



LAND USE BYLAW AMENDMENT APPLICATION FORM

Planning Services ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ 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

Type of Amendment Proposed:

- Land Use Redesignation (rezoning) Textual Amendment

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 or 403.995.2774.

For Office Use Only

File #: _____ Fee: _____ Receipt # _____

LAND USE 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 (PDF is acceptable if signed & scanned)
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule
<input type="checkbox"/>	<input type="checkbox"/>	Reasons for requested amendments (PDF)
The following items are required for land use redesignation or site specific amendment applications:		
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant and the Registered Owner of the property on the Application Form - or - signature of the Applicant and a Letter of Authorization from the registered owner of the property (PDF is acceptable if signed & scanned)
<input type="checkbox"/>	<input type="checkbox"/>	A PDF 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 PDF copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	A PDF copy 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.
<input type="checkbox"/>	<input type="checkbox"/>	For greenfield areas subject to the Water Allocation System , the proposed number of lots proposed to be created through future subdivision of the subject area and water consumption calculation table (see below note)
<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 guidelines.

Please Note:

- Following the initial review, additional technical information may be requested. (e.g. environmental impact analysis, parking demand study, market feasibility study, cross-sections through parcel).

- All dimensions on plans and drawings must be provided in metric units.
- An application is considered complete when all required materials are received and the fee is processed.