



What is an Area Structure Plan (ASP)?

An Area Structure Plan provides details on the growth and development of specific areas in a County. ASPs are recommended with individual developers preparing plans of subdivision for their property.

Big Lakes County requires ASPs to be prepared and adopted before considering zoning and subdivision in newly developing areas. As described in more detail, an Area Structure Plan must address, but is not limited to the following:

- a) site conditions and topography including natural and man-made constraints to development;
- b) identification and protection of sustainable natural areas including wetlands, woodlots, drainage courses, as well as archaeological or historically significant areas;
- c) future land uses proposed for the area, lot sizes, and density, and neighbourhood population;
- d) general location of parks, linear parks or greenways, open spaces and multi-use trail generation;
- e) external and internal transportation networks including noise attenuation and traffic generation;

A GUIDE TO AREA STRUCTURE PLANS

This Information Sheet Explains:

- What is an Area Structure Plan (ASP)?
- What is the Process?
- Application Fees
- What is the Approval Process and Timelines?
- Application Requirements

- f) proposed water distribution facilities, sanitary sewer collection systems, stormwater management systems and utility networks;
- g) the sequence of development proposed for the area; and
- h) other requirements deemed appropriate by Council.

What is the Process?

- ◇ Applicants meet with the Director of Planning & Development to discuss parameters such as planning and statutory requirements in proposed plan area.
- ◇ Plan development with all documents (ex: storm water management plan, traffic impact assessment, private septic study, environmental assessment, etc.).
- ◇ Review of plan by the Development Authority.
- ◇ Open house may be required by the Development Authority.

- ◇ If the plan is within 800m of a Provincial Highway, the proposed ASP must be submitted to the Alberta Ministry of Transportation for approval, prior to being given third reading.
- ◇ Presentation of Plan to Council for first reading of Bylaw.
- ◇ Advertisement.
- ◇ Plan amendments (if required).
- ◇ Public Hearing.
- ◇ Presentation to Council for second reading, amendments (if required), and third reading.

Application Fees

The fees for processing an Area Structure Plan application are according to the County's schedule of fees bylaw.

What is the Approval Process & Timelines?

The process of adopting an Area Structure Plan is done by Bylaw through Council, as set out in Section 692 of the Municipal Government Act.

Once all required information is submitted and a thorough review of the information has been conducted by the Development Authority, Council will consider the ASP for the first of three readings.

Under Section 606 of the Municipal Government Act, prior to second reading of a bylaw, the County shall publish a notice of the proposed Bylaw in accordance with its Public Notification Bylaw.

In addition, these notices will be mailed to landowners adjacent to the site.

Application Requirements

- ⇒ Application form, completed and signed
- ⇒ Current Certificate of Title
- ⇒ One (1) digital copy in PDF format and two (2) hard copies, including all maps and appendices
- ⇒ Application fee in accordance with the County's Schedule of Fees Bylaw

Further Information:

Contact the Big Lakes County Office,
Planning & Development department:

PO Box 239
5305—56 Street
High Prairie, Alberta T0G 1E0
(780) 523-5955



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F/ (780) 523-4227

Application No.	Fee Received
Date Received	

APPLICATION TO ADOPT OR AMEND AREA STRUCTURE PLAN (ASP)

APPLICANT INFORMATION

COMPLETE IF DIFFERENT FROM APPLICANT

APPLICANT:		REGISTERED LAND OWNER:	
ADDRESS:		ADDRESS:	
TELEPHONE:	E-MAIL:	TELEPHONE:	E-MAIL:
SIGNATURE:		SIGNATURE:	

DETAILS OF PROPOSED AMENDMENT

GROUARD JOUSSARD FAUST SUNSET PARK SWAN VALLEY ESTATES

LEGAL DESCRIPTION OF PROPERTY AFFECTED BY AMENDMENT:

QTR/LSD	SEC	TWP	RGE	W5M	OR	REGISTERED PLAN	BLOCK	LOT
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Certificate of Title Number: _____

Parcel Size / Land Area: _____

REASONS FOR AREA STRUCTURE PLAN

DECLARATION

Permission for right of entry by County authorized personnel onto the site as follows:
I/We give consent to allow a person(s) designated by the County the right to enter and inspect the above land and/or building(s) with respect to this application only.

Date

Signature of Owner

The personal information on this form is being collected for the purpose of processing the Area Structure Plan Amendment Application under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.