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Non-Residential & Residential Redesignation

Permit Guide

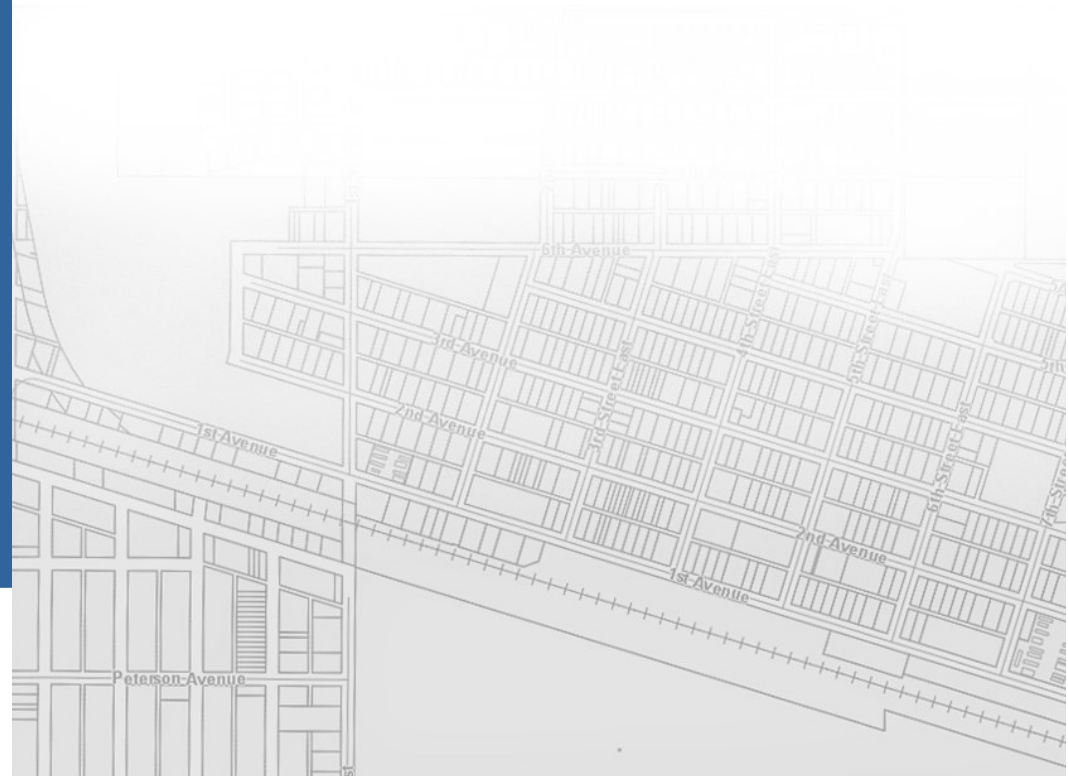


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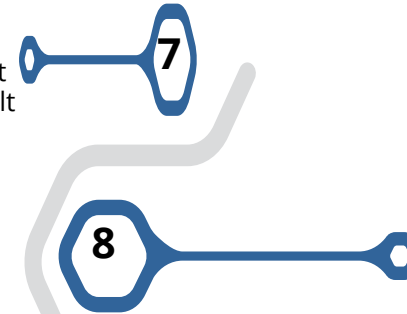
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Disclaimer

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 Land Use Bylaw #921/21 that may impact your development.

Development Officer Preps

The Development Officer will consult ORRSC and will prepare a Land Use Bylaw Amendment for the next Council meeting.



1st Reading

If Council is in favor of the Amendment they will give first reading.

Public Hearing

Council will hold a public hearing allowing all community members to appeal or support the redesignation

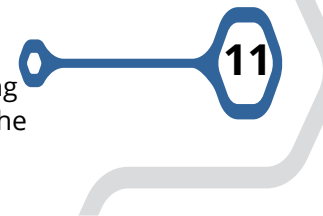


2nd & 3rd Reading

Council will give 2nd and 3rd reading at the next council meeting.

Amendment passed!

Once all reading are complete the amendment is passed!



TIMELINE

START

Get your ideas on paper!



Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your redesignation.



Plan

Set a meeting with the Development Officer.



Collaborate

Meet with the Development Officer and discuss.



Gather

Gather documents requested in the meeting by the Development Officer.



Complete & Submit

Complete and submit a permit application along with fees owing.



Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of the Town's statutory plans.

Redesignation

A public process that changes the uses allowed on a parcel of land.

Statutory Plans

Plans developed by municipality for the purpose of identifying future plans for development within municipal boundaries.

Bylaw Amendment

When part of an existing bylaw is repealed by council and replaced.

WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

WHAT IS A LAND USE REDESIGNATION?

A redesignation changes the land use district of a property to allow for development that is currently not allowed. The Town has the following land use districts:

Land Use District Title	Abbreviation
Residential	R1
Medium Density Residential	R2
Large Lot Residential	R3
Residential Manufactured Home	RM
Main Street Commercial	C1
Commercial	C2
Industrial	I
Parks and Recreation	PR
Public Institutional	PI
Urban Reserve	UR

IMPORTANT FACTS



The redesignation process can be lengthy and may take 12+ months for processing depending on the complexities of each individual request. Land use districts and influenced by many statutory planning documents that may include the Municipal Development Plan (MDP) and Intermunicipal Development Plan (IDP). Redesignations are never guaranteed—Take the time to plan your proposal.

STEP 5

If a property is redesignated, you 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 redesignation process.



Development Permit Fees

Redesignation Action	Fee
Land Use Bylaw Amendments	\$600.00
Other Statutory Plans and Amendments To	\$500.00

STEP 4

Final Submission

SUBMISSION CHECKLIST

Fill out redesignation permit application
Attach a Certificate of Title from the lands
Attach a written narrative that clearly addresses each item under Step 2
Attach a conceptual design of the site including all buildings and structures (current or proposed)
Attach a geotechnical report (current or proposed)
Attach a surface drainage report (where applicable)
Attach a structure plan or conceptual design scheme (where applicable)
Attach any other documents specified by the Development Officer in your meeting
Submit your development permit application with the applicable fee to the Town of Bassano's Development Officer for processing

Redesignation Rejection

Where an application for an amendment to the Town's Land Use Bylaw has been refused by Council, another application is the same or similar in nature will not be accepted until at least 12 months after the date of refusal.

Where an application for redesignation is rejected, the applicant may only develop on the site in accordance with the provisions of the Land Use Bylaw.

STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft redesignation permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your redesignation).

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788)

STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 5

If a redesignation passes through council, you may proceed and submit a permit application for the intended use of the site.

STEP 1

Review the Guidelines

The Guidelines section provides you with a breakdown and simplification of the LUB sections that apply to redesignations. It is important to understand the redesignation process and requirements in the planning phase to ensure you meet the requirements and that your application will be approved as quickly as possible.

The Redesignation Process

1

The Development Officer Receives a redesignation application.

If the application is complete the Development Officer will consult the Oldman River Regional Planning Commission to discuss the application and it's merits based on the Town's statutory plans.

2

3

Pending the outcome of the analysis, the Development Officer and planner may prepare a Land Use Bylaw amendment for Council's consideration in consultation with the applicant.

Prior to presenting a bylaw amendment to council, the amendment may be referred to the Municipal Planning Commission for their recommendation.

4

5

Council will consider the Land Use amendment and may give first reading.

- An area, structure, plan, or conceptual design scheme is required in conjunction with a redesignation application when:
 - Redesignating land from Urban Reserve—UR to another district
 - Redesignating annexed land to a district other than Urban Reserve—UR, except where an approved Area structure plan or conceptual design scheme defines land use designation (s) for the proposed development area, or unless determined otherwise by Council.
- An area structure plan or conceptual design scheme may be required in conjunction with a redesignation application involving:
 - Industrial development
 - Large-scale commercial development
 - Manufactured home park
 - Multi-lot residential development which has the potential to trigger capacity upgrades or expansions of infrastructure
 - As required by council

STEP 3

Meet with The Development Officer

It is highly recommended that you prepare a draft application and set up a meeting with the Development Officer to review.



STEP 2— Prepare a Draft Application

Redesignation Application Requirements

A request for redesignation from one land use district to another must be accompanied by:

- A completed application form and the applicable fee
- A copy of the Certification of Title for lands, dated not more than 60 days prior
- A written narrative describing:
 - Proposed designation and future uses
 - Consistency with the applicable statutory plans
 - Development potential/suitability of the site, including identification of any constraints and/or hazard areas
 - Availability of facilities and services to serve the subject property
 - Any potential impacts on public roads
 - Any other information deemed necessary by the Development Officer or Council
- Conceptual lot design if applicable
- A geotechnical report addressing the following:
 - Slope Stability
 - Groundwater
 - Sewage
 - Water table
 - Flood Plane Analysis
- An evaluation of surface drainage which may include adjacent properties if deemed necessary by the Development Officer or Council



6 If the Land Use Bylaw amendment receives first reading, 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.

After a public hearing, Council may consider, at a regular or special meeting second and third reading of the Land Use Bylaw amendment.

7

8 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 readings for approval.

IMPORTANT FACTS



Council meetings are held on the second Monday of each month unless the date is a stat holiday, then the meeting will be on the next business day.

Things to Consider

One key factor in considering a land use redesignation is the impact the request will have on neighboring properties. Here are some important questions to ask yourself before preparing a redesignation:

- Is the requested redesignation compatible with the surrounding properties?
- If my neighbor was requesting the same redesignation, would I support it?
- How does this request impact the overall development plan for the Town of Bassano?



Redesignation Criteria

When redesignating land from one land use district to another, Council considers the following:

- Compliance with applicable standards and provisions of the Town's Land Use Bylaw
- Consistency with the Municipal Development Plan and any other adopted statutory plans
- Compatibility with adjacent uses
- Development potential/suitability of the site
- Availability of facilities and services (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
- Cumulative impacts to the Town
- Potential impacts on public roads

- Setback distances contained in the subdivision and Development Regulation
- Supply of suitability designated land
- Public comment and any applicable review agency comments
- Any other matters deemed pertinent

How is My Application Being Evaluated?



Council considers the following aspects at a minimum when considering resignation:

1. Compliance with applicable standards and provisions of the Town of Bassano's Land Use Bylaw
2. Consistency with the MDP and IDP and any other adopted statutory plans
3. Compatibility with adjacent uses
4. Development potential/sustainability 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 suitability designated land
10. Public comment and any applicable review agency comments