



**CITY OF CHESTERMERE**  
**APPLICATION & CHECKLIST FOR**  
**OUTLINE PLAN, LAND USE**  
**AMENDMENT, & ROAD CLOSURE**  
 COMMUNITY GROWTH & INFRASTRUCTURE  
 105 MARINA ROAD, CHESTERMERE AB, T1X 1V7

RECEIVED DATE  
STAMP

All of the following information must be clear, legible, and precise to facilitate thorough evaluation and timely decision on your application. To achieve this level of customer service, staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

**PROJECT ADDRESS:** \_\_\_\_\_ **BYLAW NO.:** \_\_\_\_\_

I/We hereby make application for the following under the provisions of the City of Chestermere *Land Use Bylaw 022-10, as amended*, and in accordance with the supporting information submitted and attached which form part of this application:  Outline Plan  Land Use Amendment  Road Closure

APPLICANT NAME		COMPANY/BUSINESS NAME
BUSINESS ADDRESS		PHONE NUMBERS
		WORK <span style="float: right;">HOME/CELL</span>
CITY/TOWN	POSTAL CODE	APPLICANT EMAIL ADDRESS

LANDOWNER NAME (of sign location)		COMPANY/BUSINESS NAME
LANDOWNER ADDRESS		LANDOWNER CONTACT NUMBERS
		WORK <span style="float: right;">FAX</span>
CITY/TOWN	POSTAL CODE	LANDOWNER EMAIL ADDRESS

**Please ensure that you have included all the following information, where applicable (tick or mark N/A):**

PROJECT NAME		AFFECTED LAND AREA	
		HECTARES	ACRES
LEGAL LAND DESCRIPTION		PROPOSED LAND USE(S) / AMENDMENT	
LOT	BLOCK	PLAN	

**ADDITIONAL INFORMATION:**

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## REQUIRED APPLICATION INFORMATION

	APPLICANT ONLY	OFFICE ONLY
Signed Permit Application Form (completed/signed)		
Copies of Land Title(s) with Instruments		
Fees Calculated & Paid (Receipt received)		
Letter of Permission from Landowner		
Identification of Key Project Contact		
Identification of any potential conflicts of interest		
Three (3) copies of STORMWATER MANAGEMENT PLAN		
Three (3) copies of TRANSPORTATION IMPACT ASSESSMENT		
Three (3) copies of GEOTECHNICAL REPORT		
Three (3) copies of BIOPHYSICAL IMPACT ANALYSIS		
Three (3) copies of ENVIRONMENTAL SITE ASSESSMENT		
Three (3) copies of HISTORICAL RESOURCE OVERVIEW or HISTORICAL RESOURCES IMPACT ANALYSIS		
Digital copies of all submitted documents		
Other:		
	APPLICANT ONLY	OFFICE ONLY

**NOTE:** The required information to submit a land use redesignation or road closure application depends on the complexity of the proposal, and to the discretion of Community Growth & Infrastructure. The application fee is due at the time of application submission. No GST required. All applications must be completed prior to acceptance. Further information may be required.

FOR OFFICE USE ONLY	
INTERNAL CIRCULATION PERIOD	COUNCIL OR CHESTERMERE PLANNING COMMISSION DATE
START	END

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF APPLICANT/LANDOWNER

\_\_\_\_\_  
DATE REVIEWED

\_\_\_\_\_  
SIGNATURE OF DEVELOPMENT OFFICER

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere, AB T1X 1V7 (403) 207-7075.

## **Outline Plan (ASP Amendment) Content Requirements**

- Specific Land Use Designations
- Architectural design guidelines for all housing types
- Detailed neighbourhood layout, including:
  - Potential school site (if applicable)
  - Classified Road map, including curbs & Gutters, pedestrian sidewalk, regional pathways, bike path, etc.
  - Proposed road names
  - Shadow lot line
- Detail water, sewer and stormwater service plan
- Detailed MR landscaping design
- Subdivision Phasing Plan
- Detailed Streetscape Designs
- Consistent with MDP & ASP
- Any additional key development features

## **City of Chestermere Public Notice Signage Requirements**

Prior to a proposed draft Plan of Subdivision, Statutory Plan amendment, or Land Use Redesignation being brought forward for approval by the Development Services Department, the owner/developer is required to erect at least one public notice sign on the property. This sign is intended for the information of interested persons and shall be in accordance with the following sign specifications. Prior to posting the sign, the owner/developer shall submit a colour rendering of the sign, along with a site plan identifying the proposed location of the sign to the City for approval.

### **Construction, Location and Timing**

**The sign shall be constructed in accordance with the following standards:**

- Size – Minimum 2.44 metres x 2.44 metres (8' x 8'). Larger signs should be used for large developments or where visibility is a problem. Smaller signs for smaller developments may be permitted at the discretion of the Approval Authority.
- Constructed of weatherproof material and secured.
- Approved subdivision sign(s) locations shall be conveniently accessible to the public for viewing at the major entrance to the lands.
- The contents of the sign must be oriented in the same direction as it is being viewed.
- The sign(s) shall have a minimum ground clearance of 1.5 m.
- The sign(s) shall not be located within the municipal road allowance, nor within a visibility triangle.
- The sign(s) shall be erected at the beginning of the statutory circulation period and remain posted for a minimum of thirty (30) days prior to being brought forward for approval by the Development Services Department.

### **Maintenance**

**The owner/developer shall:**

- Wash and clean the sign as necessary to maintain the overall appearance of the sign.
- Ensure that the information is current as of the date the sign(s) are erected, and shall keep all the information up to date.
- Be responsible for the removal and disposal of the sign.

### **Wording and Graphics**

#### **Plan of Subdivision:**

**A public notice sign for a draft Plan of Subdivision shall have the following components:**


- a) City identification and owner/developer contact information;

- b) The words "Public Notice" in bold lettering;
- c) The words "Proposed Subdivision" and the name, if any, of the subdivision;
- d) A coloured subdivision map showing the following if applicable:
  - a) A legend and an arrow indicating the north direction;
  - b) Boundary of the proposed subdivision outlined with a thick black line;
  - c) Proposed land uses. The colours of the proposed land uses shall match those contained within Schedule "A" Land Use District Map of Land Use Bylaw No. 022-10 as amended;
  - d) Roads and sidewalks, including temporary access roads and temporary turning circles;
  - e) Lotting pattern and numbers;
  - f) Parks, school sites, storm water management ponds, and any environmentally sensitive areas;
  - g) Major utility corridors, railway lines, and major roadways;
  - h) Noise attenuation measures (i.e. fences, berms);
  - i) A "YOU ARE HERE" dot correctly placed on the sign(s);
  - j) And at the bottom of the sign, the following must be included:

"This proposed plan of subdivision has been submitted to the City of Chestermere for approval. Persons wishing for more information should contact the City of Chestermere Planning & Growth Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-7075 or by fax at (403)207-2817.


- e) The date to be used should be on or about the date of posting. Revised signs must include a revision date.

**Example:**



**Town of Chestermere**













**PUBLIC NOTICE**



**Example Developments**  
(403)456-2235


**Proposed Plan of Subdivision: Example**

**LEGEND**

	EXISTING SINGLE FAMILY RESIDENTIAL
	EXISTING MULTIPLE RESIDENTIAL
	EXISTING MULTIPLE RESIDENTIAL /APARTMENTS
	PROPOSED MULTIPLE RESIDENTIAL/APARTMENTS
	EXISTING INSTITUTIONAL
	COMMERCIAL
	PARK/OPEN SPACE
	PROPOSED SINGLE FAMILY RESIDENTIAL
	PROPOSED MULTIPLE RESIDENTIAL
	STORM WATER MANAGEMENT PONDS
	SIDEWALK/WALKWAY LAYOUT
	<b>YOU ARE HERE</b>

Posted: January 10<sup>th</sup> 2011

**Phase 7A**



This proposed plan of subdivision has been submitted to the Town of Chestermere for approval. Persons wishing to comment should write or contact the Town of Chestermere Development Services Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-2817 or by fax at (403)207-2817

**Statutory Plan Amendment, Land Use Redesignation:**

**A notice sign for a Statutory Plan amendment and/or Land Use Redesignation shall have the following components:**

- a) City identification and owner/developer contact information
- b) The words "Public Notice" in bold lettering;
- c) The words "Proposed Amendment to the" and the name of the statutory document. If it is a Land Use Redesignation, use the words "Proposed Land Use Redesignation"
- d) Text with the following information if applicable:
  - i. Existing Land Use District
  - ii. Proposed Land Use District(s) and/or proposed amendment. Amendment wording to be approved by the City.
  - iii. Proposed Use(s)
  - iv. Site Area:
  - v. Density
- e) If it is a Land Use Redesignation, a coloured map showing:
  - k) A legend and an arrow indicating the north direction;
  - l) Boundary of the application area outlined with a thick black line;
  - m) Proposed land uses. The colours of the proposed land uses shall match those contained within Schedule "A" Land Use District Map of Land Use Bylaw No. 022-10 as amended;
  - n) Street layout, including temporary access roads and temporary turning circles
  - o) Parks, school sites, storm water management ponds, and any environmentally sensitive areas;
  - p) Major utility corridors, railway lines, and major roadways;
  - q) A "YOU ARE HERE" dot correctly placed on the sign(s);
- f) And at the bottom of the sign, the following must be included:

"This application has been submitted to the City of Chestermere for approval and will be brought forward for a Public Hearing. Persons wishing for more information should contact the City of Chestermere Planning & Growth Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-7075 or by fax at (403)207-2817.

**Example: Statutory Plan Amendment:**



**PUBLIC NOTICE**



**Proposed Amendment to the Land Use Bylaw**

Existing Land Use District:  
TC – Town Centre Commercial Site 4

Proposed Amendment(s):  
Pursuant to the provisions of Section 692 of the *Municipal Government Act*, Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the City of Chestermere is considering Bylaw 034-11 being a bylaw to allow for “Mechanic Services” as a discretionary use in Town Centre Commercial Site 4 (TC)

Site Area:  
14 ha (25 acres)

Site Density:  
n/a

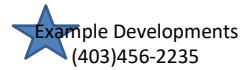
This proposed plan of subdivision has been submitted to the City of Chestermere for approval. Persons wishing to comment should write or contact the City of Chestermere Planning & Growth Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-7075 or by fax at (403)207-2817

Posted: January 10<sup>th</sup> 2011

**Example: Land Use Redesignation:**



**PUBLIC NOTICE**



**Proposed Land Use Redesignation**

Existing Land Use District:  
UR – Urban Reserve

Proposed Land Use District(s):  
R-1M – Residential Modified District  
R-3 – Residential Multi-Unit District

Proposed Use(s):  
250 Residential Units

Site Area:  
14 ha (25 acres)

Density:  
6 units per acre

- Pathway
- Road Closure
- Proposed Land Uses**
- R-S
- R-3F
- MR P
- PUL P
- Roads



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Posted: January 10<sup>th</sup> 2011









## Proposed Plan of Subdivision: Example

### Address and Legal Description:

123 Example Street, Lot 1 Block 2 Plan 932 1045

### LEGEND

-  EXISTING SINGLE FAMILY RESIDENTIAL
-  EXISTING MULTIPLE RESIDENTIAL
-  EXISTING MULTIPLE RESIDENTIAL /APARTMENTS
-  PROPOSED MULTIPLE RESIDENTIAL/APARTMENTS
-  EXISTING INSTITUTIONAL
-  COMMERCIAL
-  PARK/OPEN SPACE
-  PROPOSED SINGLE FAMILY RESIDENTIAL
-  PROPOSED MULTIPLE RESIDENTIAL
-  STORM WATER MANAGEMENT PONDS
-  SIDEWALK/WALKWAY LAYOUT
-  YOU ARE HERE

## Phase 7A



Posted: January 10<sup>th</sup> 2011

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## Proposed Land Use Redesignation

### Address and Legal Description:

123 Example Street, Lot 1 Block 2 Plan 932 1045

### Existing Land Use District:

UR – Urban Reserve

### Proposed Land Use District(s):

R-1M – Residential Modified District

R-3 – Residential Multi-Unit District

### Proposed Use(s):


250 Residential Units

### Site Area:

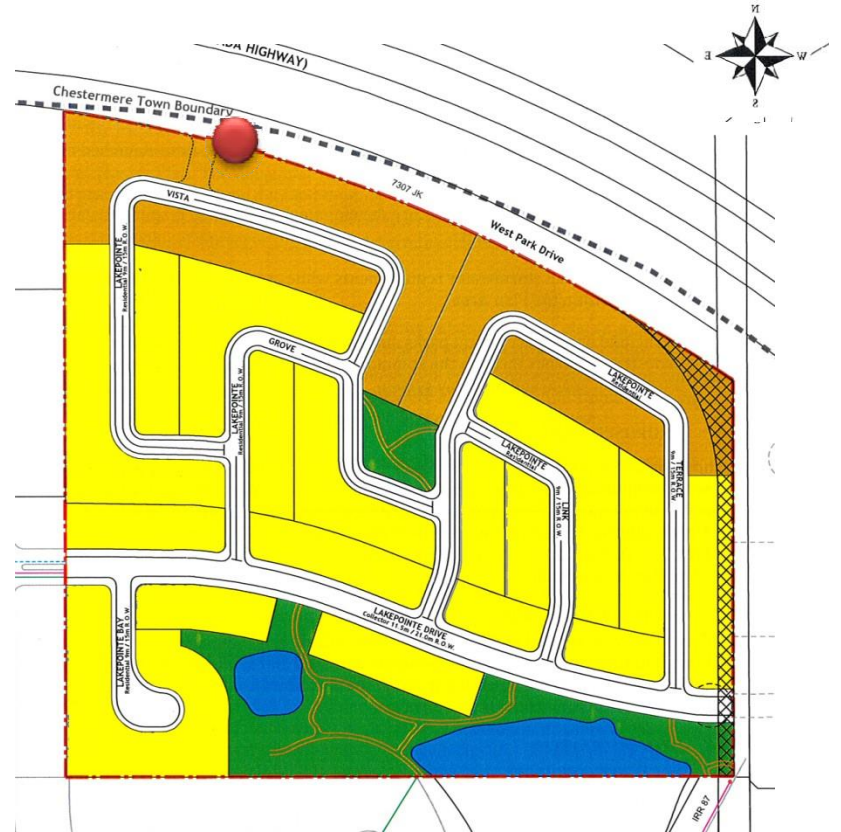
14 ha (25 acres)

### Density:

6 units per acre

 YOU ARE HERE

-  Pathway
  -  Road Closure
- Proposed Land Uses
-  R-S
  -  R-3F
  -  MR P
  -  PUL P
  -  Roads



This application has been submitted to the City of Chestermere for approval and will be brought forward for a Public Hearing on \_\_\_\_\_, 2011. Persons wishing for more information should contact the City of Chestermere Development Services Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-7075 or by fax at (403)207-2817.



# PUBLIC NOTICE

## Proposed Amendment to the Land Use Bylaw

### Address and Legal Description:

123 Example Street, Lot 1 Block 2 Plan 932 1045

### Existing Land Use District:

TC –Town Centre Commercial

### Proposed Amendments):

Chestermere City Council is considering Bylaw 010-11, being a bylaw to allow for “Mechanical Services” as a discretionary use in Town Centre Commercial District Site 4

### Proposed Use(s):


Commercial

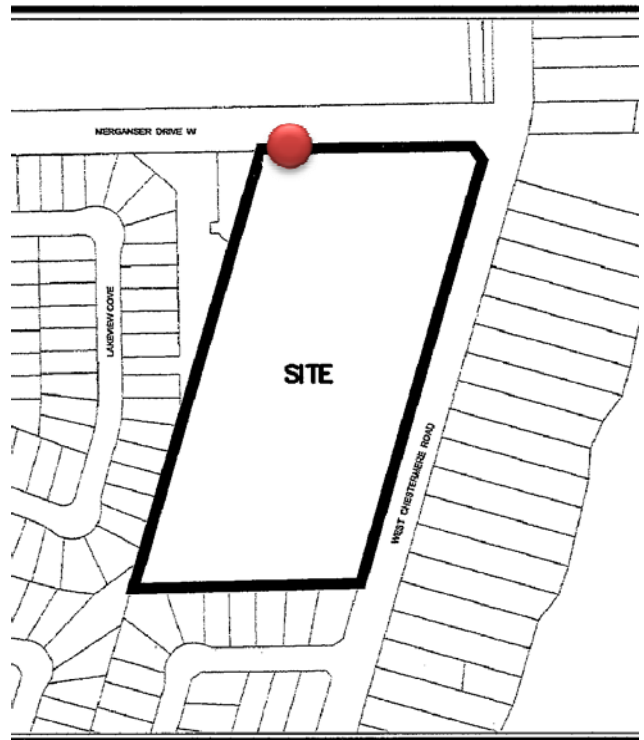
### Site Area:

14 ha (25 acres)

### Density:

n/a

 YOU ARE HERE



KEY PLAN

This application has been submitted to the City of Chestermere for approval and will be brought forward for a Public Hearing on \_\_\_\_\_, 2011. Persons wishing for more information should contact the City of Chestermere Development Services Department, 105 Marina Drive, Chestermere, Alberta, T1X 1V7 or telephone (403)207-7075 or by fax at (403)207-2817.

Posted: January 10<sup>th</sup> 2011