



Amendment

APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Amendment application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Pre-Application Meeting Required: Please be advised that a pre-application meeting is mandatory prior to the formal submission of an Amendment Application. The pre-application requirements are attached and outline the level of detail required.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Site Plan: shall provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document <input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Identify subject lands and its current land use(s) <input type="checkbox"/> Identify existing land use of adjacent properties <input type="checkbox"/> Development within a 90 metre radius of the site boundary <p>NOTE: The complexity of this plan is dependent on the type of amendment being applied for, public sensitivity, and existing and proposed use. Please contact the Planning and Development Department to discuss this requirement prior to submission. All submissions shall meet the satisfaction of the Development Authority.</p>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 3. A Statement of Reason: Outlining the reason(s) for the request to amend the Land Use Bylaw or Statutory Plan
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 4. Colour Photographs: To provide a comprehensive visual account of the entire site and the adjacent area
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 5. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <ul style="list-style-type: none"> <input type="checkbox"/> May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Abandoned Well Site Information: If the new structure is larger than 47 square metres (505.904 square feet): <ul style="list-style-type: none"><input type="checkbox"/> A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm:<ol style="list-style-type: none">1. The location of abandoned wells on the land, and2. Confirm that the land is not affected by abandoned wellsThe AER's Abandoned Well Viewer is available on www.aer.ca or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail inquiries@er.ca or mail Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4. The new structure shall be setback a minimum of 5 metres from all abandoned well sites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Miscellaneous Information: Any additional information deemed necessary by the Development Authority required to properly evaluate the application may be requested.

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.