WHAT IS A LAND USE BYLAW AMENDMENT?

The Land Use Bylaw is the "rule book" for the use and development of land and buildings within the town. It regulates what types of use are allowed, how development is to be done, and when development can occur for each property. The rules include general requirements that apply to all properties and specific rules that are described in "zones" and assigned to different properties throughout the town.

A Land Use Bylaw amendment is the process to change the "zone" assigned to a property or the text of one or more regulations. An application to amend the Land Use Bylaw is required if you wish to develop a site in a manner that is not described in or does not match the current zoning and regulations.

FOR MORE INFORMATION

If you would like help with the process or wish to discuss an application please call 403-847-5260, visit the Town's Planning & Development Department at 5116 50th Avenue, Lower Level of the Town Office in Rocky Mountain House, or email planningdept@trmh.ca.

A copy of the Town's Land Use Bylaw can be found at www.rockymtnhouse.com.

Disclaimer
This brochure is intended to assist applicants. It is not a complete statement of planning regulations and process requirements. Please refer to the Land Use Bylaw to confirm all provisions and requirements that may apply. The Town of Rocky Mountain House accepts no responsibility for those relying on this brochure.

APPLYING FOR A LAND USE BYLAW AMENDMENT?

This brochure is designed to help developers, business owners, and residents understand the land use bylaw amendment application process as well to outline what is needed for an application.

ROCKY MOUNTAIN HOUSE
Where Adventure Begins!

Town of Rocky Mountain House
Planning and Community Development
P: 403-847-5260
F: 403-845-1835
Planningdept@trmh.ca
www.rockymtnhouse.com

HOW DO I MAKE AN APPLICATION?

If you are a registered owner of a subject property, or an agent acting on behalf of a registered owner of a subject property, you may apply to amend the Land Use Bylaw as it affects the subject property.

The application form is available at the Town Office and on the Town's website.

Requirements for a complete application:

- Application Form
- Application Fee of $700.00, plus $150 for any additional plan amendment
- Certificate of Title (less than 180 days from time it was issued at registry office)
- Letter of intent from certified owner.

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 Town planning staff.

WHAT IS THE PROCESS TO REACH A DECISION?

1. The application and supporting materials are first reviewed by Town planning staff to determine if there is enough information to proceed.

2. Once the application is deemed complete by planning staff, meaning all required information has been provided, planning staff will prepare a bylaw and report to go to Town Council. *Note that Planning staff may want a pre-application meeting to discuss the proposal*.

3. The bylaw and report go to Town Council for first reading, which is the first of three votes on the bylaw, held during a regular council meeting.

4. Following first reading of the bylaw and proposal, and if approved, Town staff will arrange for an advertisement to provide notice of the bylaw, as well as to provide information on a public hearing for the bylaw. A circulation to internal and external agencies is completed. Circulation for comments includes Town Departments, external agencies such as government departments and school authorities, and adjacent and area landowners. The advertisement includes two placements in the local newspaper. Anyone who wishes to comment is welcome to send their comments to Town planning staff and attend the public hearing.

5. The public hearing is hosted by Town Council and gives anyone interested in the bylaw, the chance to speak directly to Council. The hearing is usually held **4-5 weeks** following the date of first reading. As the applicant you are welcome to attend and speak to your request and proposal. Town planning staff presents their analysis, a summary of the input from the circulation process and their recommendation to Town Council at the start of the public hearing.

6. Town Council considers the information received through the public hearing to determine whether the proposed amendment should be approved. Council may request additional information from planning staff before proceeding, they may approve the request by giving second and third reading to the bylaw or refuse the request the request by defeating second reading of the bylaw. Council may also make amendments to the bylaw before making a final decision. Council's decision on Land Use Bylaw amendments is final and is not subject to appeal.

The process to amend the Land Use Bylaw can take **6-8 weeks** after the date that an application is deemed complete for straightforward applications and proposals. More complex proposals may take longer.