



Planning & Development Department
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LAND USE BYLAW AMENDMENT APPLICATION

FILE NO.: _____ FEE: _____ RECEIPT NO.: _____

Applicant Name: _____ Telephone: _____

Mailing Address: _____ Email: _____

Registered Owner(s): _____ Telephone: _____

Mailing Address: _____ Email: _____

(If the applicant is not the owner of the subject property, the owner must sign the application authorizing the applicant to apply.)

Requested Amendment to the Land Use Bylaw and reason:

Signature of Registered Owner

Date

Signature of Applicant

Date

OFFICE USE ONLY

Application Fee \$ 700.00

Land Use Bylaw Section _____

Note: All fees are non-refundable and are to be collected upon application to amend the Land Use Bylaw.

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.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant and the Registered Owner of the property on the Application Form -or- Signatures of the Applicant and a Letter of Authorization 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 & Development has reviewed the submission.
- An application is considered complete when all required materials are received and the fee is processed.