



APPLICATION PROCESS

Note that through stages 3 and 4 applications are subject to revisions at the Managers meeting and Committee of the Whole (COW). The role of the manager meeting and COW is explained below:

- **Managers Meeting:** Allows department managers to examine applications from their area of expertise such as engineering, planning, public works, community services.
- **Committee of the Whole:** Allows Council to provide input prior to a decision by the development authority.

PROCESSING TIME

Processing time can vary depending on the complexity of the application. A reasonable time frame for straight forward applications is approximately 2 months.

DECISIONS

Decisions on whether to approve or refuse all bylaw amendment applications are made by Council in accordance with the *Municipal Government Act*.

Administration reviews the application and prepares recommendations which are heard by Council at the public hearing. In reviewing a bylaw amendment application, administration takes into account, but is not limited to, the following considerations:

- Location of proposal and compatibility with adjacent land uses;
- neighboring road capacity;



- adequacy of municipal utilities;
- approved policies/regulations affecting the site;
- public input.

APPEALS

Council decisions regarding a bylaw amendment cannot be appealed. The same or similar application can not be resubmitted until six months has lapsed after the Council's decision.



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These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November 2009

LAND USE BYLAW AMENDMENT

Planning & Development





The following information provides a guideline to assist applicants in preparing the submission for a Land Use Bylaw amendment.

WHAT IS A BYLAW AMENDMENT?

The Town of High River has adopted several statutory documents to guide development in the municipality. These documents include the Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans, and the Land Use Bylaw. All of these documents may be amended, in accordance to the *Municipal Government Act*, to accommodate a particular development.

- All decisions on Land Use applications for Bylaw amendments are made by Council.

WHO CAN APPLY FOR A LAND USE BYLAW AMENDMENT?

Anyone can apply for a Land Use Bylaw amendment whether or not they own the property concerned, provided they have a letter of authorization from the property owner.

FEES

A fee for the Land Use Bylaw amendment application must be paid at the time of application. A fee schedule is available at the Town Office or on the website. (www.highriver.ca)

APPLICATION REQUIREMENTS

Every application for a Land Use Bylaw amendment shall be accompanied by the following:

- The application fee.
- A copy of the Certificate of Title for all of the property concerned no more than 30 days old (copies can be obtained from the Alberta Registries Office).
- Written authorization letter from the owner, if the applicant is not the owner.
- Photographs of the site and the adjacent area. Colour photographs should clearly show site conditions and physical context of the proposed amendment.
- Site plans (if applicable) accurately dimensioned and drawn to scale showing how the site concerned would be developed. The information required to be shown on a site plan will vary depending on the type of amendment proposed.
- Statement of Purpose addressed to Council outlining the reasons for the proposed amendment and may include characteristics of any future development, resolution to any potential conflicts and proof of support from adjacent property owners.
- An authorization for right of entry onto the property concerned by designated officers.
- Applications dealing with residential infill sites are required to provide additional information, including but not limited to, elevation drawings and site plans, depicting building façade and height, streetscape, landscaping and architectural treatments.
- Depending on the magnitude of the amendment requested, administration/Council may direct the applicant to hold a public open house to obtain input from adjacent property owners/relevant agencies prior to filing an application.
- Other information as required.

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