Consultant. The report, amongst other things, shall certify that all the fill material was placed and compacted in accordance with Towns Construction and Infrastructure Design Standards and the report shall also make recommendations or special foundation designs, necessary to ensure the integrity of any structure constructed in fill areas.
19. The Developer shall submit a stripping and grading plan, including a plan for soil erosion and sedimentation control for review by the Town's Engineer. The Developer shall be responsible for all costs associated with the review and amendments resulting from the review.
20. The Developer is responsible to replace any or all survey control stations/markers that have been destroyed or damaged due to the stripping and grading of the area.
21. Development must commence within twelve (12) months of issuance of the Development permit and completed within twenty (24) months, unless a time extension has been granted.
22. If the stripping and grading permit is issued prior to an approved Area Structure Plan, Land Use Redesignation, Subdivision Plan, or Development Permit, stripping and grading is at the developer's sole risk, any costs incurred shall be born solely by the developer.

Additional Requirements:

Stripping and grading on the above noted subdivision will commence on: ____/____/20____.

(Consultant/Contractors Signature) Date: _____

The Town of Carstairs gives _____ permission to commence stripping and grading.

Town of Carstairs Date: _____