

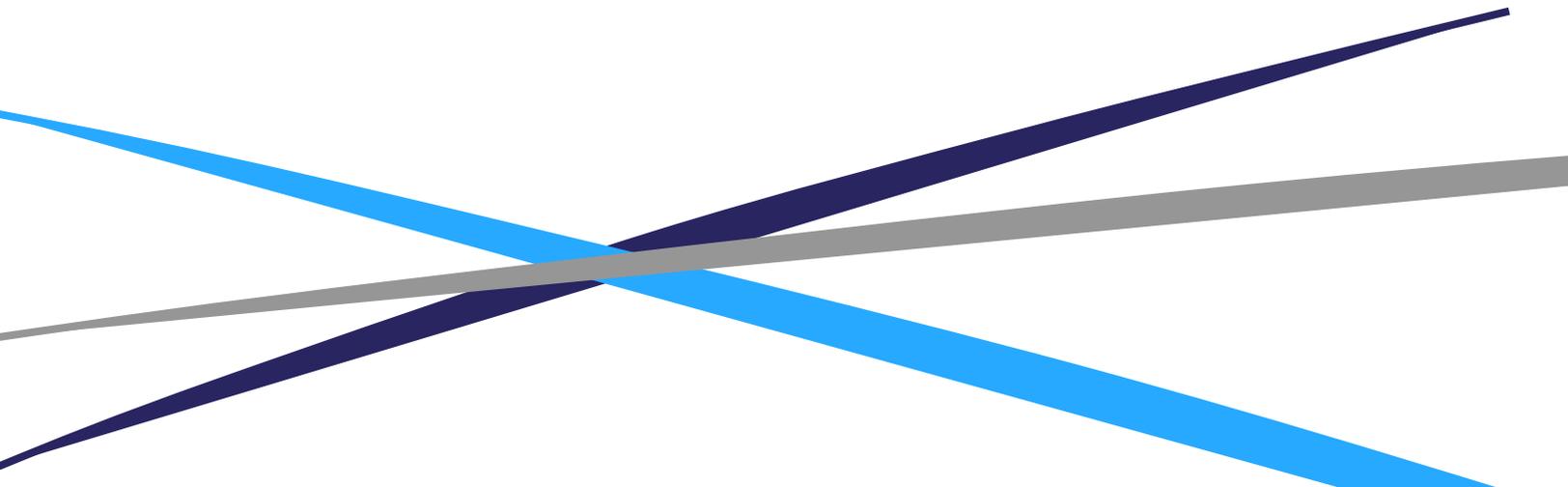
Property Redesignation Process
2020

Town of Bassano

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Re-designation

Any person may submit a request for re-designation from one land use district to another. Preparing an application to request a re-designation must be carefully planned.

The Town and its development authority are committed to working with applicants. It is important to know from the onset, that the re-designation process can be lengthy and generally takes four to six months for processing. Depending on the complexities of the application, applications may exceed the general timeline. The timeline for the re-designation process is as outlined because the application results in an amendment to the Land Use Bylaw. The bylaw requires multiple readings by Council and public hearings.

Land use districts are influenced by many statutory planning documents that may include a Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), and Area Redevelopment Plan (ARP).

One key factor in considering a land use re-designation is the impact the request will have on neighboring properties. There are important questions to ask yourself before preparing a re-designation application,

- a) Is the requested re-designation compatible with the surrounding properties,
- b) If my neighbor were requesting the same re-designation, would I support it (why/why not), and,
- c) How does this request impact the overall development plan for the Town of Bassano?

Step 1 - Planning

Before preparing an application request for re-designation, set up a meeting with the Town's development officer to review your proposed development because every development is unique.

It is an essential part of the development process to discuss your proposed development with the development officer. Collaboratively, the development officer and applicant can address any potential development concerns before an application is submitted. Open communication at this phase will help expedite the application process. Bring a list of development related questions and a sketch of your proposed site plan to the meeting along with a summary of the narrative as detailed in the minimum re-designation application requirements outlined below.

After your initial meeting with the Town's development officer, complete the re-designation application. Submit the application along with the site plan (s), narrative and permit fees to the Town's development officer.

Step 2

Preparing the Application

Minimum re-designation requirements In accordance with the Land Use Bylaw, a request for re-designation from one land use district to another shall be accompanied by the following:

1

A completed application form and the application fee

2

A copy of the Certificate of Title from the lands, dated not more than one (1) year prior to the date on which the application was made

3

A narrative describing the following:

- a. Proposed designation and future use (s)
- b. How the proposed re-designation is consistent with applicable statutory plans.
- c. Compatibility of the proposal with surrounding uses and zoning.
- d. Development potential/suitability of the site including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, floodplain, steep slopes, etc.).
- e. Availability of facilities and services (e.g. sewage disposal, domestic water, gas, electricity, fire and police protection) to serve the subject property while maintaining adequate levels of service to existing development.
- f. Any potential impacts on public roads.

4

A conceptual lot design, if applicable

5

A geotechnical report addressing the following but not limited to: a) slope stability, b) groundwater, c) sewage, d) water table, and d) flood plain analysis. *If deemed necessary by the development officer of Council to support the application*

6

An evaluation of surface drainage which may include adjacent properties if deemed necessary by the development officer or Council

7

An Area Structure plan or Concept Design Scheme may be required in conjunction with a re-designation application involving any of the following : a) industrial development, b) large scale commercial development, c) manufactured home park, d) multi-lot residential development which has the potential to trigger capacity upgrades or the expansion of infrastructure, and e) anything else as required by the development officer or Council.

The Process - How a Re-designation Process Works

As mentioned, considerable planning must go into any re-designation application as the change requires statutory plan amendments.

- 1** An application for re-designation is received by the development officer and evaluated for
- 2** Upon receipt of a completed re-designation application, the development officer will consult with Oldman River Regional Planning Commission (the Town's contracted planning agency) to discuss the application and its applicable merits based on the Town's statutory plans. Pending the outcome of the analysis, the development officer and planner will prepare a Land Use Bylaw amendment for Council's consideration in
- 3** Prior to presenting a bylaw amendment to Council, the amendment may be referred to the Municipal Planning Commission for their recommendation.
- 4** Council will consider the Land Use Bylaw amendment and may give first reading to the bylaw amendment.
- 5** If the Land Use Bylaw amendment receives first meeting, at a separate meeting, a public hearing will be scheduled in accordance with section 692 of the *Municipal Government Act*. At the public hearing parties may voice their concern or acceptance related to the proposed amendment. Council shall hear and consider all comments resulting from the public hearing.
- 6** After a public hearing, Council may consider, at a regular or special meeting second and third reading of the Land Use Bylaw amendment. If the bylaw amendment is passed, the applicant may proceed to submit a development permit application for the intended use of the site. All development permit application and fees for development are separate from the re-designation process. An amendment must receive all three

Council meeting are held on the second Monday of each month unless the date is a statutory holiday at which point the regular meeting will be held on the next business day.

Re-designation Application Rejection

- Where an application for an amendment to the Town of Bassano Land Use Bylaw has been refused by Council, another application that is the same or similar in nature shall not be accepted until at least 12 months after the date of refusal.
- Where an application for re-designation is rejected, the applicant may only develop on the site in accordance with the provisions of the Land Use Bylaw.

How Is My Application Being Evaluated?

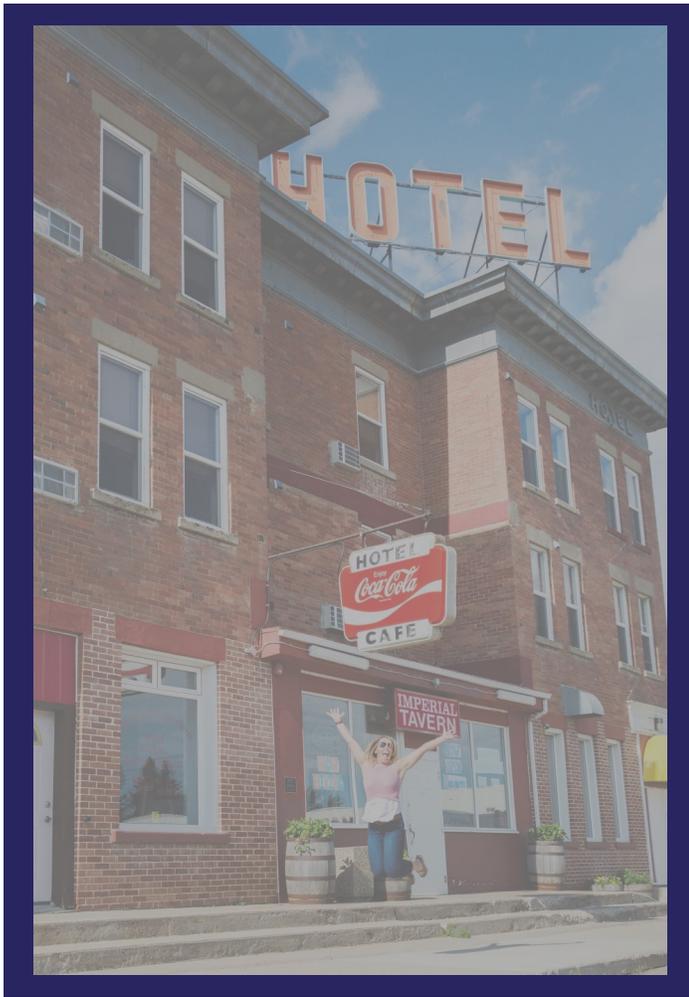
When an application is received for the re-designation from one land use to another, Council considerations include at a minimum:

1. Compliance with applicable standards and provisions of the Town of Bassano's Land Use Bylaw
2. Consistency with the Municipal Development Plan and any other adopted statutory plans
3. Compatibility with adjacent uses
4. Development potential/suitability of the site
5. Availability of facilities and services (e.g. sewage disposal, domestic water, gas, electricity, police and fire protection, schools, etc.) to serve the subject property and any potential impacts to levels of service to existing and future developments
6. Cumulative impact to the Town
7. Potential impacts on public roads
8. Setback distances contained in the Subdivision and Development Regulation
9. Supply of suitably designated land
10. Public comment and any applicable review agency comments
11. Any other matters deemed pertinent

Submission Checklist

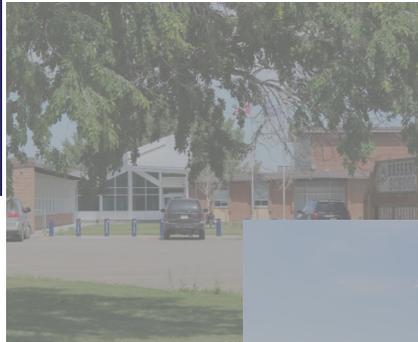
Use the checklist provided to confirm that you have met the minimum requirements to submit your request for re-designation.

	Fill out the re-designation development permit application in its entirety.
	Attach a Certificate of Title from the lands (1-year or newer).
	Attach a written narrative describing that clearly addresses each of the items listed under the Step 2 – Preparing an Application – Minimum Application Requirements,.
	Attach a conceptual design of the site including all buildings and structures (current or proposed).
	A geotechnical report (where applicable).
	A surface drainage report (where applicable).
	An Area Structure Plan or Conceptual Design Scheme (where applicable).
	Submit your application with the applicable fee to the Town of Bassano's development officer for processing.



Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/ local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- • Building permit application
- • Electrical permit application (if applicable)
- • Plumbing permit application (if applicable)
- • Gas permit application (if applicable)
- • Sewer permit application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: info@superiorsafetycodes.com

W: superiorsafetycodes.com

Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.

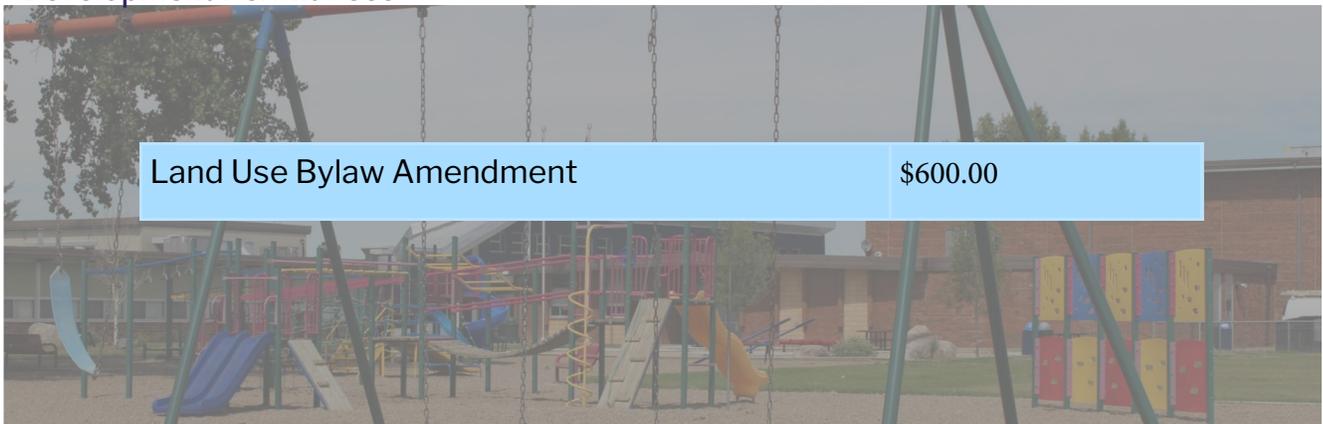
Additional Information

- The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Throughout the application process, the applicant/ developer must also be prepared to submit a development permit application should the request to redesignate lands be approved. Refer to the applicable development booklets and Land Use Bylaw for more information.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.

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Fees

Development Permit Fees



Land Use Bylaw Amendment	\$600.00
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The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.

Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

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P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. cao@bassano.ca

W. www.bassano.ca

R. Land Use Bylaw (LUB) 845/13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”