



FOR OFFICE USE ONLY					
Date received:		Assigned Bylaw #:			
Date accepted as complete:		Draft ASP Review Fee Paid: (\$1,500.00)		Receipt Number:	
Plan/amendment (12 print copies provided)		ASP Bylaw Application Fee Paid: (\$1,000.00)		Receipt Number:	

OWNER AND APPLICANT INFORMATION

Name of Registered Owner: _____

Phone: Home /Cell: _____ Address: _____

Work / Fax: _____ City: _____ Province: _____

Email Address: _____ Postal Code: _____

Name of Agent Authorized to Act on Behalf of Registered Owner: _____

Phone: Home /Cell: _____ Address: _____

Work / Fax: _____ City: _____ Province: _____

Email Address: _____ Postal Code: _____

PROPERTY INFORMATION

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot(s):			
				W 4 th M	Block(s):		Plan:	
Legal Address (if applicable)								

LAND USE

Existing Use of Land	<input type="checkbox"/> Undeveloped <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational <input type="checkbox"/> Other: _____
Proposed Use of Land	<input type="checkbox"/> Mixed or Multi-use Land Use <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational <input type="checkbox"/> Other (describe): _____ Description/Explanation: _____



AREA STRUCTURE PLAN NAME (proposed) _____
 (or if an amendment, provide the name of the existing ASP and Bylaw #)

BRIEF OVERVIEW / INTENT AND MERITS (additional comments may be attached):

I / We certify that the information given on this form and attachments hereto are full and complete and are to the best of my/our knowledge a true statement of the facts concerning this application, and I / we are the registered owner(s).

REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER’S BEHALF

I _____ **HEREBY CERTIFY THAT:**

- I am the registered owner of the subject lands proposed for the Area Structure Plan or proposed amendment.
- I am the agent authorized to act on behalf of the registered owner(s); and that all statements contained herein are true. (If the applicant is not the registered owner or there are multiple owners, the applicant **MUST** provide a signed letter of consent from property owner(s).

Address _____ (Signed) _____

Phone No. _____ Date _____

Email: _____

RIGHT OF ENTRY

I hereby authorize representatives of the Town of Pincher Creek and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my Area Structure Plan application.

This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Registered Owner's Signature

Mail or deliver the completed application form, copies of plan and required fee to:

Physical Address: 962 St. John Ave, Pincher Creek
Mailing Address: Box 159, Pincher Creek, Alberta T0K 1W0
Telephone: 403-627-3156 **Email:** reception@pinchercreek.ca



FOR OFFICE USE ONLY					
Date of Pre-meeting:		Dates of Open House or Public Information Meetings:			
Date of First Reading:		Advertisement Dates:			
Date of Public Hearing:		Date of Second Reading:		Date of Third Reading:	
Additional Comments: (Note if application is for an ASP amendment)					

AREA STRUCTURE PLAN REQUIREMENTS

APPLICANT INFORMATION (to be provided by the applicant/developer)

A. GENERAL

Applications for Area Structure Plans (ASPs) are required as outlined in the Town of Pincher Creek Municipal Development Plan or as requested by the Town Development Authority. The following information is required for all ASP applications, and submitted applications will not be deemed complete until such time as all of the following criteria which apply to the application have been met.

B. SPECIFIC AREA STRUCTURE PLAN CONTENT REQUIREMENTS

AT THE TIME OF PREPARATION

The proposed Area Structure Plan document must address and outline the following:

- Purpose** of Plan (or Amendment). A clear concise statement of the intent of the plan and future development objectives, land use, and the name of the particular Area Structure Plan.
- Demonstration of compliance** with the SSRP, MGA, Land Use Bylaw, Municipal Development Plan, and any applicable municipal policies and standards. Specific information must be given on how the Area Structure Plan complies with applicable provincial legislation and existing statutory plans, and the Town's policies and standards.
- Description** of the Area Structure Plan area and relationship with surrounding lands. A precise delineation of the Plan's geographic boundaries, and a clear statement on the Plan's relationship and linkages (or constraints) with surrounding lands, compatibility with adjacent land use, connectivity to adjacent roads and walkways, school/park sites and accessibility, environmental features, etc.
- Land use** proposed for the area, description of private and public lands and their location, with calculations on percentage of total land area and gross developable area calculations, along with the proposed development density.
- Plan Design and Layout Illustrations** – legible diagrams and concept maps illustrating the parcel layout, road network and design for the ASP area, generally at a scale between 1:15,000 to 1:20,000 for displaying the boundary area and between 1:4000 to 1:7000 for more detail of parcel layouts and site features.
- Transportation** plans for arterial roads, major and minor collectors, laneways, pedestrian pathways, and their locations. If a TIA has been requested by the Town or Alberta Transportation, then a copy of the TIA as prepared by a qualified professional must be included with the ASP.
- Municipal utility servicing** plans (i.e., preliminary engineering) for major municipal water, sanitary sewer, and storm water management and location and size of any proposed Public Utility Lots (PUL).
- Shallow utilities** - Provision and availability of shallow utilities, such as electric power, natural gas, fiber optics, and any other systems, and their locations.
- Urban design**, and description of any landscaping and architectural proposals.
- Housing types** - If the ASP is proposing some component of residential land use, the plan must address the Town's plans and strategies to provide for affordable housing and medium-to-higher density types of

development.

- **Reserve lands** - The proposal for providing the required Municipal Reserve, or Environmental Reserve to the municipality at the time of subdivision and how this will be addressed.
- **Phasing of Development** - Description of any proposed development phasing scheme and triggers of implementation stages.
- **Planning forecasts** and effective time build-out period of the Area Structure Plan. A summary of development planning forecasts for the plan area (land consumption) and a clear concise statement on the plan's effective time period.
- **Historical Resources** - Description of any potential provincially identified historical resources and copy of Historical Resources Clearance approval (if required) or a statement that there are no identified historical resources in the plan area.
- **Topographic map** of contour intervals of 0.5 m or less.
- **Land features** - An identification of natural features, current land conditions, slopes, water bodies, vegetation, environmental sensitive features, and wildlife or native species areas present, or information on the lack thereof. Depending on the land, this may require a **bio-physical assessment** to be conducted and included in the ASP.
- **Environmental Site Assessment** - A Phase 1 ESA of the ASP area to assess historical information and if evidence of potential or actual environmental contamination exists in connection with the site, as a result of current or past activities on the site or neighbouring properties. The Phase 1 ESA is to be based on the Canadian Standards Association's (CSA) *Phase 1 Environmental Site Assessment Standard Z768-01 (R2016) [or subsequent update]*.
- **Geotechnical analysis** - An engineered geotechnical analysis and report for any lands containing or adjacent to coulee land, water bodies, unstable land or where subsidence is present, or when requested by the Town to be provided.
- A **Fiscal Impact Analysis (FIA)**, with criteria as outlined by the Town as to what such an analysis needs to address or what information is needed to be provided to the municipality.
- **ASP Map** - A diagram map illustrating the ASP or proposed Amendment boundary area.
- Other **plans, diagrams, figures, and graphs** to clearly illustrate the requirements of items noted above and the ASP information being provided.
- **Other** - Any other policies and plans as specified by the Town to address any unique circumstances of the land or the general Area Structure Plan area.

ASP AMENDMENT - If the proposal is to update or amend an existing ASP, then the Town will advise the applicant what elements the municipality wants included in the updated plan and what municipal infrastructure servicing standards may have changed that need to be addressed since the original ASP was created.

- * **NOTE: Detailed engineering** for the servicing of the ASP area is required at subdivision stage. The ASP must demonstrate that the lands can be serviced by existing underground networks or extensions of same by the Developer and must indicate whether gravity drainage is possible or lift stations or other appurtenances will be necessary to move sanitary or storm sewage.

AT THE TIME OF FORMAL BYLAW APPLICATION

1. **Application Fees** - both the initial draft plan review fee and the ASP bylaw application process fee must be paid in full.
2. **Application Form** completed in its entirety and signed.
3. **Authorization** - The name, address, email (as applicable) and phone numbers of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) on the application form. The application must be signed by the titled landowner, or a letter is to be provided to the Town delegating authority for application to the authorized person noted on the application. **Original signatures must be on the application.**
4. Current **Copy of Certificate of Title(s)**, for all lands subject to the ASP area, dated no more than 30 days prior to the date of formal ASP bylaw application submission.
5. Copies of any **easements registered** on title to the land must be submitted with the application along with any instruments registered by caveat that the Town requests to be provided.
6. Copy of **AER abandoned gas well information** and map as available from the AER website.

7. **Document** - The proposed final formatted Area Structure Plan document in both digital (PDF and editable WORD copy) and hard print copies (12 copies).
8. **Public consultation** process details and a summary report (may be included in the ASP).
9. Any additional information deemed necessary by the Town Administration as per the specific characteristics of the parcel.
10. **Release** - A signed confirmation releasing all information to the Town of Pincher Creek (refer to section C).

C. INFORMATION AND LEGAL REQUIREMENTS

RELEASE OF INFORMATION AND DRAWINGS

The Town's policies and Land Use Bylaw requires that the Town post bylaws and statutory plans on the Town's website. As the ASP includes the applicable maps and drawings and engineering information, it is the applicant's responsibility to ensure that they own or have the proper and legal authority/permission to use any privately prepared or contacted drawings and engineering reports and are aware the Town will post the ASP information on the Town's website.

Additionally, once the Town adopts an Area Structure Plan it becomes a bylaw and Statutory Plan of the municipality and a public document, and the Town of Pincher Creek is thereby authorized to use, quote, amend, copy, publish, share, as it determines is necessary and without credit or compensation to the authors or content creators, for the purposes of regulating and developing land within the Town of Pincher Creek and the subject ASP area. By signing the application form and submitting the ASP document the applicant is acknowledging they are aware of this and that all information is released to the Town of Pincher Creek.

**** AMENDMENTS TO ANY DRAWINGS OR PLANS MUST BE SUBMITTED TO THE TOWN NO LATER THAN 15 WORKING DAYS BEFORE THE SCHEDULED PUBLIC HEARING.**

WITHIN 30 DAYS AFTER APPROVAL OF THE ASP THE APPLICANT MUST PROVIDE:

- A **USB device** or other digital format means of providing all graphics, drawing files of maps and diagrams, an editable WORD copy of the final document (including all changes), a PDF formatted document copy as per the final hard copy format of the document.
- 12 hard **print copies** of the **final** formatted document.

This information is being collected under the Municipal Government Act and will only be used for the purpose of an Area Structure Plan Application. It is protected by the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. If you have any questions about the collection, please contact the FOIP Coordinator at (403) 627-3156, weekdays.

I, being the registered owner of the land, or the agent authorized to act on their behalf, hereby certify that:

I have read the above statement and confirm the release of all information to the Town of Pincher Creek.

Signature