

***MUNICIPAL DISTRICT OF
BIG LAKES***

***PLANNING &
DEVELOPMENT***



***LAND USE PLAN
PROJECT GUIDE***

EFFECTIVE NOVEMBER 2011

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INTRODUCTION

This guide has been prepared to provide additional information for developers of larger urban subdivisions and rural subdivisions where infrastructure services such as internal roads, extension of piped water and waste-water services or a land use plan is to be prepared.

DEVELOPER RESPONSIBILITIES

When undertaking a larger scale project, the Developer is expected to be aware of the following:

- The Municipal District of Big Lakes will fairly review all proposals,
- Any amendments required to an Area Structure Plan, Land Use Bylaw or the Municipal Development Plan will be supported by information provided by the applicant.
- The Municipal District of Big Lakes will facilitate the process, not the project. The Developer is responsible for all consultations, consulting fees and other components required to achieve the project.
- All costs incurred by the Municipal District of Big Lakes for outside consultations including legal, planning and engineering for the benefit of the Municipal District shall be reimbursed by the Applicant.
- The Municipal District may require a deposit in advance of a review of formal land use plan in order to compensate Municipal District consultants, with remaining fees being returned to the applicant at the conclusion of the review.
- All documents related to this project must be submitted in hard copy and electronic form (pdf).

IS A LAND USE PLAN REQUIRED PRIOR TO SUBDIVISION OR DEVELOPMENT?

A land use plan may be required for subdivision or development permits applications that are large scale or multi-phase in scope. As a guide, a land use plan shall be required where:

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- the proposal is expected to take more than two years to complete once commenced,
- the proposal is multi-phase, or
- a land use plan is required by Alberta Transportation.

A land use plan may be required where:

- the proposal is to re-subdivide an existing lot within a multi-parcel subdivision and is subject to Section 2.6.8 of the MDP,
- the proposed subdivision would create six (6) or more residential, resort, industrial or commercial lots on a quarter-section,
- the subject land is within a high density planning area, or
- the subject land is within an identified planning fringe area.

A land use plan may not be required where:

- the proposal is within a fragmented parcel or cut-off parcel,
- the proposed subdivision is a single lot for a public use,
- the proposed subdivision is a re-subdivision of an existing parcel and is not located within a multi-lot subdivision,
- the proposed subdivision is within an existing area structure plan or outline plan is satisfactory to the development intended for the subject lands.

TYPES OF LAND USE PLANS

The types of land use plans available are described within Section 2.6.3 of the Municipal District of Big Lakes Municipal Development Plan. Land Use Plans may be statutory or non-statutory and include High Density Planning Areas, Conceptual Schemes, Outline Plans and Area Structure Plans.

Area Structure Plans are statutory plans and are adopted by Bylaw. As such, the terms and conditions of an area structure plan may not be amended without including a formal public process. This provides a reliability between Council, Administration and the Public that the terms and conditions of an Area Structure Plan will be upheld and not changed arbitrarily.

Non statutory plans are approved by Council, but may be amended outside of the statutory process. They do not provide the same level of protection for all parties as an Area Structure Plan, but may be a desirable alternative to area structure plans in some situations.

CONTENT OF A LAND USE PLAN

- A land use plan shall include all of the elements described in 2.6.6 and as otherwise required by the Municipal District of Big Lakes,
- A land use plan shall also identify any variances that are requested and any amendments that are required to the Municipal Development Plan, Land Use Bylaw or an adopted Area Structure Plan.
- Where a variance or an amendment to a bylaw is requested, the land use plan shall explain why the variance is in the best interest of the M.D. to consider and recommend proposed wording for the said variance proposal.
- A land use plan highlight comments/concerns provided through public discourse and shall describe measures that shall be implemented to mitigate or respond to comments/concerns that have been raised.

TIME LINES

Under provincial legislation, the Municipal District when considering a first reading to an amending bylaw, must provide third reading within two years of the date of the first reading or the Bylaw will fail. Land Use Plans that do not require a formal bylaw amendment are not subject to time lines.

FEE SCHEDULE

Fees for subdivision, bylaw and land use plan processing are in accordance with the Municipal District of Big Lakes Fees Bylaw

Bylaw Amendment and Adoption Fees:

o Residential Single and Multi Parcel	\$ 200.00 (first lot) \$100.00/additional lot
Commercial	\$250.00 add \$100.00 per additional lot
Industrial	\$500.00

SUGGESTED APPROACH

Professional Resources:

All documentation that is prepared in support of your application must be prepared to a professional standard. In particular, professional engineering is required on all internal roads, drainage, piped services, geotechnical and other related services.

As part of a land use plan and a subdivision application, engineering requirements may include:

- water table contour mapping,
- flood plain mapping,
- geotechnical evaluation and on-site waste-water services evaluation,
- slope stability engineering assessment,
- potable water engineering assessment,
- preliminary storm water drainage plan,
- road and infrastructure design,
- verification that sufficient capacity exists at service locations for water, gas, electricity and waste-water disposal lagoons, and
- traffic impact assessment.

There is no requirement for professional planning services, however, this option should be considered in light of the following requirements:

Planning Awareness:

Be aware that as part of this process, the Developer will be required to:

- explain how the project will be a net benefit to the Municipal District and in conformance to the policies of the Municipal Development Plan,
- Consult with affected stakeholders in accordance with Part III of the Municipal Development Plan,

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- Highlight applicable key policies of the Municipal Development Plan that apply to the project and describe how the project is consistent with those policies.
- Highlight applicable policies of the Municipal Development Plan that the project may be in conflict with, recommend amendments and describe how the amendments will remain consistent with the overall planning goals of the Municipal District of Big Lakes.
 - Prepare all land use plans and supporting documents in a professional manner.

Document Checklist

DOCUMENT CHECKLIST FOR LAND USE PLANS

Mandatory
May be Required
Consultant

Component

Land Use Plan			
Sequence of development	x		Engineering
Existing land use	x		
Proposed land use	x		
Current certificate of title	x		
Transportation and franchise utility networks	x		Engineering
Storm water drainage plan	x		Engineering
Regional water and waste water networks		x	Engineering
Location of parks and linear park and trail systems	x		
Geotechnical Report	x		Engineering
Water table report	x		Engineering
Flood prone areas	x		Engineering
Contour maps (min 1.0 metre elevations)	x		
Location of school bus stops		x	
Location of postal boxes		x	
Location of waste collection sites		x	
Water availability report		x	Engineering
Variance requests and supporting reasoning	x		
Statement on how the M.D. will benefit from the development		x	
Public Consultation Report	x		
Land Stewardship Report (see below)		x	
Alberta Water Portal Report (see below)		x	
Bio-physical Report		x	Biologist
Traffic Impact Assessment		x	
http://www.landstewardship.org/conservation-lands-registry/			
http://www.albertawater.com/			