



# PLAN / BYLAW AMENDMENT APPLICATION FORM

Planning Services ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [planning@okotoks.ca](mailto:planning@okotoks.ca) ■ Phone: 403.995.2760 ■ Fax: 403.938.7387

Registered Owner Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Registered Owner Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if different from above) (if applicable)

Applicant Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

If a response has not been received within five (5) business days, please check your Junk (Spam) folder

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Lot(s) Block Plan Quarter Section

Document Proposed for Amendment (e.g. Municipal Development Plan, Land Use Bylaw, ASP):

\_\_\_\_\_

Signature of Registered Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 40-98. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at [foip@okotoks.ca](mailto:foip@okotoks.ca) or 403.995.2774.

### For Office Use Only

File #: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

## PLAN / BYLAW AMENDMENT REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant <b>and</b> the Registered Owner of the property on the Application Form <b>- or -</b> signature of the Applicant and a <b>Letter of Authorization</b> from the registered owner of the property.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	Ten (10) copies of plans showing: a) Land involved in the application; b) Current and proposed classifications of land; c) Areas of affected land in hectares and acres; d) Any proposed new land uses; and e) Any existing land uses and development within a 90 metre radius of the site boundary. An electronic copy of submissions may be required upon request.
<input type="checkbox"/>	<input type="checkbox"/>	Applications for a Direct Control District (DC) must include the following: a) An explanation as to why none of the existing Land Use Districts can be used to achieve the desired use; and b) Draft DC guideline.
<input type="checkbox"/>	<input type="checkbox"/>	Reasons for requested amendments.

**Please Note:**

- All dimensions must be provided in metric and all required drawings must be printed to the scale identified on the drawing (1:200 is preferred).
- Additional information may be required from the applicant after Planning Services has reviewed the submission.
- An application is considered complete when all required materials are received and the fee is processed.