



Applying for a Land Use Bylaw Amendment?

Application and Review Process

What is a Land Use Bylaw Amendment?

The Land Use Bylaw is the 'rule book' for development in the Municipality of Crowsnest Pass. The Land Use Bylaw divides the Municipality into Districts that regulate development type and form by suggesting uses (permitted & discretionary), setbacks, parcel coverage, building height, parking requirements and other performance measures.

A Land Use Bylaw Amendment is the process of re-designating the District (zoning) of a property from one to another, for example from R-1 Residential to R-3 Multiple Residential. A Land Use Bylaw amendment might also be the amending of regulation by updating text.

How do I apply for an amendment?

An application for a Land Use Bylaw amendment may be initiated either by the property owner or by the Municipality. If you are the property owner, or an agent acting on behalf of the property owner, you may wish to apply for an amendment to develop your site in a manner that is not allowed by the current zoning.

It is recommended that you schedule an appointment with the Development Officer to review your proposal prior to submitting your application. Your proposal may be discussed at a Governance and Priorities Committee meeting (GPC), prior to consideration by Council.

Application Requirements

All applications for a Land Use Bylaw amendment must be submitted with the following:

- Completed application form
An application form may be picked up at the Municipal Office, or online at www.crowsnestpass.com.

- Certificate of Title and relevant encumbrances
All applications must be accompanied by a Certificate of Title no older than **3 Months**. This may be obtained at Alberta Land Titles online at www.spin.gov.ab.ca or by visiting your local Registry agents. Any easements, restrictive covenants or caveats may also be required.
- Amendment Description
The applicant must give a full detailed description of the amendment and why it is being requested. Rezoning amendments must also be accompanied by a map of the property.

Depending on the nature of the application and proposed development, additional information may be required before your application can be processed. This may include professionally prepared studies, such as traffic impact assessment, or more detailed plans.

The requirements are determined on a case by case basis specific to the circumstances of the proposal and the subject site. If additional studies, plans or information is required you will be advised of these requirements by the Development Officer.

What is the process to reach a decision?

1. The application and supporting materials are first reviewed by the Development Officer to determine compliance with other documents and policies e.g. the Municipal Development Plan. The Development Officer may circulate the application to other Municipal staff, Planning Advisors or the Municipal Planning Commission.
2. The Development Officer will prepare a bylaw and report for first reading by Council.
3. Council may give the first reading to the bylaw amendment, or they may choose to table or deny a request based on the details presented. If Council does not give first reading to the bylaw, the process stops.

Land Use Bylaw Amendment Process

4. If Council gives first reading to the bylaw, the proposed amendments and a public hearing will be circulated and advertised in the local paper for 2 consecutive weeks. Circulation for comments includes Municipal Departments, external agencies such as government departments and school authorities, and adjacent landowners.
5. The public hearing is hosted by the Council, and gives anyone interested in the bylaw the chance to speak directly to Council.
6. Following the public hearing, Council may give second and third reading to the bylaw, at which time it is passed by Council. The Land Use Bylaw Amendment comes in to effect the date of the third reading.
7. If Council does not give second and third reading to the bylaw, the process stops.

How long does the process take?

The process to amend the Land Use Bylaw can take approximately 6-8 weeks after the date of receiving a fully complete application for a straightforward and simple proposal. More complex applications may take longer.

Application for Land Use Bylaw Amendment Fees

Land Use Bylaw Text Amendment - \$750
Re-zoning/Map amendment - \$750 per parcel

All fees must be paid when submitting application. Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.



For more information, please visit our website at www.crowsnestpass.com

or contact

Lisa Kinnear, Development Officer

8502 19 Avenue, Coleman

403-562-8833

development@crowsnestpass.com



CROWSNEST PASS
Naturally Rewarding