



CHESTERMERE

OCTOBER 2026

CITY OF CHESTERMERE

APPLICATION & CHECKLIST FOR STATUTORY PLAN, NON-STATUTORY PLAN, LAND USE REDESIGNATION, & ROAD CLOSURE

OFFICE USE ONLY	
DATE RECEIVED	FILE NUMBER <i>(if applicable)</i>
APPLICATION FEE	RECEIPT #

APPLICATION TYPE	CHECK ALL THAT APPLY
☐ New ☐ Amendment	
☐ Municipal Development Plan ☐ Area Structure Plan ☐ Area Redevelopment Plan ☐ Outline Plan	
☐ Land Use Redesignation ☐ Land Use Bylaw	

APPLICANT INFORMATION	
APPLICANT NAME	
COMPANY/BUSINESS NAME <i>(if applicable)</i>	
APPLICANT/BUSINESS ADDRESS	
PHONE NUMBERS	
WORK HOME/CELL	
CITY/TOWN	POSTAL CODE
APPLICANT EMAIL ADDRESS	

LANDOWNER INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT
LANDOWNER NAME		COMPANY/BUSINESS NAME <i>(if applicable)</i>
LANDOWNER ADDRESS		LANDOWNER PHONE NUMBERS
		WORK HOME/CELL
CITY/TOWN	POSTAL CODE	LANDOWNER EMAIL ADDRESS

PROJECT INFORMATION	
PROJECT NAME	
AFFECTED LAND AREA	
HECTARES ACRES	
LEGAL LAND DESCRIPTION	
PROPOSAL DESCRIPTION	
URBAN LEGAL	(LOT, BLOCK, PLAN)
RURAL LEGAL	

NOTE: The list below is a generalized list of requirements and the required information to submit depends on the complexity of the proposal, and to the discretion of the Planning Department. The application fee is due at the time of application submission. For additional information please contact the Planning Department at planning@chestermere.ca or 403-207-7075. All applications can be submitted digitally to planning@chestermere.ca.

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. If the required application information from list of below is indicated as N/A, please comment on why it is exempt. To expedite the evaluation, staff have been instructed to **accept only complete applications**, which require all materials to be clear, legible and precise, and be prepared to professional drafting standards. Should your application be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

REQUIRED APPLICATION INFORMATION	YES	NO	N/A	COMMENTS
Application Form	☐			
Application Fee	☐			
Letter of Authorization	☐			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments	☐			
Cover Letter with Proposal Description	☐			
Abandoned Well Declaration	☐	☐	☐	
Public Engagement and Communications Plan/Strategy	☐			
Public Notice Sign Rendering	☐	☐	☐	
Comprehensive Rationale Report for Proposed Amendments	☐	☐	☐	
New - Area Structure Plan, Area Redevelopment Plan, and/or Outline Plan Report	☐	☐	☐	
Amendment – Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, and/or Outline Plan Redlined and Clean Report	☐	☐	☐	
Technical Reports: Sanitary Servicing Report	☐	☐	☐	
Technical Reports: Stormwater Management Report	☐	☐	☐	
Technical Reports: Water Modeling	☐	☐	☐	
Technical Reports: Transportation Impact Assessment (TIA)	☐	☐	☐	
Technical Reports: Geotechnical Report	☐	☐	☐	
Technical Reports: Biophysical Impact Analysis (BIA)	☐	☐	☐	
Technical Reports: Environmental Site Assessment (ESA)	☐	☐	☐	
Technical Reports: Historical Resource Overview or Historical Resources Impact Analysis (HRIA)	☐	☐	☐	
Technical Reports: Fiscal Impact Analysis (FIA)	☐	☐	☐	
Technical Reports: Market Analysis	☐	☐	☐	
Technical Reports: Railway Acoustics and Vibration	☐	☐	☐	
Other (please specify)	☐	☐	☐	

CERTIFICATION

I, _____, hereby certify that:

- ☐ I am the registered owner,
- ☐ I am the authorized agent to act on behalf of the registered owner,

and the information given on this form is full, complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

RIGHT OF ENTRY

I hereby authorize any City of Chestermere agents to enter the subject land for the purpose of conducting a site inspection in connection with this application.

INFORMATION RELEASE

I hereby acknowledge that the application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

SIGNATURE

DATE

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any Federal, Provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

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 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

COMPREHENSIVE REPORT GUIDELINES (non-exhaustive list)

- Introduction including a summary and purpose of the proposed amendments
- Rationale for the proposed amendments including:
 - Planning rationale for alignment with the City of Chestermere's Municipal Development Plan (MDP) Goals and Objectives.
 - Planning rationale for alignment with any applicable statutory and non-statutory documents such as Master Area Structure Plans (MASPs), Area Structure Plans (ASPs), Outline Plans (OPs) or other policies.
 - Planning rationale for alignment with the City of Chestermere's Land Use Bylaw (i.e. intended Land Use Districts and Uses).
- Statistics for proposed land use, total land area, gross developable area, anticipated population, jobs/employment, density, etc.
- Summary and rationale in regards to the required submitted supporting documents (i.e. Transportation Impact Assessment, Market Analysis, etc).
- Conclusion.
- Schedules containing the proposed amendments with specific revised text, figures, etc.

AREA STRUCTURE PLAN, AREA REDEVELOPMENT PLAN, OUTLINE PLAN REPORT GUIDELINES (non-exhaustive list)

- Site context (location, existing conditions, land ownership, etc.)
- Policy alignment (consistent with Intermunicipal Development Plan, Municipal Development Plan, Master Area Structure Plan, Area Structure Plan, etc.)
- Vision, guiding principles/policies
 - Architectural design guidelines for all housing types
- Proposed concept, including:
 - Residential, commercial, industrial, etc. land uses
 - Parks and open space including school sites
 - Proposed road names
 - Shadow lot lines
- Specific land use designations, density, and population/employment projections
- Detailed MR/MSR/SR landscaping design
- Transportation Plan(s)
 - Classified road map, including curbs & gutters, pedestrian sidewalks, regional pathways, bike paths, etc.
 - Detailed streetscape designs
- Servicing Plan(s)
 - Detailed water, sanitary and stormwater
- Implementation/phasing plan
- Supporting studies overview
- Any additional information and/or key development features

PUBLIC NOTICE SIGNAGE REQUIREMENTS

Prior to a proposed application being brought forward for approval by the Community Growth & Infrastructure 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 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 within thirty (30) days of the application being deemed complete by the Planning Department.**
- **The sign(s) shall be removed within thirty (30) days of a decision being rendered by the appropriate Approving Authority.**

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

A public notice sign shall have the following components:

- City identification and owner/developer contact information.
- The words "Public Notice" in bold lettering
- The words "Proposed [insert type of application]"
- A description including the following information if applicable:
 - Location, Existing Land Use District, Proposed Land Use District(s) and/or Proposed Amendment, Site Area, Density.
- A coloured map showing the following if applicable:
 - Legend, North Arrow, Boundary, Land Uses (colours must match those contained within the City's current Land Use Bylaw Map), Roads, Sidewalks, Lotting Information, Parks, Open Space, Infrastructure, etc.
- "You Are Here" Identification
- Disclaimer: "The proposed application has been submitted to the City of Chestermere for approval. Persons wishing for more information should contact the City of Chestermere Planning Department, 105 Marina Road, Chestermere, Alberta, T1X 1V7 or telephone (403) 207-7075 or by email at planning@chestermere.ca.
- Date Sign Posted

Sample Public Notice Sign



PUBLIC NOTICE

CHESTERMERE **PROPOSED [INSERT APPLICATION TYPE]**

Site Area:
64.7 hectares (160 acres)

Existing Land Use District(s):
UT - Urban Transition

Proposed Land Use District(s):
R-1 - Residential Single Detached
R-3 - Residential Multi-Unit
C - Local Commercial
PS - Public Service

Proposed Density:
900 Residential Units
20 units per hectare (8 units per acre)

Legend:

	R-1 - Residential Single Detached
	R-3 - Residential Multi-Unit
	R-4 - Low Rise Multi-Unit
	C - Local Commercial
	PS - Public Service
	You Are Here

Existing Land Use

[insert existing land use map]



Proposed Land Use

[insert proposed land use map]



[Insert Developer Name]: (XXX) XXX-XXXX

Date Posted: Month Day, Year

This application has been submitted to the City of Chestermere for approval. Persons wishing for more information should contact the Community Growth & Infrastructure - Planning Department. In person 105 Marina Road, Chestermere, Alberta, T1X 1V7, telephone (403) 207-7075, or email planning@chestermere.ca.