



APPLICATION TO ADOPT OR AMEND

4905 - 51 Avenue
Stony Plain, Alberta
T7Z 1Y1
Tel: 780-963-2151
Fax: 780-963-0935

AREA STRUCTURE PLAN (ASP)

Applicant:
(if not owner) Name _____ Phone _____
Address _____
City _____ Postal Code _____
Signature _____

Registered Owner
Name _____ Phone _____
Address _____
City _____ Postal Code _____
Signature _____

Land Description
Lot _____ Block _____ Plan _____
Quarter _____ Section _____ Township _____ Range _____
Certificate of Title _____
Municipal Address _____
Parcel Size/Land Area _____

Proposal or Amendment
From General Land Use Category: _____

To General Land Use Category _____

Reason for the above proposed amendment: _____

Conformity with Municipal Development Plan (MDP): _____

Consent
Permission for right of entry by Town authorized personnel onto the site as follows:
I/We give consent to allow a person(s) designated by the Town the right to enter and inspect the above land and/or building(s) with respect to this application only.

Signature of Owner Name (printed)

| | | |
|----------------------------|---|---------------|
| For Office Use Only | Date Received: _____ | Bylaw # _____ |
| | Application Fee: _____ plus applicable advertising fees to be invoiced. | |
| | Receipt #: _____ | |

This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Application to Adopt or Amend an Area Structure Plan (ASP). The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-963-2151.



A Guide to Area Structure Plans

What Is an Area Structure Plan (ASP)?

In order to ensure more complete and liveable neighbourhoods, the preparation of larger multi-neighbourhood ASPs is recommended with individual developers preparing plans of subdivision for their property.

The Town of Stony Plain requires ASPs to be prepared and adopted before considering zoning and subdivision in newly developing areas. As described in more detail within section 15.4 of the Municipal Development Plan (MDP), an Area Structure Plan must address, but is not limited to the following:

- a) site conditions and topography including natural and man-made constraints to development;
- b) identification and protection of sustainable natural areas including wetlands, woodlots, drainage courses, as well as archaeological or historically significant areas;
- c) future land uses proposed for the area, lot sizes and density, and neighbourhood population;
- d) general location of parks, linear parks or greenways, open spaces and multi-use trail systems;
- e) external and internal transportation networks including noise attenuation and traffic generation;
- f) proposed water distribution facilities, sanitary sewer collection systems, stormwater management systems and utility networks;
- g) the sequence of development proposed for the area; and
- h) other requirements deemed appropriate by Council.

This information sheet explains:

- What is an Area Structure Plan (ASP)?
- Preparing an Area Structure Plan
- Application Requirements to Adopt or Amend an Area Structure Plan
- Application Fees
- The Approval Process and Timelines

Preparing an Area Structure Plan

While preparing a statutory plan, Section 636 of the Municipal Government Act states that the public, school authorities, and a municipality, in the case where the land is adjacent to another municipality, must be notified of the plan preparation and be provided the opportunity to make representations and suggestions.

In addition, the Town has prepared an “Area Structure Plan Sustainability Criteria” that should be considered when creating an ASP. The criteria provide a guideline for ensuring that ASPs conform to the Town’s Municipal Development Plan, as well as encourage innovative development ideas.

Application Requirements to Adopt or Amend an Area Structure Plan

The Planning Department is responsible for processing all Area Structure Plan (ASP) applications and for advising Town Council on the suitability of the proposed ASP or proposed amendments.

The intent of the review process is to ensure orderly, economical and beneficial development for the Town of Stony Plain and to ensure a fair process for all applicants.

Prior to making final application, a draft document including maps and appendices must be submitted to the planning department for review and comments prior to final submission.

Final application requirements include submission of:

1. An application form, completed and signed.
2. A certificate of title issued within the last 30 days.
3. One (1) digital copy in PDF format and five (5) hard copies of the final ASP document, including all maps and appendices.
4. One (1) **black and white** copy of the Development Concept map showing:
 - ASP boundary, including a ninety (90) meter radius of the site;
 - municipal or legal address of area;
 - existing roads, subdivisions, amenities such as parks and schools, and other prominent geographic features;
 - proposed land uses in ASP boundary and current land uses in adjacent areas;
 - north arrow;
 - legend; and
 - scale.
5. Application fee as prescribed by Council Resolution.

Application Fees

The fees for processing an Area Structure Plan application are according to the current fee schedule, plus any additional advertising fees, signage and distribution costs which will be invoiced by the Town.

The Approval Process and Timelines

The process of adopting or amending an Area Structure Plan is done by bylaw through Council, as set out in section 692 of the Municipal Government Act.

Once all required information is submitted and a thorough review of the information has been conducted by the Planning Department, Council will consider the ASP for the first of three readings.

Under Section 606 of the Municipal Government Act, prior to second reading of a bylaw, the Town shall publish a notice of the proposed bylaw in two (2) issues of a newspaper circulating in the Town. In addition, these notices will be mailed to landowners within a sixty (60) meter radius of the site. The notice contains a copy of the proposed bylaw, and the dates, time and place in which Council will hold a public hearing with respect to the proposed bylaw. Written submissions are accepted as per the stated deadline for presentation to Council. Verbal presentations will be heard at the public hearing.

When the public process is complete, Council will consider the proposed bylaw for second and third reading.

Please note this process can take from six weeks to several months depending on the information required and the scheduling of Council meetings.

Application for amendment to an Area Structure Plan is required prior to Land Use Bylaw amendments or subdivision approvals. However, applications may be made for all three concurrently.

Further Information

Contact the Town of Stony Plain, Department of Planning and Infrastructure at:

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