

REZONING OF A PROPERTY

Planning & Development | Town of High River

This information sheet provides basic information on how to amend the Land Use Bylaw. The information is a simplification of the process. The full process is outlined in Town's [Land Use Bylaw](#). In the event of any discrepancy/omission, the Land Use Bylaw takes precedence.

Pre-application meetings are **required** for a Bylaw Amendment Application. To book a pre-application meeting or to speak with the Planning & Development Services Division about your proposal, please contact us at planning@highriver.ca or at 403.652.2110 and we would be pleased to assist you.

Applicants must fill in the **Rezoning and Plan Amendments** application form (found at highriver.ca/land-use-bylaw-and-map) and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

What is a Land Use Bylaw?

Development in every municipality in Alberta is guided by a Land Use Bylaw (LUB). Each municipality has its own unique LUB which is guided by the community's municipal development plan. In the Town of High River, this document is called the Town Plan.

The Town's LUB was adopted by Council in April 2017. It divides the Town into 6 districts that guide all types of development. The Town developed its LUB to be one of a kind – to be flexible, development friendly, and to make the review and approval process efficient, transparent, and straightforward.

Purpose of amending the Land Use Bylaw

At times, a developer may want to put forward a development proposal which does not comply with the Town's Land Use Bylaw. The developer may apply to amend the Bylaw to accommodate their proposal.



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What does the Town look for during the review process?

- The Town's Land Use Bylaw includes two guiding principles. These guiding principles are very critical and the Town will use them to evaluate the suitability of your application.

Guiding Principles for evaluating applications

The Town's Land Use Bylaw includes two guiding principles. These guiding principles are very critical and the Town will use them to evaluate the suitability of your application.

A Pedestrian as the Universal Measure of Design:

- The Town of High River is to be designed based on a scale that is comfortable to people, encourages walking, accommodates a variety of functions, can change and adapt over time, and that will foster an environment that supports and reinforces the social aspects of the Town.

Stewardship through Sustainable Design:

- The Town, the community, and the development industry act as stewards for the High River of tomorrow. All development shall focus on long term quality over short term gains.

- The Town also reviews the application to ensure that it complies with all of the Land Use Bylaw regulations as well as the policies in the [Town Plan](#) and in any other applicable policy documents (Area Structure Plans, Area Redevelopment Plans, Neighbourhood Outline Plans, etc. found [here](#)).
- If there are aspects of your proposal that do not comply with the Town's regulations/policies, staff will go through options with you. Options could include applying for a variance or applying to amend the applicable policy document

As stated above, the Land Use Bylaw is intended to be flexible and development friendly. We expect to have significantly fewer LUB amendment requests compared with our previous, more prescriptive LUB.

Before deciding to apply for a LUB amendment, please contact staff for a discussion and we may be able to collaborate with you to find an alternative that works for you and does not require a LUB amendment. Staff can be reached at 403.652.2110 or at planning@highriver.ca

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The Land Use Bylaw amendment process

Processing time can vary depending on the complexity of the application. A reasonable time frame for straightforward applications is approximately 2-3 months.

PRE APPLICATION MEETING

- Please contact staff at 403.652.2110 or at planning@highriver.ca to book a pre-application meeting. The pre-application meeting is an opportunity to identify concerns and answer questions early in the process.
- Representatives from all relevant departments attend
- We will go through the Bylaw amendment procedure and will discuss any relevant higher level policy documents and will raise any potential “red flags” (e.g. if an amendment to a higher level document such as an Area Structure Plan or Area Redevelopment Plan is necessary).

APPLICATION

- Application form found at highriver.ca/land-use-bylaw-and-map
- \$2,000 for each land use designation change (as per [Rate Bylaw](#))
- PLUS \$110 per ha (or portion thereof) for each parcel of land being rezoned, PLUS \$150 advertising fee
- The advertising fee covers the Town’s expenses of placing two advertisements in the High River Times (to advertise the Public Hearing).

APPLICATION COMPLETENESS MEETING

- Please contact your file manager from your pre-application and let them know that you are ready to apply. They will set up a meeting with you to review the application before it is accepted to ensure no required elements are missing as the Town does not accept incomplete applications.

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TOWN REVIEW

- Planning staff circulate to internal departments, and external agencies (e.g. Alberta Transportation), for their comments. They are given 2 weeks to provide comments.
- You can see the progress being made on your application [here](#). This webpage shows the progress of all current applications and is updated every week.
- You will be provided with the comments received through a formally compiled letter after the circulation period is complete.
- If revisions are required, you will need to resubmit applicable drawings in the same size and format as you submitted them in your original application.
- These comments may include requests for revisions. You will be asked to advise the Town if you have any comments/concerns or require any clarification.

FIRST READING

- Council completes the First Reading of the proposed Bylaw amendment.
- The Public Hearing is advertised in the High River Times for two consecutive weeks.

PUBLIC HEARING

- Staff present recommendations at the public hearing.
- Members of the public are given the opportunity to speak. They may also submit written letters communicating their opinions on the development to the Legislative Services Department prior to the meeting.

SECOND & THIRD READING

- Council considers the Second and Third Readings of the proposed Bylaw amendment.
- The amendment is in force and effect after bylaw is passed by Council

Please note that Council decisions regarding a bylaw amendment cannot be appealed. The same or similar application may not be accepted for resubmission until six months has lapsed after the Council's decision if Council refused the application.