



APPLICATION FOR LAND USE AMENDMENT

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

COMPLETE AND SIGN “LAND USE AMENDMENT APPLICATION” FORM (attached)

1. APPLICATION FEE - \$1500.00 (non-refundable)

Make cheque / money order payable to:

“MUNICIPAL DISTRICT OF GREENVIEW NO. 16”

2. COMPLETE “SITE DIAGRAM” using the attached graph paper. Directions for completing a site diagram for a Land Use Amendment Application are shown below. Please show as much detail as possible while following the directions given.

- I. Please draw a scale diagram of your area to be rezoned. A convenient scale might be 1 square equals 10 feet or 1 square equals 3 meters. Feel free to use a scale which meets your needs. Please indicate the scale you used at the bottom of the page.
- II. Please show the approximate locations of the following features.
 - a) M.D. and provincial government roads and distances to the Land Use Amendment (rezoning) site.
 - b) Private roads or driveways (existing or proposed).
 - c) The location of natural features such as trees, water runs, creeks, etc.
 - d) The location of the proposed parcel(s).
 - e) The location of other buildings which may be on the site or which are proposed.
 - f) Indicate proposed and existing property lines and size of the proposed lots (length, width & total area).
 - g) Describe the Physical Characteristics of the proposal: Topography, Vegetation, Water Source & Type of Soil.
 - h) Provide the type of Water Services: Existing and Proposed Sources.
 - i) Provide information regarding Sewer Services: Existing and Proposed Disposal.
 - j) Provide information regarding Approach(s): Existing and Proposed.

3. COMPLETE **RIGHT-OF-ENTRY - FORM B** (Attached)

Please mail, email or bring all the information required to the above address.

For further information, please contact the Development Officer for your area:

Grande Cache (Crown Land) and Grovedale	Celine Chuppa	780.524.6080	celine.chuppa@mdgreenview.ab.ca
Little Smoky, Valleyview and Sunset House	Price Leurebourg	780.524.6078	price.leurebourg@mdgreenview.ab.ca
New Fish Creek, DeBolt and Crooked Creek	Leona Dixon	780.524.7639	leona.dixon@mdgreenview.ab.ca
Hamlet of Grande Cache	Susanne Nicholls	780.827.3362	susanne.nicholls@mdgreenview.ab.ca



LAND USE AMENDMENT & SUBDIVISION INFORMATION

Your present zoning for the quarter is Agriculture (A) District and we would suggest changing to Country Residential One (CR-1) or possibly Country Residential Two (CR-2) District for removal of a second or additional lots for residential purposes. Attached is information on the two Districts from the M.D.'s Land Use Bylaw, an Approach Form, a Cross-Section of a typical gravel Approach and a Land Use Amendment (rezoning) Application. The Amendment Process takes between 4 to 6 months.

Country Residential Subdivisions must meet all of the following requirements:

- a) Land has low capability for agricultural use;
- b) Land must demonstrate ability to accommodate on-site water and sewer services;
- c) Does not conflict with surrounding land uses;
- d) Parcel offers a suitable building site; therefore if the ground appears to be low/wet, rezoning is **not** possible. Also, you may be required to provide Soils Testing by a qualified geotechnical engineer to prove the soil is capable to carry the development.
- e) Significant recreational or environmental areas should not be negatively impacted;
- f) The site must have access to the satisfaction of the MD of Greenview; and
- g) The proposed development does not hinder future extraction of known natural resources.

LAND USE AMENDMENT PROCESS:

The application is received by our office and referrals are sent to the various agencies, such as ATCO Electric, Telus Communications, MD's Public Works Department, etc. The application is then reviewed by the Municipal Planning Commission who makes a recommendation to Council. Council gives the Bylaw 1st Reading and a Public Hearing is scheduled. After the Public Hearing, Council can give the Bylaw 2nd & 3rd Readings. Once finalized, then the Subdivision Application is processed.

SUBDIVISION:

Attached is a Subdivision Application package and Sewage Standards for you to review.

As a requirement when subdividing, you must provide access to both the proposed subdivision and balance of the quarter at your expense and to meet M.D. standards. Security will be taken if you require the subdivision to be registered before the approaches and accesses are constructed.
SECURITY: Gravel approach requires \$8,000.00 security and paved approach would be \$12,000.00.

Sewer requirements: Percolation testing is required to meet the Alberta Municipal Affairs – Safety Code Requirements prior to considering the type of private sewage requirements. If you are thinking of retaining an acreage for a residential yard site, please consider the end of the discharge on a pumpout sewage must be 300 feet (91.44 meters) from all property lines typically a 10 acre parcel is required for this type of system. However, depending on several factors such as the type of soils and number of lots, etc. the type of approved sewer system could vary. Please contact an accredited agency to ensure you meet these Provincial requirements.

There are several relevant planning documents that govern the subdivision of land which can include: the Municipal Government Act, Subdivision and Development Regulation, Land Use Bylaw, Municipal

Development Plan, and an Area Structure Plan, depending on the location of the proposal. This legislation specifies the authority and responsibilities of the municipality on deciding on the subdivision application.

SUBDIVISION PROCESS: The first step is completion of the subdivision application detailing the location, size of parcel, physical characteristics, use of the land, and services. The applicant must submit a sketch indicating the location, dimensions, and boundaries of the land to be subdivided and the parcels to be created as well as right-of-ways, locations and types of existing buildings, the bed and shore of any river, lake or stream within the boundary, locations of roads, rail lines, and oil and gas facilities, and pipelines. Also, the sketch should show the exact location of existing wells and sewage systems and dimensions relative to proposed property lines.

Fees: The cost of subdividing a parcel of land varies according to the complexity of the proposal. Presently, the application fee for a **First Parcel Out is \$450.00**. The endorsement fee is \$150.00 per title created. The First Parcel Out the **endorsement fees would then be \$300.00**. There are also **additional costs including: the Survey Costs and Land Titles Office levies a registration fees** that you will need to pay which could vary in price depending upon how you register the subdivision i.e. Descriptive Plan is cheaper but when registered by Plan of Survey, the surveyor places pins marking the boundaries which provides greater accuracy. You are required to contact a surveyor once the subdivision has been approved.

Once the application is received by our office along with the application fees, the subdivision is evaluated and the M.D.'s Development Officer physically inspects the parcel. This analysis includes the evaluation in accordance with legislation consisting of:

- Boundaries, and building locations;
- Topography - Is there a suitable building site? Is the property suitable for the intended use?;
- Soil characteristics – suitability for drainage and sewage;
- Adequacy of water supply;
- Road accessibility and internal roads (you are responsible to construct the approach and access at your expense to both the subdivision and balance of the quarter prior to endorsement of the subdivision plan or you must provide road security);
- Erosion, slope, and environmental concerns; and
- Other matters the Subdivision Authority considers relevant.

The application is reviewed by other agencies including: the Utility Companies, AB Environment (when near watercourse/source, landfill or wastewater facility), AB Transportation (within 800 meters of a Highway), Public Lands (bed & shore of river, stream, watercourse, lake or other body of water), Historical Resources, any Adjacent Landowners (typically within ½ mile radius), an Adjacent Municipality (if near their boundary), or any other persons and local authorities that the subdivision authority considers necessary.

The Municipal Planning Commission (who is our Subdivision Authority) meets monthly to review applications and imposes conditions when approval is granted. Any decision or condition of the application may be appealed by the: Applicant, Government Department, Council of the adjacent Municipality, or School Authority. Appeals will need to either be submitted to the Secretary of

Subdivision and Development Appeal Board or to the Municipal Government Board (for matters dealing with highways or water bodies).

Once the subdivision application has been approved, the applicant must meet the conditions of the decision before the municipality can endorse the final subdivision plan. This would include the construction of the access, or security is taken.

The subdivision can only be registered at Land Titles Office when the approval and endorsement has been completed. Your surveyor will advise of the format of registration that must take place, i.e. either by a Descriptive Plan, or Plan of Survey.

The entire Subdivision Application process could take several months to complete.

For additional information please contact one of our Planning & Development Staff.



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FOR ADMINISTRATIVE USE

LUB MAP NO.	BYLAW NO.
APPLICATION NO.	
RECEIPT NO.	
ROLL NO.	
RFLA RATING	

Complete if Different from Applicant

NAME OF APPLICANT(S)		
ADDRESS		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)
EMAIL		

NAME OF REGISTERED LANDOWNER(S)		
ADDRESS		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)
EMAIL		

Legal description of the land affected by the proposed amendment

QTR./L.S.	SEC	TWP.	RG.	M.
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OR	REGISTRATION PLAN NO.	BLOCK	LOT
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Land Use Classification for Amendment Proposed:

FROM:	TO:
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Reasons Supporting Proposed Amendment:

Physical Characteristics:

Describe Topography:	Vegetation:	Soil:
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Water Services:

Existing Source:	Proposed Water Source:
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Sewage Services:

Existing Disposal:	Proposed Disposal:
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Approach(s) Information:

Existing:	Proposed:
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☐ I / We have enclosed the required Application Fee of \$ 1500.00.

Date: _____ Applicant(s) _____

Date: _____ Registered Landowner(s): _____

NOTE: Registered Landowner(s) Signatures required if different from Applicant.

The personal information collected on this form is being collected under the authority of Sections 33 and 39(1)(a)(b) of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s). Your name, contact telephone number and address may be used to carry out current and/or future construction, operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.



RIGHT OF ENTRY – FORM B

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A RIGHT OF ENTRY IS REQUIRED FOR AN AUTHORIZED PERSON FROM THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16 TO ENTER UPON THE LAND TO CONDUCT A SITE INSPECTION AFFECTED BY THE PROPOSED LAND USE AMENDMENT APPLICATION.

I hereby give consent for an authorized person of **MUNICIPAL DISTRICT OF GREENVIEW NO. 16** to enter upon the land that is subject to a Land Use Amendment Application for the purposes of making a site inspection in order to evaluate the proposed amendment.

LEGAL DESCRIPTION OF LAND: _____

OWNER'S NAME: _____ PH #: _____

SIGNED: _____

DATE: _____

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