



**CITY OF CHESTERMERE
APPLICATION FOR (MASTER) AREA STRUCTURE PLAN
& AMENDMENT**

For office use only

I/We hereby make application to: Master Area Structure Plan
 Area Structure Plan
 ASP Amendment

Date Received: _____

Bylaw No.: _____

Applicant: _____

Mailing Address: _____ Postal Code: _____

Phone: business _____ cell _____ fax _____ e-mail _____

Land Owner: _____

Mailing Address: _____ Postal Code: _____

Phone: bussiness _____ cell _____ fax _____ e-mail _____

Application Information

Land Legal Description _____

Municipal Address (if applicable) _____

Affected land area: _____ hectares _____ acres

- Enclosed is the application fee of \$ _____.
- I do hereby certify all information contained within this application is true, and make this solemn declaration believing it to be true.
- I do hereby consent to the use of information included in this application for promotional purposes, news, research and/or educational purposes.

FOIP Notification:

The personal information you provide on this form is being collected under the authority of Section 4 of the *Subdivision and Development Forms Regulation of the Municipal Government Act*. This information may be disclosed to government agencies, utility companies, relevant neighbours and/or any other persons or authorities that the Subdivision Authority considers necessary. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact the FOIP Coordinator, 105 Marina Road Chestermere Alberta T1X 1V7

Signature of Applicant: _____

Date: _____

Prior to submission of the application, the following complete information will be required:

Master Area Structure Plan (MASP)			Area Structure Plan (ASP)		
Item	No. of Required	No. Received	Item	No. Required	No. Received
Original Signed letter of Authorization from landowner(s) on title	1 per landowner		Original Signed letter of Authorization from landowner(s) on title	1 per landowner	
Application Form	15 hardcopies		Application Form	15 hardcopies	
Application Fee	1 cheque		Application Fee	1 cheque	
MASP Document matching professional industry standards. - Figures must have scale, north arrow and be a minimum size of 11X17	15 hardcopies		ASP Document matching professional industry standards. - Figures must have scale, north arrow and be a minimum size of 11X17	15 hardcopies	
Original Signed letter of support/opposition from area residents	1 per landowner		Original Signed letter of support/opposition from area residents	1 per landowner	
Land Title(s) with Instruments	1 hardcopy		Land Title(s) with Instruments	1 hardcopy	
Identification of key project contact	1 hardcopy		Identification of key project contact	1 hardcopy	
Identification of any potential conflicts of interest	1 hardcopy		Identification of any potential conflicts of interest	1 hardcopy	
Master Stormwater Drainage Plan	5 hardcopies		Detailed Stormwater Drainage Plan	5 hardcopies	
Transportation Impact Analysis	5 hardcopies		Detailed Transportation Impact Analysis	5 hardcopies	
Market Analysis	5 hardcopies		Geotechnical Investigation	5 hardcopies	
Growth Management Plan	5 hardcopies		Biophysical Impact Analysis	5 hardcopies	
Wetland Identification & Analysis	5 hardcopies		Environmental Site Assessment	5 hardcopies	
			Historical Resource Overview / Historical Resources Impact Analysis	5 hardcopies	
Electronic Submission of all above noted items	1 CD		Electronic Submission of all above noted items	1 CD	

The required information to submit an ASP Amendment application depends on the complexity of the proposal, and to the discretion of the Development Services Department.

Please note that at the discretion of the Planning & Growth Department, further information may be required.

Content Requirements (MASP and ASP must be consistent and where a MASP is not required the an ASP must cover all items)	
Master Area Structure Plan (MASP)	Area Structure Plan (ASP)
Generalized Land Use Designations	Specific Land Use Designations
Triple Bottom Line / Sustainability Analysis <ul style="list-style-type: none"> - Environmental Sustainability - Economic Sustainability - Social Sustainability 	Triple Bottom Line / Sustainability Analysis <ul style="list-style-type: none"> - Environmental Sustainability - Economic Sustainability - Social Sustainability
Growth Management Plan – including Capital Cost Analysis and Market Analysis	Design Guidelines including Built Form Conceptual Designs
Regional Connectivity <ul style="list-style-type: none"> - To existing developments in Chestermere - To future developments in Chestermere - Between future Area Structure Plans - To neighbouring municipalities 	Detailed Connectivity <ul style="list-style-type: none"> - To existing developments in Chestermere - To future developments in Chestermere - To neighbouring municipalities
Sustainable Development Initiatives	Detailed Sustainable Development Initiatives
Wetland Identification and Analysis	Detailed Wetland enhancement Plans
Regional Transportation Network	Detailed Transportation Network
Regional Parks Conceptual Schemes	Detailed Parks Conceptual Schemes
Regional Pedestrian Connectivity – sidewalks, trails, etc.	Detailed Pedestrian Connectivity – sidewalks, trails, etc.
High-level Servicing Plan	Detailed Serving Plan
Population Projections	Population Projections
Density Projections	Density Projections
High-level Community Theme and Identity	Detailed Community Theme and Identity
Phasing of Area Structure Plans	Phasing of Outline Plans
Master Stormwater Drainage Plan	Staged Stormwater Drainage Plan
Integration of Technical Studies to Inform Design – Layering Techniques	Integration of Technical Studies to Inform Design – Layering Techniques
Streetscape Conceptual Design for critical routes	Detailed Streetscape Conceptual Designs
Consistent with MDP & CMP	Consistent with MDP & CMP & MASP – indicate how the MASP informs the ASP
Stakeholder Consultation Summary	Stakeholder Consultation Summary
Any additional key development features	Any additional key development features

Submission Checklist

(additional documents and studies may be required if necessary at anytime during the process)

Master Area Structure Plan (MASP)			Area Structure Plan (ASP)		
Item	No. Required	No. Received	Item	No. Required	No. Received
Communication Plan Approved at Pre-Application Stage	5 hardcopies		Communication Plan Approved at Pre-Application Stage	5 hardcopies	
Stakeholder Analysis Approved at Pre-Application Stage	5 hardcopies		Stakeholder Analysis Approved at Pre-Application Stage	5 hardcopies	
Project Schedule Approved at Pre-Application Stage	5 hardcopies		Project Schedule Approved at Pre-Application Stage	5 hardcopies	
MASP Document matching professional industry standards. - Figures must have scale, north arrow and be a minimum size of 11X17	15 hardcopies		ASP Document matching professional industry standards. - Figures must have scale, north arrow and be a minimum size of 11X17	15 hardcopies	
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Technical Study Requirements	
(additional studies may be required if necessary at any time during the process)	
Master Area Structure Plan (MASP)	Area Structure Plan (ASP)
Master Stormwater Drainage Plan	Detailed Stormwater Drainage Plan
Transportation Impact Analysis	Detailed Transportation Impact Analysis
Market Analysis	Geotechnical Investigation
Growth Management Plan	Biophysical Impact Analysis
Wetland Identification & Analysis	Environmental Site Assessment
	Historical Resource Overview / Historical Resources Impact Analysis

Open House Minimum Expectations (creativity is strongly encouraged)	
Master Area Structure Plan (MASP)	Area Structure Plan (ASP)
Display Boards highlighting key development considerations	Display Boards highlighting key development considerations
Feedback Forms	Feedback Forms
Handouts for the public (i.e. poster or brochure)	Handouts for the public (i.e. poster or brochure)