



# 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"/> <b>1. Pre-Application Meeting Required:</b> 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"/> <b>2. Site Plan:</b> shall provide the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Standard Information:</b> shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document</li> <li><input type="checkbox"/> <b>Information on the Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify subject lands and its current land use(s)</li> <li><input type="checkbox"/> Identify existing land use of adjacent properties</li> <li><input type="checkbox"/> Development within a 90 metre radius of the site boundary</li> </ul> </li> </ul> <p><b>NOTE:</b> 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"/> <b>3. A Statement of Reason:</b> 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"/> <b>4. Colour Photographs:</b> To provide a comprehensive visual account of the entire site and the adjacent area
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>5. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application: <ul style="list-style-type: none"> <li><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</li> <li><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</li> </ul>



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Abandoned Well Site Information:</b> If the new structure is larger than 47 square metres (505.904 square feet): <ul style="list-style-type: none"><li><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"><li>1. The location of abandoned wells on the land, and</li><li>2. Confirm that the land is not affected by abandoned wells</li></ol>The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@ aer.ca">inquiries@aer.ca</a> 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</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Applicable Fees:</b> 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"/>	<b>8. Miscellaneous Information:</b> 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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.



# Amendment Application Procedure

## PROCEDURE FOR AMENDMENTS

1. Notice of the application, along with a detailed description and a subject property drawing are circulated to municipal departments, franchise utilities, provincial agencies and adjacent property owners requesting comments and/or concerns. Revisions and additional information may be required.
2. The Municipality requires the applicant to hold a public information meeting/consultation, prior to first reading and the Public Hearing. This public meeting shall be advertised in the local newspaper and shall be held in proximity to the subject lands for the amendment. Please see “Engaging Residents: Guidelines for Public Participation (Planning & Development Department, RMWB)”
3. Planning and Development prepares the Council Report for Department Review, with or without Administrations support, and prior to presenting to Regional Council.
4. Regional Council gives first reading of the required bylaw implementing the amendment and sets a date for a public hearing and second reading.
5. A notice of a proposed bylaw must be advertised under subsection (2) before second reading (see Notification of Proposed Amendments, below)
6. A Public Hearing is held by Regional Council.
7. Regional Council gives the bylaw second reading or defeats it.
8. Regional Council finalizes the bylaw by giving third and final reading or defeats it.

## NOTIFICATION OF PROPOSED AMENDMENTS

All applications requesting an amendment to the Land Use Bylaw, Municipal Development Plan or an Area Structure Plan are required to comply with the following policy, in accordance with the Municipal Government Act:

1. A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
2. Notice of the bylaw, resolution, meeting, public hearing or other thing must be:
  - i. published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
  - ii. mailed or delivered to every residence in the area to which the proposed bylaw, resolution or thing relates, or in which the meeting or hearing is to be held
3. A notice must contain:
  - iii. a statement of a general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
  - iv. the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
  - v. in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
  - vi. in the case of a meeting or public hearing, the date, time and place where it will be held.



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

Planning & Development Department

Regional Municipality of Wood Buffalo

Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Mailing: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

T: 780-799-8695 F: 780-743-7874 E: [current.planning@rmwb.ca](mailto:current.planning@rmwb.ca)

4. Posting a notice on the property within five (5) working days of receiving written confirmation from the Development Authority that the application is complete. The applicant shall also be informed of the required wording for the notice. The notice shall contain information on standard drawing 10-801 (see attachment).
5. The sign shall be placed in a conspicuous location on the affected property. The design, size and standard of construction shall be to the standards stipulated by the Municipality.
6. Failure to place a notice on the subject property by the specified day may result on a deferral on the amendments approval and will result in the requirement of payment of additional advertising fees by the applicant to re-advertise the proposed amendment in the newspaper.
7. Once the notice has been placed on the subject property, the applicant will notify Planning & Development Services who will then verify that the location and content of the notice are acceptable.
8. The sign must be removed from the site within two weeks following the date of the public hearing.



As a public hearing is required in relation to any amendment, an advertising and notification fee is required. The advertising fee shall be determined at the time of application.

**Amendment Fee Refund:**

a) Prior to circulation of file:	85% of original fee
b) During or after circulation of file	50% of original fee
c) After first reading of a proposed Bylaw	30% of original fee
d) After advertising of the Bylaw in the newspaper	No Refund

When a use is not listed in the fee schedule the fee shall be determined by the Development Officer, and shall be consistent with those fees listed in the fee schedule for similar uses or applications within the same or similar use class.

Development shall not proceed prior to a successful amendment application and the issuance of a Development Permit. Contravention may be subject to enforcement and/or additional fees.

When an application will require circulation to adjoining property owners or where the decision on a development application will require notification to adjoining property owners, the applicant shall pay a \$50.00 notification fee.

When a decision on the development matter requires advertisement, the applicant shall pay an advertising fee which shall be determined at the time of application.

When a development agreement is required as a condition of a development permit, a \$500.00 development agreement preparation fee is required and shall be remitted with the composite engineering drawings.

When a developer requires substantial changes to the Municipality’s standard development agreement, the developer shall be required to pay the Municipality’s legal costs associated with the review of the requested changes.

**When a developer initiates changes to a development application after the submission, the developer shall pay an additional fee equivalent to 25% of the original application fee to a maximum of \$500 per resubmission.**

**The applicant shall pay any additional fees to cover advertising costs:**

• One (1) Amendment, no map (i.e. text amendment)	<b>\$500.00</b>
• One (1) Amendment & one (1) or more maps	<b>\$600.00</b>
• Two (2) Amendments & one (1) map (i.e. LUB and ASP)	<b>\$850.00</b>
• Two (2) Amendments & two (2) or more maps	<b>\$950.00</b>
• Three (3) Amendments & one (1) map (i.e. LUB, ASP & MDP)	<b>\$1,100.00</b>
• Three (3) Amendments & two (2) or more maps	<b>\$1,300.00</b>



# Amendment Pre-Application Requirements

Prior to a development permit application, applicants are required to attend a pre-application meeting. To book a pre-application meeting, please call 780-799-8695 or e-mail [current.planning@rmwb.ca](mailto:current.planning@rmwb.ca)

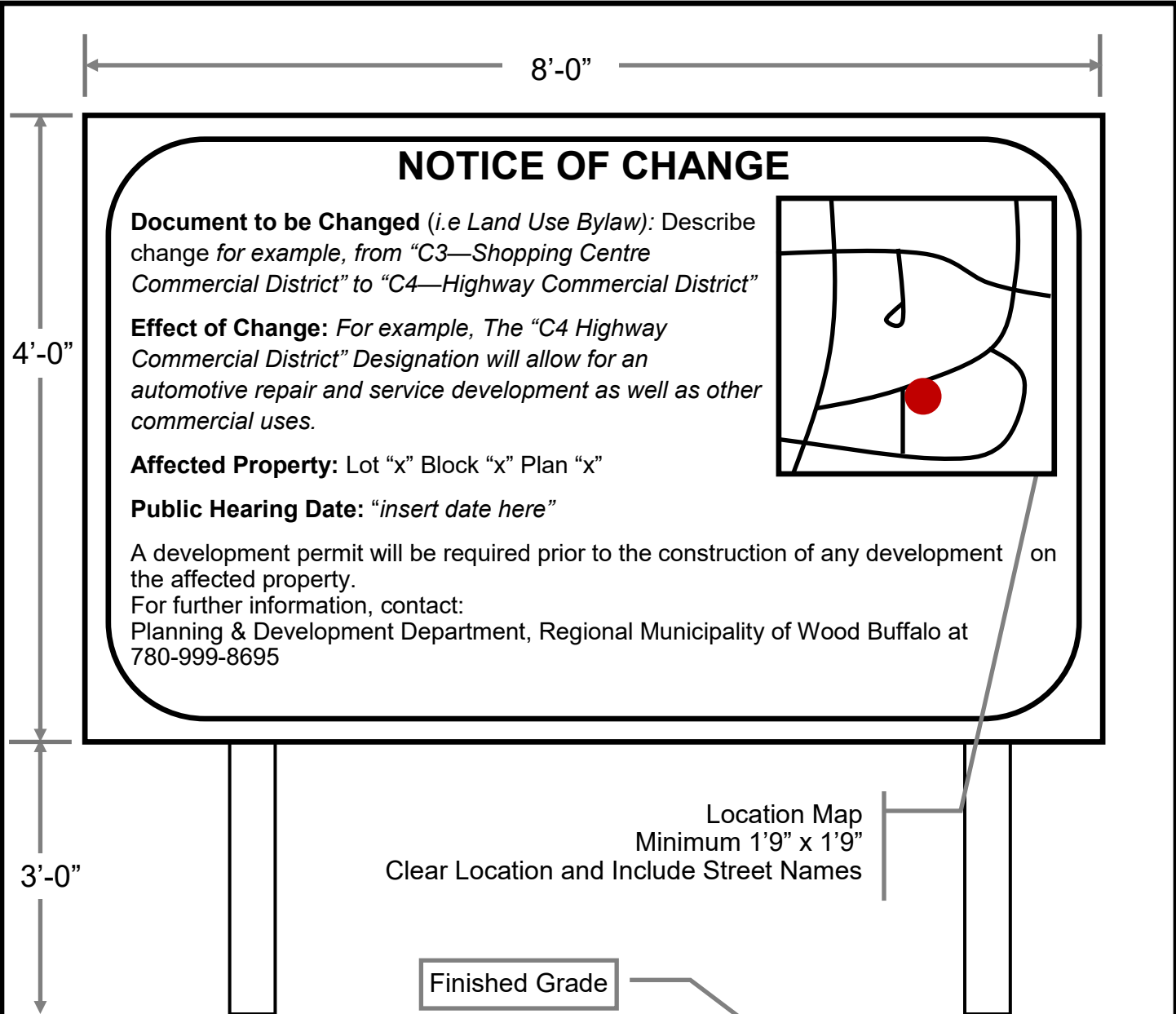
The following information must be provided (preferably in **electronic format**) in order to conduct a pre-application meeting:

OFFICE		REQUIRED INFORMATION	
✓	x		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Covering Letter:</b> or email which includes the following information:
		<input type="checkbox"/>	Owner and/or applicant name and project team participating in the meeting
		<input type="checkbox"/>	Brief description of the proposed development
		<input type="checkbox"/>	Who will attend the meeting in support of the proposal (If possible, ensure that the developer(s), architect(s), engineer(s) and planner(s) involved with designing/managing the development proposal attend the meeting)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Images/Photographs:</b> of the property and surrounding area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Site Plan:</b> including:
		<input type="checkbox"/>	Key map identifying adjacent properties
		<input type="checkbox"/>	Adjacent street names
		<input type="checkbox"/>	Municipal address and legal land description
		<input type="checkbox"/>	Context map, indicating location within the Regional Municipality of Wood Buffalo
		<input type="checkbox"/>	Access and driveway location(s) and dimensions
		<input type="checkbox"/>	Site statistics including: floor area ratio, zoning, lot coverage, parking stall count, accessible parking stall count, building height, and lot area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Survey Plan:</b> if available

**All plans shall be prepared to scale and all measurements on all drawings must be expressed in metric.**

**NOTE:** Additional information may be required during the processing of any Development Permit application. Meeting minutes will be provided to the applicant to summarize the issues identified by staff through the pre-consultation review. However, all opinions offered by staff are preliminary, and based on limited information available. Opinions are subject to change pending review of the formal application.

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**BLACK LETTERING ON WHITE BACKGROUND**

**Font Size:**

Notice of Change: minimum 6"

All other text: minimum 3"

*Please Note:* The public hearing date may be left blank until the date has been established.

**NOTICE OF CHANGE SIGN**  
 Regional Municipality of Wood Buffalo