

Area Structure Plan

Planning and Development Guide
for Developers and Consultants

Table of Contents

1	INTRODUCTION.....	3
2	WHAT IS AN AREA STRUCTURE PLAN?.....	3
3	AREA STRUCTURE PLAN REQUIREMENTS	3
3.1	Pre-Application Meeting.....	3
3.2	Public Engagement Plan and Open House	4
3.3	Temporary On-Site Signage	4
4	AREA STRUCTURE PLAN BOUNDARIES.....	5
5	STRUCTURE PLAN BOUNDARIES	5
5.1	Area Structure Plan Template	6
5.2	Purpose, Goals/Vision and Objectives of the Plan	7
5.3	Authority of the Plan	7
5.4	Timeframe of the Plan.....	7
5.5	Name of Development Area	7
5.6	Definition of Plan Area and Site Location.....	8
5.7	Land Ownership.....	8
6	POLICY AND PLANNING CONTEXT ALIGNMENT.....	8
7	SITE ANALYSIS	8
7.1	Site Description and Constraints/Conditions	8
7.2	Background Reports and Studies.....	9
7.2.1	Environmental Site Assessment- Required	9
7.2.2	Geotechnical Assessment - Required.....	9
7.2.3	Historical Resources Assessment/Overview - Potential	9
7.2.4	Contribution Plan - Potential.....	9
7.2.5	Traffic Impact Assessment - Required.....	10
8	LAND USE AND DEVELOPMENT CONCEPT	10
8.1	Future Land Use.....	10
8.1.1	Residential Land Use	10
8.1.2	Commercial Land Use.....	10
8.1.3	Industrial Land Use.....	10

8.1.4	Facilities and Institutional Uses.....	11
8.1.5	Parks and Open Space.....	11
8.1.6	Land Use Statistics.....	11
9	TRANSPORTATION AND SERVICING.....	11
9.1	Traffic Generation.....	12
9.2	Utilities.....	12
9.3	Off-Site Levies.....	12
10	Implementation	13
11	Flowchart- ASP Application Process	13
11.1	Initial Consultation	14
11.2	General Public Engagement	14
11.3	Preparation of Draft Plan.....	14
11.4	Submit Plan to the City	14
11.5	First Reading	14
11.6	Notification of Public Hearing.....	14
11.7	Public Hearing/ Second Reading.....	15
11.8	Third and Final Reading	15
12	IMPLEMENTATION	15
13	ESTIMATED TIMELINE FOR THE ASP PROCESS.....	16
14	AREA STRUCTURE PLAN AMENDMENTS.....	16
14.1	When is an Area Structure Plan Amendment Required?	16
14.2	What is the Area Structure Plan Amendment Process?	17
14.3	How to Request an Area Structure Plan Amendment?.....	17
14.3.2	NEXT STEPS	18
14.3.3	What happens when my request goes to Council?	18
15	Estimated Timeline for Amendments.....	18
16	Appendix 1- Public Engagement Plan Details	18
16.1	Scope of Engagement.....	19
16.2	Engagement.....	19
16.3	Public Engagement Report	19

1 INTRODUCTION

The purpose of this document is to outline the components of an Area Structure Plan (ASP) to both developers and consultants. It contains a detailed description of the application process, and requirements for an ASP within the City of Camrose. Moreover, this document intends to complement information contained in applicable provincial legislation, specifically the Municipal Government Act (MGA).

This is a guideline; the City of Camrose can request any additional information and steps as deemed necessary for the specific ASP submitted.

2 WHAT IS AN AREA STRUCTURE PLAN?

An Area Structure Plan is a statutory land use planning document that provides a framework for future subdivision and development of a parcel of land at the community level. An ASP is required prior to a landowner or developer developing new communities or commercial and industrial areas. An ASP is a bylaw adopted by City Council under the Municipal Government Act after three readings and a public hearing.

An ASP provides information on such items as the major land uses (residential, commercial, industrial, schools and parks), major roadways (arterials and collectors), utility servicing, trail systems, and density for the proposed development. This in turn helps to ensure that the growth of future residential, commercial and industrial neighbourhoods furthers the objectives established through the City's Municipal Development Plan and other similar planning documents.

*ASP documents do not include detailed subdivision layouts of the development. All undeveloped or unplanned areas, as identified in the map below, are required to meet the ASP requirement prior to development.

Once an ASP has been adopted by Council, it allows prospective developers and existing/future landowners to anticipate the land uses within the area. An adopted ASP also assists in streamlining subsequent subdivision applications that comply with the ASP as the ASP is a high-level blueprint for a particular area.

3 AREA STRUCTURE PLAN REQUIREMENTS

3.1 Pre-Application Meeting

Before submitting an ASP, contact the City's Planning and Development Department to set-up a pre-application meeting. The pre-application meeting is an opportunity to present initial development intentions and for City staff to review the application process and identify potential issues. At this time, staff may also identify additional studies or documentation that may be required in accordance with Section 633 of the MGA.

Section 633 of the MGA allows for the preparation and adoption of Area Structure Plan bylaws to establish a framework for planning, subdividing and developing land. Section 633 outlines the specific components within Area Structure Plans including, but not limited to:

- the sequence of development proposed for an area;
- the land uses proposed for an area, either generally or with respect to specific parts of the area (*for example, where residential, commercial, industrial, institutional and recreational uses will be located*);
- the density of population for an area either generally or with respect to specific parts of the area;
- the general location of major transportation routes and public utilities (*for example, how required servicing infrastructure such as water and sewer systems, arterial and collector roads, schools and parks, and other public facilities like fire and police protection will be provided*);
- any other matters considered necessary.

3.2 Public Engagement Plan and Open House

The applicant is responsible for organizing, conducting and funding public engagement (appendix 1) for the ASP. An outline of what public engagement will consist of must be approved by the Manager of Planning and Development prior to implementation of the plan.

Planning and Development staff will attend any public consultation event to provide context and clarify any issues brought up by the public or stakeholders that is not necessarily part of the ASP public consultation requirement. However, the engagement sessions, in whatever form selected by the applicant, must be led by the intended applicant or representative.

In addition, a formal invitation should be sent to Council by the applicant advising Council of the proposal and inviting their attendance. In order to ensure that Council is able to attend, please contact the Planning and Development Department with suggested dates prior to finalizing the scheduling of the Open House or other engagement sessions.

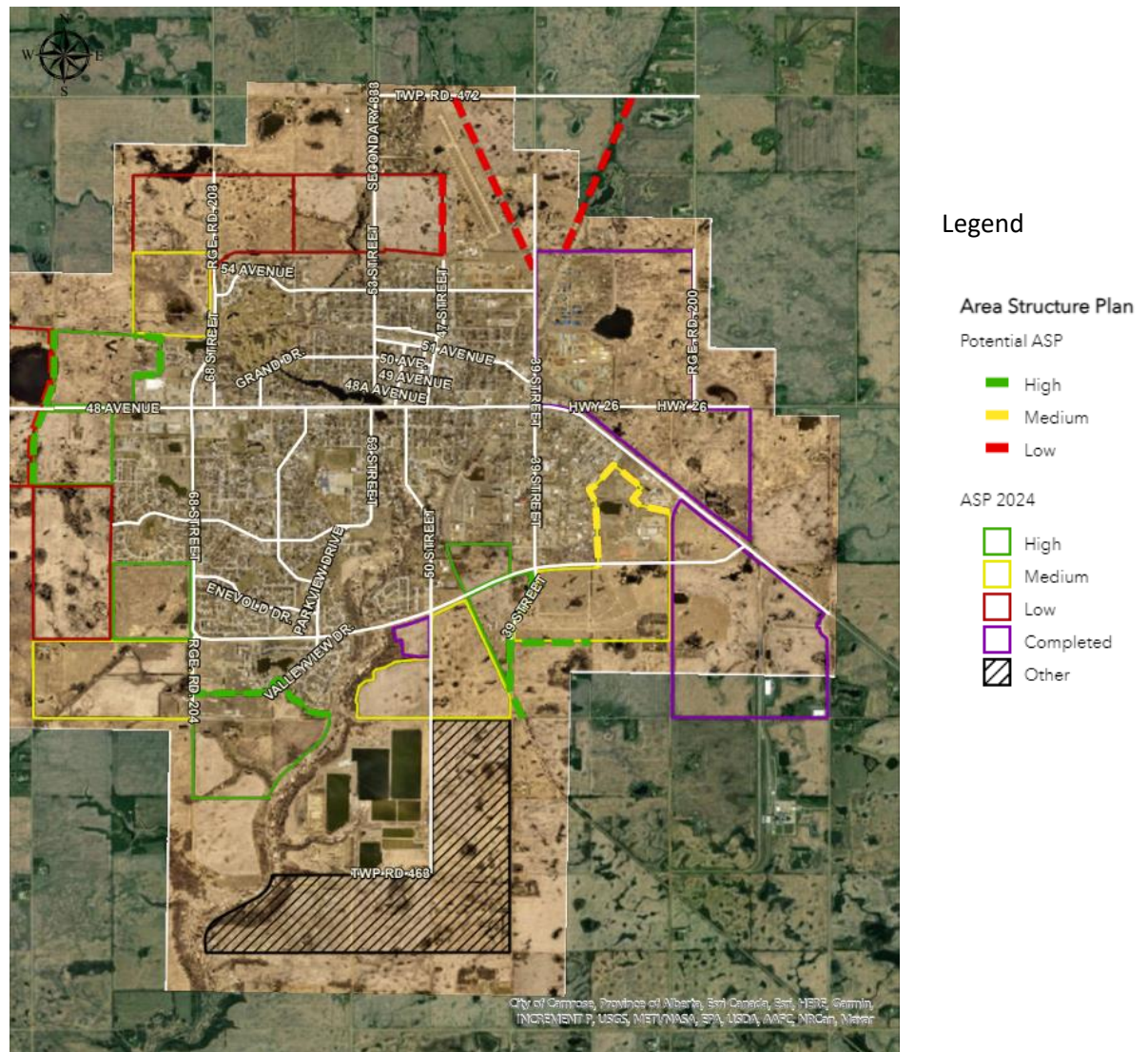
3.3 Temporary On-Site Signage

Applicants must ensure that proper temporary on-site signage is in place for all ASP applications. The Planning and Development Department will identify proposed sign locations. On-site signage must be large enough to be seen from an abutting roadway. The design for the on-site sign must be approved by the Manager of Planning and Development prior to the printing and installation of the sign board on site.

Information provided on the ASP sign board shall include:

- Information regarding the proposed ASP;
- Map indicating proposed ASP boundary area;
- Applicant information and contact details;
- City representative contact information;
- Details regarding the open house; and
- Any other information as deemed necessary by the Manager of Planning and Development.

4 AREA STRUCTURE PLAN BOUNDARIES



5 STRUCTURE PLAN BOUNDARIES

Though ASPs are a general statement about future land uses in a new area, developers must thoroughly describe their development plans and incorporate adequate servicing into the plan. Developers or landowners must demonstrate to Council the impact their proposals will have on the existing areas, on neighbouring communities, and on other parts of Camrose. They must be able to forecast the number of people who will reside and or work in the area and the number of youths likely to be attending schools.

The City recognizes that each ASP is unique and addresses specific site conditions and contains different development proposals.

5.1 Area Structure Plan Template

The following is a sample Table of Contents for an ASP. The sample depicts the information that should be addressed directly in the ASP or referenced and appended to the submission. The information required and level of detail for each plan may vary depending on the application. This is simply a guide, the actual characteristics and presentation will be unique to the applicant and the area of interest.

- I. Introduction
 - a. Purpose of Plan, Goals/Vision and Objectives
 - b. Authority of the Plan
 - c. Timeframe of the plan
 - d. Name of Development Area and Justification
 - e. Definition of Plan Area and Site Location
 - f. Land Ownership
 - g. Public Consultation Process

- II. Policy and Planning Context Alignment
 - a. City of Camrose Municipal Development Plan
 - b. City of Camrose Land Use Bylaw
 - c. All other plans as required (please see Section 6.0 for a list)

- III. Site Analysis
 - a. Site Description and Constraints/Conditions
 - b. Topography and Drainage
 - c. Soils
 - d. Vegetation
 - e. Background Reports and Studies
 - i. Environmental Site Assessment
 - ii. Geotechnical Conditions
 - iii. Historical Resources
 - iv. Contribution Plan
 - v. Traffic Impact Assessment

- IV. Land Use and Development Concept
 - a. Future Land Use Map
 - b. Residential Land Use (as applicable)
 - c. Commercial Land Use (as applicable)
 - d. Industrial Land Use (as applicable)
 - e. Educational Facilities, Park and Open Space
 - f. Land Use Statistics
 - g. Other Land Uses

- V. Transportation and Servicing

- a. Traffic Generation
 - b. Arterial Road Network
 - c. Collector and Local Road Network
 - d. Transit
 - e. Pedestrian/ Bicycle Links
 - f. Recreational Components
 - g. Noise Attenuation (as deemed necessary)
 - h. Utilities
 - i. Water
 - ii. Sanitary
 - iii. Sewer
 - iv. Shallow utilities
 - v. Public utility lot
 - i. Off-Site Levies
- VI. Implementation
- a. Plan Implementation Initiatives
 - b. Phasing and commencement timeframe
 - c. Subdivision and Development

VII. Technical Reports and Studies

5.2 Purpose, Goals/Vision and Objectives of the Plan

Provide a detailed summary/rationale of the overall goal of the plan. This summary should include a summary description of the overall development objectives for the plan area and a summary of the interest in development of this area in the City. This should also include a proposed land use concept map depicting the distribution of proposed land uses related to existing or proposed contiguous land uses. The applicant shall also provide a summary of what this development will provide to the citizens, residents and businesses of the development upon finalization of this ASP.

5.3 Authority of the Plan

Provide a detailed summary of the authority leading the plan (MGA, Municipal Plans, etc.)

5.4 Timeframe of the Plan

Provide a detailed summary of the timeframe/build-out for the plan.

5.5 Name of Development Area

Provide a detailed rationale for the name of the proposed ASP. The name of the area will be reviewed by the City and confirmation of its acceptance will be provided.

5.6 Definition of Plan Area and Site Location

Include the legal description of the lands within the plan area. The ASP boundaries and total gross area and net developable area should be identified. On a map, show the location of the site in context to the whole of Camrose.

5.7 Land Ownership

Applicants should include detailed statistical summaries on the total land holdings of all landowners in the plan area for the purpose of calculating municipal and environmental reserve requirements. Should an owner not be participating in the plan area, discuss what attempts are being made or have been made to involve specific landowners(s) and reasons for non-participation.

6 POLICY AND PLANNING CONTEXT ALIGNMENT

Section 638 of the MGA requires that an Area Structure Plan must be consistent in respect of land addressed in the community's MDP. The City has several municipal documents each with a specific focus, but all in relation to land use. Please review these documents and reference them in your ASP should they support or not support the concept of the application (the following list includes but is not limited to):

- Municipal Development Plan
- Intermunicipal Development Plan
- Land Use Bylaw
- Growth Study
- Off-Site Levy Bylaw
- Climate Vulnerability and Risk Assessment

- Development Standards
- Transportation Master Plan
- Sanitary Master Plan
- Storm Water Master Plan
- Water Distribution Master Plan

- Trail Master Plan
- Green Space Master Plan

- Other plans and guidelines adopted from time to time

These documents are updated on a regular basis. Please inquire with the Planning and Development Department for the latest versions.

7 SITE ANALYSIS

7.1 Site Description and Constraints/Conditions

The site description should provide information on environmental conditions including natural features that should be protected and integrated within the development proposal. Site constraints should be

identified and addressed accordingly. Strategies should be presented in how these site constraints will be dealt with or overcome during development.

Natural Areas: A map of the natural area of the plan and surrounding lands must be provided. This map shall identify topographical features, including steep slopes and sensitive natural areas.

7.1.1.1 *Topography and Drainage*

A description of the area topography including slopes, elevations, floodplains, wetlands, and surface drainage patterns. Information should also include water table level.

7.1.1.2 *Soils*

A description of the soil types present in the area, and if any of them pose major development constraints.

7.1.1.3 *Vegetation*

A description of vegetation patterns in the area, including areas with tree coverage. This should also include how existing vegetation features can be incorporated into the ASP area.

7.2 Background Reports and Studies

Depending on the characteristics of the parcel of land, Planning and Engineering may require the developers to submit technical studies and reports prepared by an Engineering Firm and/or professional at the developer's expense to ensure that future development minimizes the impacts on the land, environment and the public. The following is a list of required and potential reports but not limited to what that the City may require.

7.2.1 Environmental Site Assessment- Required

A summary of the Environmental Site Assessment completed for the study area. This should include who prepared the assessment, findings, and recommendations. The Environmental Site Assessment must be included in supporting documentation. Any significant correspondence regarding provincial review should be appended.

7.2.2 Geotechnical Assessment - Required

A summary of the Geotechnical Assessment completed for the study area. This should include who prepared the assessment, findings, and recommendations. The Geotechnical Site Assessment must be included in supporting documentation.

7.2.3 Historical Resources Assessment/Overview - Potential

A summary of the Historical Resources Overview completed for the study area. This should include who prepared the assessment, findings and recommendations. Including any significant topographical or bio-geophysical features, Historic Resource Value ranking, and whether Historical Resources Act Clearance has been received.

7.2.4 Contribution Plan - Potential

The applicant must provide a detailed summary of the contribution plan as a result of the ASP; indicate how land owners and developers will need to share costs for significant infrastructure projects.

A development contribution plan is a mechanism used to levy new development for contributions to planned infrastructure needed by the future community.

7.2.5 Traffic Impact Assessment - Required

A summary of the Traffic Impact Assessment (TIA) completed for the study area. This should include who prepared the assessment, findings and recommendations. TIAs are a valuable tool in analyzing traffic generated by proposed developments with new access or increased use of an existing access. A TIA generally includes a description of the scope and intensity of the proposed project, a summary of the projected impacts and any required mitigation measures, and helps ensure that the high can safely accommodate a proposed subdivision or development. The TIA must be included in supporting documentation.

8 LAND USE AND DEVELOPMENT CONCEPT

The land use and development concept should provide an overview of the proposed physical layout and design of the ASP area. This would include information on land uses, planned densities, and design features.

Developers are encouraged to incorporate and combine multiple uses to help create more complete communities.

8.1 Future Land Use

This section should state the land use concept layout for the area including neighbourhood areas and subdivisions. It is advisable that clear maps of the land use layout be included.

8.1.1 Residential Land Use

Provide a description of each development area, including area of land, number of units, style of housing, tenure, who the product will be marketed to, percentage of mixed, low, medium and high density in accordance with the Land Use Bylaw. This should include descriptions on the different Residential Land Uses and their integration with each other. The applicant must also provide population density information. The City requires all new residential neighbourhoods to provide a minimum overall density of 18 dwelling units per net residential hectare.

8.1.2 Commercial Land Use

A description should be given on proposed Commercial Land Uses within the ASP area. This should include the location, type, employment statistics and design of the commercial development's being proposed and anticipated land use district.

8.1.3 Industrial Land Use

Provide a description of each development area, including area of land, employment statistics, style of industrial development, access, and anticipated land use district from the Land Use Bylaw. Specify measures to mitigate the impact of industrial development on other adjacent uses, especially residential land uses, bodies of water, and environmentally sensitive areas. Potential uses may include light industrial, business park, heavy industrial, business industrial, eco industrial etc.

8.1.4 Facilities and Institutional Uses

Provide a description of each development area, including area of land, style of institutional development, and anticipated land use district for the Land Use Bylaw. Also describe what mitigation is provided to adjacent land uses, especially residential and industrial land uses. Potential uses may include place of worship, government services, schools, hospital, community care facilities, sporting complexes, etc.

8.1.4.1 Schools

The applicant must pursue consultation with the local school districts in order to determine if there is need for additional school sites. Any schools sites must be shown on a neighbourhood map with the parcel sizes based on the information provided by the school districts for the type of school projects. School sites identified in the ASP must distinguish the type of school planned (elementary, junior high, K to 9, etc.), but at this point shall not specify the particular district (i.e. public, francophone or separate) that the school is intended for. Preferably, school sites will be located along a collector road to accommodate increased traffic and school bus transportation. The school grounds/play areas that are required adjacent to the school will be determined through discussion with the school districts.

8.1.5 Parks and Open Space

Provide a map showing municipal reserve(s), environmental reserve(s) open space, school site, and trails. Municipal reserve should be parcels of land that are developable and of a size to support recreational activities.

Provide a description of each park area, including hectares of land, style of park development, access and trail connectivity, maintenance practices, and anticipated land use district from the Land Use Bylaw. Identify what the Developer will develop and the timeframe for development of parks. State the amount of land in hectares for Municipal Reserve, the percentage of Municipal Reserve for the ASP gross developable area, and when reserves will be dedicated to the City.

8.1.6 Land Use Statistics

This section should summarize in a table the distribution of the proposed land uses and infrastructure in a plan (land use, land size, percentage and number of lots).

9 TRANSPORTATION AND SERVICING

This section should describe the transportation network for private vehicles, provision for future public transportation, pedestrians, and cyclists internally and externally of the ASP area. The ASP will be required to indicate how the road system is expected to be developed in stages, as well as the manner in which it is intended to connect and phase in with existing roads. This section should include details on the following:

- Arterial Road Network
- Collector and Local Road Network
- Provision for Future Transit
- Transportation Impact Assessment
- Pedestrian/ Bicycle Links

- Noise Attenuation (as deemed necessary)

Connectivity in new developments throughout the city is a vital part of creating complete and accessible communities. Local trail and multiway connections must be contemplated in the ASP in order to link the plan area to the larger community.

Unless waived by the City's Engineering department, all ASPs require a Traffic Impact Assessment (TIA) regarding how the proposed development will tie into the surrounding transportation network.

9.1 Traffic Generation

This section should describe the details of the TIA, (i.e. the traffic generated by the development and the traffic impacts from surrounding development on the proposed ASP area).

9.2 Utilities

A map showing the location of existing adjacent servicing which can be extended to serve the proposed plan area shall be provided. A description of off-site upgrading of existing facilities made necessary by the proposed development shall be included. Also, a map outlining the approximate location of proposed servicing for the plan area shall be provided. This map shall include the approximate location of future storm water, sanitary sewer and water mains.

- Sanitary and Water Systems Servicing
- Storm Water Management
- Shallow Utilities
- Off-Site Levies
- Public Utility Lots (PULs)

9.3 Off-Site Levies

Off-site levies (OSLs) are not directly applicable to the content of the ASP, however, developers should be aware that any land included in the ASP may involve substantial costs in terms of OSLs. These considerations should be factored into business planning.

An off-site levy helps pay for road and municipal utility systems required that are typically outside or "off" the site of a particular development or subdivision that will directly or indirectly serve that development.

An off-site levy is a charge established by a municipal bylaw. It is imposed as a condition of approval for some developments and subdivisions. The Municipal Government Act allows municipalities to regulate any development within the City's boundaries. It is deemed just and reasonable that subdivisions, developments and redevelopments should bear a fair portion of the cost of constructing or expanding certain municipal infrastructure facilities such as roads, waterlines, treatment, storage and sewage facilities/lines, etc.

Developers are responsible for paying all off-site levy costs in accordance with the City of Camrose's Off-Site Levies Bylaw. The developer is also typically responsible for adjacent boundaries infrastructure installations as per the City's Master Plan but not in the off-site levies Bylaw.

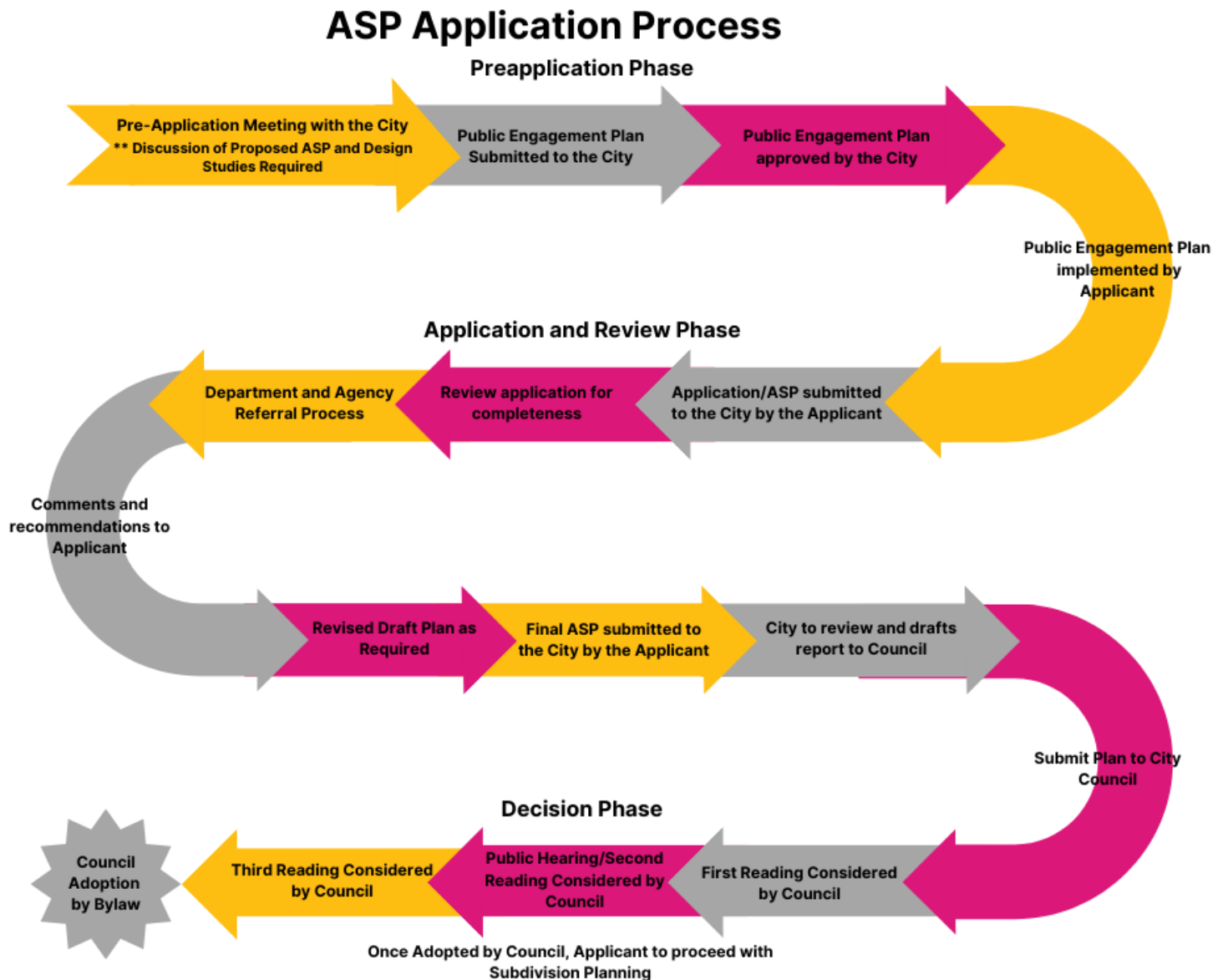
Please contact the City's Planning and Development Department for more information.

10 Implementation

The ASP will be required to indicate anticipated direction of development and staging. This section should identify the phasing/staging/commencement of the plan.

- Phasing and commencement timeframe
- Subdivision and Development

11 Flowchart- ASP Application Process



**Design Study means a report prepared and stamped by a professional engineer to show how municipal services can be provided on-site to an undeveloped area of land, while also addressing impacts on

adjacent lands. The purpose of the report is to identify servicing opportunities and constraints, and the mitigation or solution proposed to deal with constraints and other problems.

11.1 Initial Consultation

The applicant will meet with members of the City's Planning and Development Department to discuss parameters such as planning and statutory requirements in proposed plan area.

11.2 General Public Engagement

The Applicant must follow the approved Public Engagement Plan, such as meeting with landowners in the proposed plan area as well as any external agencies who have an interest (i.e. Alberta Environment, Alberta Transportation, private industry, etc.) in the proposed ASP (The City may attend these meetings).

11.3 Preparation of Draft Plan

The applicant will be responsible for preparing a draft plan, design reports, submitting reports to City staff, revising the draft plan and gathering public input.

11.4 Submit Plan to the City

After completing the preliminary consultation and design requirements, the applicant will submit a formal application to the City. The proposed ASP must be circulated to adjacent landowners in the area, as per Section 633 of the Alberta Municipal Government Act.

Based on the feedback from the public and area landowners, administration will review the comments and provide any required amendments to the draft ASP.

11.5 First Reading

After the circulation of the Plan is complete the Long-Range Planner will submit the bylaw package for first reading and will then notify the applicant of the important dates on which the applicant will need to attend to speak and answer questions in front of City Council about their proposal.

During the first reading, City Council votes to continue review of the proposed ASP. Council may make comments and require changes to the ASP.

11.6 Notification of Public Hearing

Upon completion of first reading the Long-Range Planner will send notification to the land owner and adjacent land owners in the vicinity that a public hearing will be taking place, and that they are invited to speak to City Council at a Public Hearing and make their support or concerns known. In accordance with the Municipal Government Act notice of the public hearing will also be advertised in the local newspaper for two consecutive weeks, so that all concerned or supportive citizens have an opportunity to attend the hearing.

For this notification, the applicant is required to submit an invitation for the open house to City staff for distribution in this mailout (see Appendix 1 for more details).

11.7 Public Hearing/ Second Reading

Prior to the public hearing, the applicant is encouraged to present the ASP to Council. At the public hearing the Long-Range Planner handling the application will present the ASP which will inform City Council as to the details of the proposed Area Structure Plan. City Council will then ask for those in the audience to come forward and speak either for or against the application. Once this has taken place City Council will conclude the hearing. Then the question period will begin and City Council will ask either the City Planner or the applicant questions about the proposed ASP.

11.8 Third and Final Reading

Proposed ASP is given Final Reading and formally adopted as a City Bylaw, pursuant to the Alberta Municipal Government Act. This potentially occurs at the same meeting. If there are minimal or no changes required, this typically occurs at the same meeting.

12 IMPLEMENTATION

Once Council has given three readings and signed the Bylaw as required by the MGA, the ASP becomes a City of Camrose Statutory document.

13 ESTIMATED TIMELINE FOR THE ASP PROCESS

The ASP process can take up to 12 to 16 months to complete depending on the geographic scope and complexity of the physical planning.

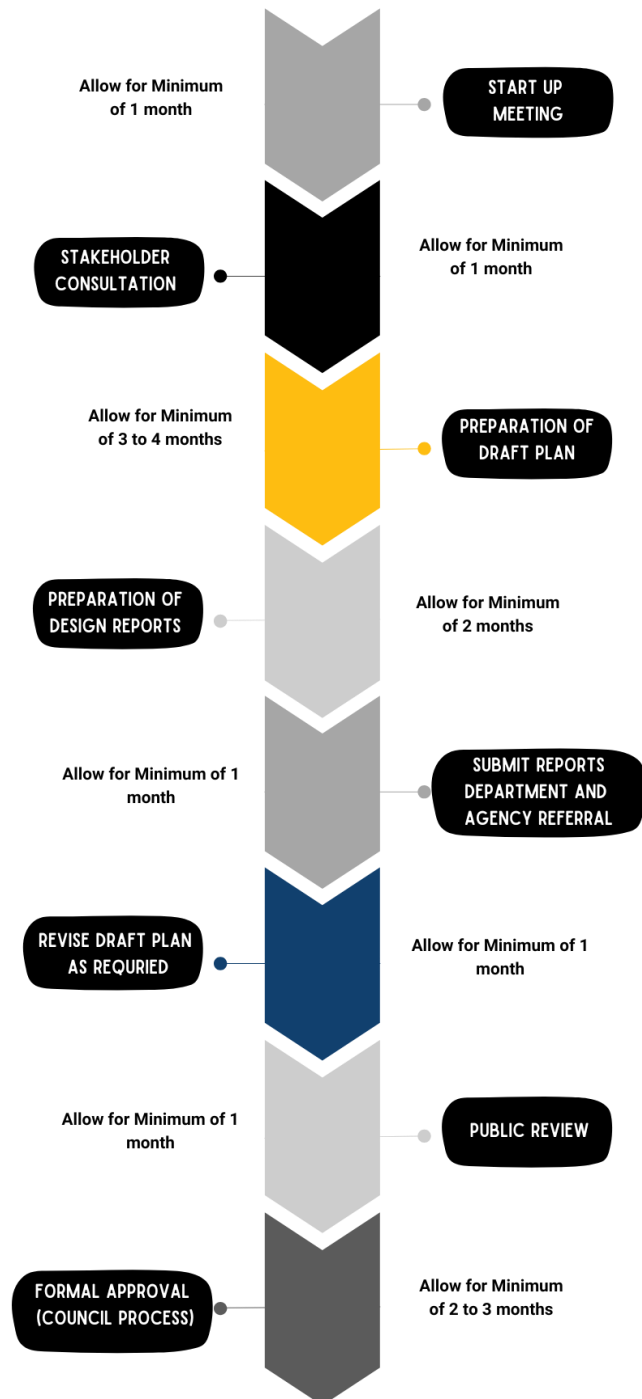
14 AREA STRUCTURE PLAN AMENDMENTS

14.1 When is an Area Structure Plan Amendment Required?

The land development process is very sensitive to changes in the market, and therefore it is assumed that changes to ASP will be required periodically. ASP amendments may be initiated by City Council, the Planning and Development Department, the public, developers, landowners, or school boards. Generally, amendments to ASPs are required in the following circumstances:

- where major changes to eliminate, reclassify, or significantly realign proposed arterial roads, relocation of an access on an arterial, or the relocation of intersections with major collector roads are proposed and/or;
- where major changes in infrastructure such as roads, sanitary, and storm services are proposed and/or;
- when shifts in land use categories, such as from residential to industrial, are proposed, and/or;
- where major changes to the size or location of a school site or major park are proposed and/or;
- where shifts within a land use category that result in changes to density, such as from a single detached dwelling designation to a multi-family designation, are proposed and/or;
- at the discretion of the City of Camrose, where the interests of the public necessitate that formal amendments occur.

ESTIMATED ASP TIMELINE



14.2 What is the Area Structure Plan Amendment Process?

When the City of Camrose needs to amend an Area Structure Plan, The City generally follows this process:

1. Notices are sent to adjacent landowners, various City departments, and other external agencies (e.g., utility companies) to gather and consider their input. The Long Range Planner then assesses the input and determines how it can be used to shape the amendments. The Long Range Planner also reviews the proposed amendment for its planning merits and compliance with City plans and policies, including (but not limited to) the Municipal Development Plan.
2. After reviewing the proposed amendment and any feedback received, The Long Range Planner prepares a report with a recommendation on the proposed plan amendment for council. The proposed plan amendment is advertised for a two-week period in a local circulation and then goes to City Council for the final decision. Council is required to hold a public hearing on all ASP amendments.

14.3 How to Request an Area Structure Plan Amendment?

Before any application is submitted, Planning and Development requires a meeting with the applicant and may include staff from the City's Planning and Engineering departments. In order to request the City to amend an ASP, a cover letter describing the purpose of the ASP Amendment must be submitted to the Planning and Development Department. The following information should be included:

- Purpose of the ASP Amendment;
- Justification of proposed ASP Amendment;
- Legal land description of the proposed ASP Amendment (if applicable);
- The area of land in hectares (include measurements if possible);
- Proposed timing for development;
- An overview of notable items;
- Conformity with the City of Camrose planning documents; and
- Servicing arrangements.

14.3.1.1 *What to Include?*

Site Maps and Plans

Provide the City with one (1) hard copy and one (1) digital copy showing the proposed ASP Amendment Area. The following items should be clearly shown:

- Shows the bounds specific to the area(s) to be amended;
- Shows perimeter measurements of area(s) to be amended;
- Shows area measurements of area(s) to be amended;
- Shows legal land description;
- Shows municipal address of area (if applicable);
- Existing buildings and structures; and
- Notes special areas (topographic features, environmental features, etc.).

As part of the ASP amendment process, the City may require supplemental technical information in support of the plan amendments particularly where an adopted ASP is being significantly changed. The applicant may be requested to prepare graphics and supplementary information to assist in processing the amending Bylaw. The actual ASP amending bylaw will be prepared by the Long Range Planner and circulated with supporting documents to all relevant parties prior to Council presentation. Upon being given first reading, the City may require that an ASP amending bylaw notice sign be posted on the site of the proposed development. Sign specifications can be obtained for the City's Planning and Development Department.

14.3.1.2 Fees

Fees are in accordance to the City of Camrose's Fees and Charges Bylaw. Fees are charged in accordance with the date the application is stamped and accepted by the Planning & Development Department.

14.3.2 NEXT STEPS

Once the application has been submitted the Planning and Development Department will review the application and submit the proposal to Corporate Services to be reviewed at an upcoming Council meeting. The Planning and Development Department will then circulate the request to the various departments of The City to obtain their comments about your proposal. These administrative comments provide an evaluation of the request and help Council make an informed decision regarding your request. All comments are compiled together with the request, and are included in the council agenda. The Planning and Development Department will notify the applicant of the date the item will appear on a council agenda.

14.3.3 What happens when my request goes to Council?

- At the council meeting, Council may give first reading to the plan amendment.
- Council may also choose to table or deny a request based on the details presented. If Council does not give first reading to the amendment, the process concludes and the amendment was unsuccessful.
- If Council gives first reading to the amendment, The City of Camrose is obligated to advertise the proposed land use changes for two consecutive weeks. A Public Hearing is advertised to be held during Council meeting four weeks later during Council's regular meeting. The applicant of the amendment will be responsible for the advertising costs and will be invoiced this cost.

15 Estimated Timeline for Amendments

ASP amendments can be just as complex as the initial ASP approval process. Therefore, the anticipated timeline for an ASP amendment is 4 to 14 months depending on the scale of the amendment.

16 Appendix 1- Public Engagement Plan Details

During the preparation of the ASP, the applicant should gather all required information to meet the content requirements of the plan described in this guide. The City requires that all proposed ASPs be presented to adjacent landowners, the general public and key stakeholders, such as but not limited to Alberta Transportation, Alberta Environment, utility companies, school divisions, private industry, by

informing them of the ASP preparation and presenting an opportunity to provide input early in the plan's preparation.

The scope of the public engagement will vary depending on the size, location, intensity, and potential off-site impacts of the proposal, City Administration will guide the developer on public engagement requirements for their specific ASP project.

16.1 Scope of Engagement

At the pre-application meeting with the City, the City will advise the applicant of the public engagement requirements required. The applicant will prepare a public engagement plan based on the requirements outlined by the City. The engagement plan is submitted to the City for review and approval prior to implementation.

16.2 Engagement

The level of engagement described in this section is the acceptable minimum. The applicant is encouraged to engage in a high-level of public engagement. The City can require any additional engagement not listed in these guidelines at any point throughout the ASP process.

1. Adjacent Landowner Notification
 - Meet individually with adjacent landowners to review the plan
 - Notification letter provided to the City of Camrose for mail out to adjacent landowners at least three weeks prior to the community open house date. Information should include:
 - Summary of the proposed plan
 - Where to view the plan (website, email, office, etc.)
 - A way to provide feedback
 - Applicant contact information
2. Community Open House
 - Meeting to be held in location within proximity to the proposed development, where possible.
 - Meeting style is determined by the applicant (formal presentation, drop-in style).
 - Meeting materials and types of materials presented are to be arranged/ presented by the applicant.
 - Information boards.
 - Copies of the ASP.
 - Sign in sheet
 - Provide means for public to provide comments (comment cards, questionnaire etc.).
 - Community open house shall be advertised in the local newspaper for two consecutive weeks prior to the community open house.

16.3 Public Engagement Report

As a part of the ASP submission, the applicant is required to provide a report on the public engagement(s) and comments received. The Public Engagement Plan report shall include all and not limited to the following:

- Details of the engagement format
- A summary of the verbal and written comments received
- How the comments collected were considered or informed the ASP; and
- Copies of all original comments received.