



A GUIDE TO AMENDING THE LAND USE BYLAW

This information sheet explains:

- What is a Land Use Bylaw?
- Application Requirements to Amend the Land Use Bylaw
- Application Fees
- The Approval Process and Timelines

What Is a Land Use Bylaw?

The Town of Stony Plain's Land Use Bylaw prohibits or regulates and controls the use and development of land and buildings.

The Land Use Bylaw defines a number of land use districts and assigns these districts to areas of land in the Town's boundaries. The districting of land is done to regulate development in accordance with the vision for the Town's development. Council's vision can be found in the adopted statutory plan, the Municipal Development Plan (MDP).

An application for redistricting must be consistent with all statutory plans, including the MDP, Area Structure Plans or Area Redevelopment Plans. The Land Use Bylaw is a tool used to implement the statutory plans.

Application Requirements to Amend the Land Use Bylaw

The Planning Department is responsible for processing all Land Use Bylaw applications and for advising Town Council on the suitability of the 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.

The application requirements include submission of:

1. An application form, completed and signed.
2. A certificate of title issued within the last 30 days.
3. A letter of request for redistricting that explains:
 - the purpose for the redistricting;
 - conformity with statutory plans;
 - the timing of development;
 - an overview of notable items; and
 - servicing arrangements.
4. A key plan (8"x11") to show the specific area to be redistricted.
5. A **black and white** redistricting plan, including a ninety (90) meter radius of the site, showing:
 - municipal and/or legal address;
 - proposed land uses of subject area and current land uses in adjacent areas;
 - existing roads, subdivisions, amenities such as parks or schools and prominent geographic features
 - north arrow;
 - legend; and
 - scale.
6. Digital copies of the Key Plan and Redistricting Plan in PDF format.
7. A proposed site plan (8"x11" or 11"x17") indicating layout of buildings, parking areas, and access points to existing roads, if applicable or requested.
8. Elevation drawings (8"x11") of the building proposed for the site, if applicable or requested.
9. Application fee, as prescribed by Council Resolution.



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Application Fees

The fees for processing a Land Use Bylaw amendment 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 amending the Land Use Bylaw is done by Council as set out in section 692 of the Municipal Government Act and section 10 of Stony Plain's Land Use Bylaw.

Once all required information is submitted and a thorough review of the information has been conducted by the Planning Department, Council will consider the bylaw 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 scheduling of Council meetings.

If required, it may be necessary to process an adoption or amendment of an Area Structure Plan prior to Council considering applications for Land Use Bylaw amendments and subdivision applications. However, applications may be made for all three concurrently.

For Further Information

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

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