

# REZONING AND PLAN AMENDMENTS

*(includes rezoning, and amendments to Town Plan, Area Structure Plans, Area Redevelopment Plans, Neighbourhood Outline Plans, and Area Concept Plans)*

*Planning & Development | Town of High River*

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 before submitting your application, please contact us at [planning@highriver.ca](mailto:planning@highriver.ca) or at 403.652.2110 and we would be pleased to assist you.

Applicants must fill in the following application form and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

## FOR OFFICE USE ONLY

DATE ACCEPTED AS COMPLETE: \_\_\_\_\_

ROLL NO.: \_\_\_\_\_

FILE NO.: \_\_\_\_\_

ZONING: \_\_\_\_\_

DATE OF PRE-APPLICATION MEETING: \_\_\_\_\_

Is the property within an Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan?

MINIMUM DEVELOPMENT ELEVATION: \_\_\_\_\_

If yes, specify: \_\_\_\_\_

\_\_\_\_\_

Possible Common Fees	
	<b>Land Use Bylaw Amendments</b>
<input type="checkbox"/>	For each new designation proposed: \$2,000
	PLUS \$150 advertising fee
	PLUS \$110 per ha of land or part thereof
	<b>Other statutory document amendments (Town Plan, Area Structure Plan, Area Redevelopment Plan)</b>
<input type="checkbox"/>	\$2000 PLUS \$150 advertising fee
<input type="checkbox"/>	<b>Non-statutory document amendments (Area Concept Plan, Neighbourhood Outline Plan)</b>
	\$1,000
<input type="checkbox"/>	<b>Copies of titles and instruments:</b> \$15 each

- Land Use Bylaw Amendment
- Town Plan Amendment
- Area Structure Plan Amendment
- Area Redevelopment Plan Amendment
- Area Concept Plan Amendment
- Neighbourhood Outline Plan Amendment
- Other (Please describe)  
\_\_\_\_\_

**APPLICANT / AGENT INFORMATION**

Applicant Name:  
 Mailing Address:  
 Email:  
 Telephone/Fax:

**PROPERTY INFORMATION**

Property owner name(s):  
 Municipal Address of property:  
 Legal description (Lot, Block, Plan):

**PROPERTY OWNER SIGNATURE / PERMISSION LETTER**

**Must provide either property owner signature below OR permission letter from the property owner authorizing the agent to sign the application form.**

**OR**        **Permission letter from property owner is attached**

\_\_\_\_\_

**Owner signature**

**RIGHT OF ENTRY**

In accordance with the *Municipal Government Act*, I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).

\_\_\_\_\_

**Owner Signature**

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal Information required by the Town of High River application forms is collected under authority of Sections 33(a) and (c) of the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be made available to the public pursuant to Section 17(g)(ii) of FOIP and Section 606(6)(b) of the *Municipal Government Act*. If you have any questions, please contact the Manager of Legislative Services at 403-603-3652.

\_\_\_\_\_

**Applicant/agent signature**

**Items to be submitted unless otherwise discussed with staff:**

<b>ADMINISTRATIVE</b>		
<b>One hard copy AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>)</b>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
a) Applicable Fee	<input type="checkbox"/>	<input type="checkbox"/>
b) A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of Certificate(s) of Title(s), validated within 30 days of the submission of the application. They can be purchased at <a href="https://alta.registries.gov.ab.ca">https://alta.registries.gov.ab.ca</a> (\$10 each) or you can order them through the Town (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
d) Copy of any Restrictive Covenants, Utility Rights-of Way, Easements, or Town Caveats registered on the Title(s) (mortgage/other financial not required). They can be purchased at <a href="https://alta.registries.gov.ab.ca">https://alta.registries.gov.ab.ca</a> (\$10 each) or you can order them through the Town (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
e) Real Property Report	<input type="checkbox"/>	<input type="checkbox"/>
f) Color photographs of the site and surrounding area	<input type="checkbox"/>	<input type="checkbox"/>
<b>WRITTEN SUBMISSIONS</b>		
<b>One hard copy AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>)</b>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
1) Proposal Description		
a) Describe the purpose and effect of the proposed amendment(s) in writing.	<input type="checkbox"/>	<input type="checkbox"/>
b) Existing use of the land/buildings: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
c) Proposed use of the land/buildings: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Land Use Bylaw Amendments</b>		
a) What is the current zoning: _____  What is the proposed zoning: _____	<input type="checkbox"/>	<input type="checkbox"/>
b) Why is an amendment necessary? Please provide explanation/justification	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Town Plan Amendments</b>		
a) Proposed new amendments (written and/or graphic) as proposed to be inserted into the document. Specify what section(s) the amendments are being proposed to replace if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
b) Why is an amendment necessary? Please provide explanation/justification	<input type="checkbox"/>	<input type="checkbox"/>
<b>For amendments to Area Structure Plans, Area Redevelopment Plans, Area Concept Plans, and Neighbourhood Outline Plans</b>		
a) Proposed new amendments (written and/or graphic) as proposed to be inserted into the document. Specify what section(s) the amendments are being proposed to replace if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

b) Why is an amendment necessary? Please provide explanation/justification	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN</b>		
<b>One 8.5"x11" hard copy of site plan AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>) showing the following required items in METRIC units</b>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
1) Title box showing:		
a) North arrow	<input type="checkbox"/>	<input type="checkbox"/>
b) Scale	<input type="checkbox"/>	<input type="checkbox"/>
c) Date (including latest revision date)	<input type="checkbox"/>	<input type="checkbox"/>
d) Municipal address, legal description, and Land Use Bylaw designation	<input type="checkbox"/>	<input type="checkbox"/>
e) Key plan/site location map	<input type="checkbox"/>	<input type="checkbox"/>
f) Area and dimensions of development area	<input type="checkbox"/>	<input type="checkbox"/>
2) Property Information		
a) Property lines/boundaries (location and length)	<input type="checkbox"/>	<input type="checkbox"/>
b) Restrictions on use of land, easements, utility rights-of-way, right-of-way setback lines.	<input type="checkbox"/>	<input type="checkbox"/>
c) Significant physical features (streams, marshes, wooded areas, soils,)	<input type="checkbox"/>	<input type="checkbox"/>
3) Information re: abutting properties:		
a) Approximate boundaries of adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
b) Outlines of existing structures and access points of adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
c) Uses of adjacent properties (residential, commercial, industrial, undeveloped, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
4) Building Footprints		
a) Footprints of all existing and proposed buildings and structures (indicate if any existing buildings are proposed to be demolished), loading docks, storage tanks, transformers, mechanical rooms, and retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

\_\_\_\_\_  
**Applicant Signature**  
 (confirming that all information provided is correct)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff member reviewing application completeness**

\_\_\_\_\_  
**Date deemed to be complete**