



Planning Bylaw Application Package

For New or Amendments to Statutory Plans,
the Land Use Bylaw or other Planning Bylaws

Applicants must complete the checklist below to accompany the planning bylaw application package for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLISTS

Required information for a complete planning bylaw application:

- Land development inquiry
- Complete and signed application form
- Key location plan
- Tentative plan or rationale for the planning bylaw
- Current certificate(s) of title
- Relevant registered caveat(s)
- Payment of application fees
- Draft site signage

Additional information that may be required based on the nature of the application:

- Land Use Bylaw information
- Public consultation summary
- Edmonton Metropolitan Region Board Regional Evaluation Framework referral materials
- Geotechnical report
- Biophysical assessment
- Site servicing report
- Traffic impact assessment
- Stormwater management plan
- Noise and vibration evaluation study
- Parking plan
- Grading plan
- Landscape plan
- Environmental site assessment
- Environmental impact assessment
- Flood plain impact study
- Agricultural impact assessment

APPLICANT

ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:

BYLAW #:

PHONE:

APPLICATION FEE:

EMAIL:

DATE PAID:

RECEIPT #:

SIGNATURE:

PAYMENT METHOD:

Contact us: Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •
Phone: (780) 963-8598 • Email: planning@stonyplain.com • Website: www.stonyplain.com
Updated: November 14, 2022



PLANNING BYLAW APPLICATION FORM

BYLAW #:

1. PURPOSE OF APPLICATION (check all that apply)

The application is a NEW: ASP ARP Other Planning Bylaw

Proposed plan name or type of Other Planning Bylaw:

The application is an AMENDMENT to the: MDP ASP ARP Land Use District Map and/or Land Use Bylaw text

Name of existing ASP/ARP to be amended:

2. APPLICANT (if not the landowner)

NAME(S):	ADDRESS:	
CITY:	PROV:	P/C:
EMAIL:	PHONE:	

3. REGISTERED LANDOWNER(S)

NAME(S):	ADDRESS:	
CITY:	PROV:	P/C:
EMAIL:	PHONE:	

4. DESCRIPTION OF PROPOSED PLAN/AMENDMENT

FROM:	TO:
Reason for the proposed plan/amendment:	

LEGAL LAND DESCRIPTION(S) OF PROPOSED AMENDMENT AREA (if applicable)

Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5

5. RIGHT OF ENTRY

I hereby authorize the Town of Stony Plain to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application.

Signature(s): _____ Date: _____

Additional Information

Application Fees:

2021 PLANNING BYLAW APPLICATION FEES	
New or major amendment (MDP, ASP, ARP)	\$4,000.00
New or minor amendment (LUB, road closures, changes to reserve lands, etc.)	\$3,000.00
Resubmission or revision fee	25% of original fee paid

Site Signage:

Erecting an information sign on the site is a requirement for a planning bylaw application based on the following:

- A sign must be erected on the subject site immediately following first reading.
- The sign must be erected in a prominent location on the site, visible from the public roadway, and readable from 15.0 m.
- The Town requires a high resolution picture of the sign once installed as well as the installation date.
- The applicant is responsible for ensuring that the sign is maintained in good condition until such time as the application is withdrawn or considered by Town Council.
- Technical requirements:
 - Size: 1.22 m x 1.22 m
 - Installed height: maximum 3.0 m above grade
 - Installation method: planted posts (temporary installation)
- The applicant must use the Town's sign template and include the following Information:
 - Municipal address
 - Present and proposed District
 - Information about the planning bylaw, such as a list of the permitted and discretionary uses for redistricting applications
 - A reference to the Town's website where more information about the process may be found
 - The email address of the applicant
 - A graphic depicting the subject site (as approved by the Town)

Statutory Plans:

What are statutory plans?

A statutory plan is a formal plan that guides future development of an area. It is a legal document that must go through three readings and a public hearing before being adopted by municipal Council. Once adopted, there is a legal obligation on both the municipality and landowners to adhere to the plan.

Types of statutory plans

There are four types of statutory plans:

Intermunicipal Development Plan: a high-level plan developed by two or more neighbouring municipalities to ensure land use decisions are considered using a cooperative approach to support the long-term interests of both municipalities.

Municipal Development Plan: a plan that guides long-term community development across an entire municipality. It provides a vision to ensure sustainable growth and balance land use priorities with environmental, social, economic, infrastructure, and governance considerations.

Area Structure Plan: a plan that provides the framework for developing and servicing new areas of a municipality. Area structure plans are required before an area can be redistricted, subdivided, and developed.

Area Redevelopment Plan: a plan that designates an area of land for redevelopment to improve land or buildings, roads, public utilities, or other services in the area; they are often used to revitalize an older area of a municipality.

Amending an existing statutory plan/creating a new statutory plan

To amend an existing statutory plan or create a new statutory plan, you must submit a statutory plan application (new or amendment), fulfill all relevant requirements as outlined in the application process, and meet legislative requirements prior to Council making a decision on the application.

Land Use Bylaw:

What is the Land Use Bylaw?

The Land Use Bylaw establishes rules and regulations for land development by dividing a municipality into districts providing permitted and discretionary uses for each district. The bylaw regulates a number of items, including but not limited to:

- Land uses;
- Housing types and densities;
- Location of shops and services;
- Parking requirements;
- Landscaping; and
- Building heights.

Amending the Land Use Bylaw

Land use districts can only change through a Land Use Bylaw amendment or a redistricting. An application to amend the Land Use Bylaw must be consistent with all relevant statutory plans. To amend the Land Use Bylaw, you must submit a Land Use Bylaw amendment application, fulfill all relevant requirements as outlined in the application process, and meet legislative requirements prior to Council making a decision on the application.

Other Planning Bylaws

In addition to statutory plans and the land use bylaw, certain development projects or municipal initiatives may require Council approval of a municipal bylaw. This includes but is not limited to road (right of way) closures or alteration of municipal lands (municipal or environmental reserves).

Definitions:



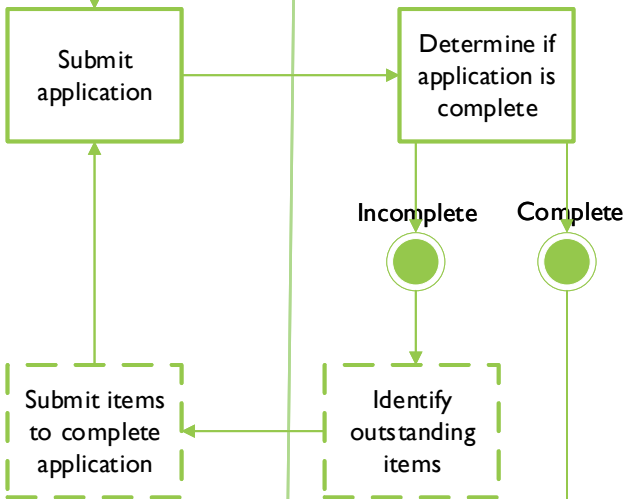
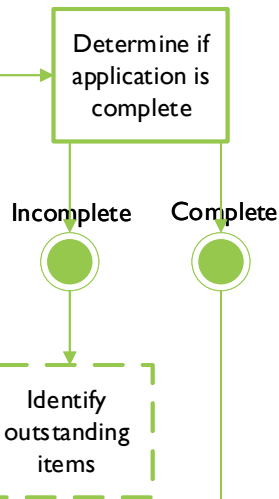
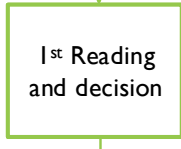
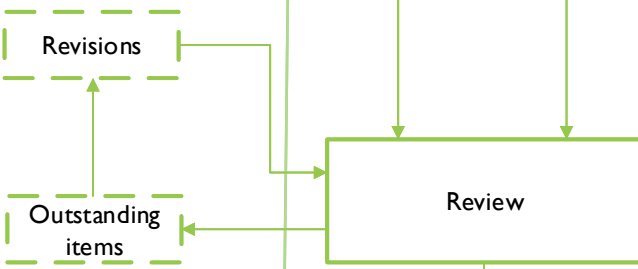
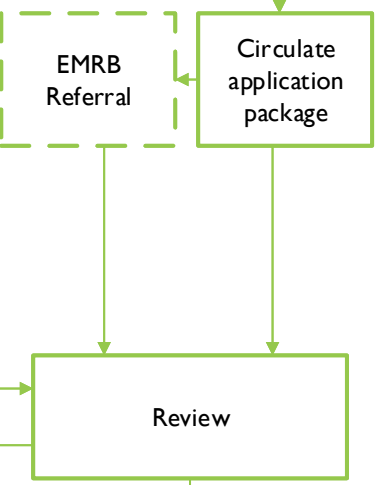

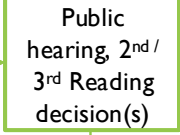

Certificate of title: a legal document that identifies the owner(s) of a property and any registered caveats pertaining to a property.

Key location plan: an illustration of the location of a proposed development within the Town and its surrounding context for the purpose of easily identifying the location of the proposal.

Relevant registered caveat: a notice that a party, such as a utility provider or government organization, have an interest on a parcel of land, involving access easements, development agreements, deferred reserve caveats, etc.



Statutory Plan And Land Use Bylaw Amendment Application

Step (Timing)	Process		Procedure
	Applicant	Municipality	
Pre-Application (20 days)	Pre-application review 		1. Applicant applies for pre-application review to determine requirements for a complete application
Public Participation (30-60 days)	Host public participation event and report results 		2. Applicant conducts a public participation session to obtain feedback on the proposed bylaw, if applicable
Completeness Review (30-60 days)	Submit application 	Determine if application is complete Incomplete Complete 	3. Application is submitted and reviewed for completeness 4. Applicant is required to submit any outstanding items for incomplete applications to complete their application prior to resubmission
Council – 1st Reading (30-60 days)		1 st Reading and decision 	5. Complete application is brought to Council for 1 st Reading
Circulation and Review (30-90 days)	Revisions Outstanding items 	EMRB Referral Circulate application package Review 	6. The complete application is circulated for comments (may require EMRB referral) 7. Revisions may be required if outstanding items are identified during the circulation period
Council – Public hearing, 2nd/3rd Reading (30 days)	Revisions 	Public hearing, 2 nd / 3 rd Reading decision(s) 	8. A public hearing is held 9. The proposed bylaw is brought to Council for 2 nd and 3 rd Reading (sometimes concurrently) 10. Revisions may be required based on stakeholder input
Bylaw Adoption (30 days)		Bylaw adoption  Bylaw comes into effect	11. Bylaw is adopted by Council and comes into effect