



Amending the Land Use Bylaw



Pre-Application Consultation

The Town of Edson Land Use Bylaw separates the Town into different land use districts. These land use districts provide the rules that regulate the development and subdivision of land.

Prior to submitting your application for amending the Land Use Bylaw, you are encouraged to consult with the Planning Department to ensure you are aware of all Town planning documents that may affect your proposal. The consultation is your opportunity to explore possible time saving strategies, and to ask any questions you may have regarding the process. Planning staff will also be able to determine what, if any, additional information will be required regarding your application.

Land Use Bylaw Amendment Applications

Land Use Bylaw Amendment Applications can be made if a landowner wants to redistrict their land. This is for landowners who want to develop something that is not allowed in their current district. All amendments to the Town of Edson Land Use Bylaw must be approved by Town Council through a Bylaw.

Other items to consider

- A proposed amendment which has been rejected by Council may not be reconsidered within 12 months unless directed by Council.
- Proposed amendments to the Land Use Bylaw are subject to those requirements and procedures set out in the Municipal Government Act regarding enactment of Municipal Bylaws.
- Securities for servicing (water, sanitary sewer, storm sewer, roads, etc.), may be required to be provided by the Developer to the Town.

How do I apply?

Land Use Bylaw Amendment Application forms are available at the Town of Edson Office and on the Town of Edson website at www.edson.ca under Departments then Planning.

If you have any questions, please contact the Planning Department, who will be able to help you with your Application and be able to answer any questions that you may have.

An application in writing may only be made by a registered owner of a property, or authorized agent, to redistrict the property in order to allow a specific development or subdivision.

The application form shall be accompanied by:

- The application fee of \$800.00.
- Current copy of the Land Title(s).
- Letter of explanation/justification for request.
- A properly dimensioned map of an appropriate scale indicating the property to be amended and its relationship to existing land districts.
- An area structure plan may be required, at the discretion of the Development or Subdivision Authority.
- The use to be made of the land that is the subject of the application.
- A description of current and proposed municipal services (water, sanitary sewer, storm sewer, etc.) to the land.

What is the Process?

- Upon receipt of an application to amend the Land Use Bylaw, the Development Officer will
 - Initiate or carry out any necessary investigation or analysis of the problems involved in or related to the amendment.
 - Prepare a detailed report for the Committee of the Whole on the proposed amendment; and
 - Submit a copy of the report, maps, and all material relevant thereto to the Committee of the Whole.
- The Development Officer will prepare a report with recommendations, which will be taken to the Committee of the Whole for referral to Council that the Bylaw be given first reading and a public hearing date be set.
- If first reading is given, a public hearing will be scheduled. A letter will be sent to the applicant and all adjacent landowners regarding the date and time of the public hearing.
- The public hearing will be advertised in the local newspaper for two weeks prior to the date of the public hearing.
- Council will decide whether or not to give the bylaw second and third reading based on the feedback from the public hearing and recommendations from administration.
- Prior to third reading Council may require the Developer to apply for a development permit and negotiate a development agreement for the proposal which initiated the proposed amendment.
- After third reading, a letter will be written to the applicant and anyone else who attended the public hearing, notifying them of the approval. A copy of the signed Bylaw will be sent with this notification.
- If first, second and/or third reading do not take place, then the application is refused and the applicant will be notified in writing.
- For a more detailed explanation of the Public Hearing portion of the process, please contact the Director of Planning at the Town of Edson at 780-723-4402.
- Please note that an amendment to the Land Use Bylaw does not constitute permission of the commencement of any development on the property. An application for a Development Permit must be made to the Town of Edson Engineering & Planning Department.

Where to Apply

Town of Edson
Engineering & Planning
Box 6300 (605 – 50th Street)
Edson, Alberta, T7E 1T7

www.edson.ca

Office Hours 8 a.m. - 4 p.m.
Inquires & Fee Information.. . 723-4402

This fact sheet has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact the Engineering & Planning Department for more information. The Town of Edson accepts no responsibility for persons relying solely on this information.