

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

A CHECKLIST FOR SUSTAINABLE LAND SUBDIVISION AND DEVELOPMENT STANDARDS IN THE COUNTY OF VERMILION RIVER

THE SUBMITTAL OF A COMPLETED CHECKLIST WILL BE REQUIRED AS PART OF THE FOLLOWING TYPE OF
DEVELOPMENT AND/OR SUBDIVISION PROPOSALS:

Multi-lot/Multi-unit Residential, Commercial, Industrial Subdivision and/or Development
Single-lot Residential, Commercial, Industrial Subdivision and/or Development

In conjunction with the application form, as required, this checklist contains instructions for submitting a complete Area Structure Plan (ASP) package for residential/commercial/industrial use. You must submit all required supplemental documents listed on the attached checklist or your application package cannot be accepted. If you have questions regarding the need for location-specific information that may be applicable to your project, please review the County of Vermilion River Municipal Development Plan (MDP) and Land Use Bylaw (LUB), available at: <https://www.vermilion-river.com/your-county/bylaws-and-policies>. You should discuss your land use district and land use(s) with the Planning & Community Services staff prior to submitting an application.

All of the information in this checklist is necessary to facilitate the evaluation and timely decision on your application. We encourage applicants to schedule a pre-application meeting with a Development Officer to ensure that your application package contains the required information. The Development Officer will place a checkmark (☑) next to each item you are required to submit with your application.

To facilitate evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

The County of Vermilion River shall require a final package with the necessary items check marked (☑) in this document in order to deem an application complete and proceed to evaluate it. All plans/drawings and reports must be prepared consistent with professional drafting and engineering standards as outlined in the County of Vermilion River General Municipal Servicing Standards (GMSS).

IMPORTANT NOTICE:

An Area Structure Plan (ASP) application will only be processed when it is completed in its entirety. In order for the application to be considered complete, it must include the required items check marked (☑) below AND any applicable additional information requested by a Development Officer before or during the process of reviewing your application. All required information must be attached to the application form in one package.

INCOMPLETE APPLICATIONS MAY BE RETURNED OR EXPERIENCE DELAYS

Note: The process of adopting an Area Structure Plan (ASP) is done by Bylaw through Council as set out in the *Municipal Government Act*, Section 692. Once all required information is submitted to the satisfaction of the Development Authority, the application may be deemed complete. To facilitate the review process, all materials check marked (☑) below when submitted must be clear, legible and precise.

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

REQUIRED ITEMS: (Applicant: Please check off (☑) each item to verify that you have included the required information)

Documents and drawings submitted with an application shall be legible. All drawings **MUST** be submitted to the County in **digital** format. If colors are used, please ensure that all map and graphic information is readable in both color and black & white

- ☐ Pre-Application Meeting
- ☐ Application Form & Fee(s) as described in County of Vermilion River Fee Bylaw
- ☐ Certificate of Title (Planning department can obtain one for you for an additional fee)
- ☐ Abandoned Wells Statement (<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>)
- ☐ Road Allowance Upgrade Statement
- ☐ Rural Address Application & Fee(s)

Declaration of Developers' Agents

- ☐ (indicate scope of work, which may include Alberta Land Surveyor, Planner, Architect, Engineer(s), civil transport, etc.)

Area Structure Plan

- ☐ (include a description of the development proposal and associated policies, addressing the following)

☐ **Detailed explanation of how the site will accommodate the proposed use(s), including:**

- ☐ Introductory remarks to provide a background on the location and intent of the ASP, acknowledgement of the ASP as a statutory plan, current zoning, ownership and size of the parcel(s) proposed for development
- ☐ Proposed use(s). Please review the County of Vermilion River Land Use Bylaw (LUB) which can be accessed here: <https://www.vermilion-river.com/your-county/bylaws-and-policies> for a full list of permitted and discretionary uses in the appropriate Land District
- ☐ Does this project have a relationship to a larger project or a series of projects? If yes, please describe
- ☐ Describe surrounding land uses, indicating distance to nearest residence
- ☐ Describe project potential to change the character of the surrounding area, including the loss of open space
- ☐ Preliminary feasibility assessment including the density of the proposed development, market, and employment generation prospectus
- ☐ Will this project result in a population increase in the immediate project area? If yes, please explain
- ☐ List any specialized plans or zoning restrictions applicable to the project site, e.g., Intermunicipal Development Plan (IDP), overlay district, or similar. If the parcel is within an Inter-jurisdiction Development Plan, then mapping and impacts of this plan on adjacent areas under consideration must be included. The Development Authority will determine the extension of the Immediate and Extended Impact Areas taken under consideration
- ☐ Number of dwelling unit(s) and type(s)
- ☐ Does this project require Redesignation? If yes, please explain
- ☐ Parcels shall be identified either as subdivided or divided under condominium structure

☐ **Statutory Plans Amendment Summary**

☐ **Development Impact Assessment:**

- ☐ Proposed build-out density
- ☐ Proposed build-out horizon
- ☐ Proposed build-out servicing required

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

☐ **Geology/Soils:**

- ☐ Attach preliminary grading plan
- ☐ Attach soils/geologic report
- ☐ Slopes that exist on site *prior* to grading map
- ☐ Does the project propose to encroach into slope? If yes, include a Slope Stability Report where:
 - ☐ Any slope across the property is fifteen (15%) per cent or greater; and/or
 - ☐ The development is to be located within a zone where an imaginary line, drawn from the toe of the top of an embankment, exceeds a slope of one in three; and/or
 - ☐ If required by Municipal Engineer
- ☐ Is the site on filled land? If yes, explain
- ☐ Are there existing erosion problems or geologic hazards on the site such as: landslides, mudslides, ground failures, flood plans, or similar hazards? If yes, describe. Include map
- ☐ Will a grading permit be required? If yes, have you attached a preliminary grading plan? Describe the proposed site grading, including:
 - ☐ How many cubic yards of soil will be imported, exported or moved on site?
 - ☐ Maximum proposed length and slope of any excavation and the type
 - ☐ Grading material sources or disposal site
 - ☐ Transportation methods and haul routes
 - ☐ The location and height of any proposed or required retaining walls, if any

☐ **Water Quality:**

- ☐ Describe any waterbodies on, or adjacent to the property, including any lakes; rivers; seasonal and/or perennial watercourses; irrigation ditches; or drainage swales
- ☐ Is there a floodplain on or within 100 feet of the project site? If yes, is it identified on the Alberta Environment and Sustainable Resource Development (ESRD) maps? Include a copy of that map
- ☐ For development projects, describe impervious surfacing created by this project:

	EXISTING	PROPOSED
Lot Coverage	%	%
Building Coverage	%	%
Surfaced Areas	%	%
Landscaped Areas	%	%
Permanent Open Space	%	%(excluding required landscaping)
TOTAL	100%	100%

- ☐ Describe any discharge to surface waters that will result from this project, including any wastewaters other than stormwater runoff that may be present in the discharge
- ☐ Identify the waterbody or feature that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse
- ☐ Are there any wetlands or riparian areas on the site? Will the proposed project affect any wetlands? Describe the proposed mitigation or reclamation measures
- ☐ Does this project propose to encroach into the required buffer from any perennial or seasonal waterbodies or riparian areas?

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ Water Well Tests for a one-mile radius no older than **3** years old, in addition to any older tests that are available for comparison purposes with a commitment to do more extensive testing at the subdivision stage
- ☐ **Air Quality:**
 - ☐ Describe any air pollutants (i.e., dust, smoke, fumes or odors which this project may generate) both during and after construction (short- and long-term impacts)
- ☐ **Recreation:**
 - ☐ Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic or public use of the site
- ☐ **Signage:**
 - ☐ All signage will require a separate Development Permit Application
 - ☐ All signage shall comply with the County of Vermilion River Land Use Bylaw, Section 6.19
- ☐ **Noise:**
 - ☐ Describe any noise that the project will generate, both during and after construction, identifying the noise generating use, including any outdoor activity areas (i.e., storage yards, outdoor music, playgrounds, animal pens)
 - ☐ Describe any noise-related land uses (homes, schools, hospitals, churches, libraries, nursing homes) within a half-mile of the project site
 - ☐ Where a residential development is adjacent to a highway, major road, railway, or any other transportation and/or utility corridor, providing information confirming the provision for sound attenuation may be required
- ☐ **Roads:**
 - ☐ Is the access road servicing the site a dead-end road? If yes, what is the distance to the nearest through road?
 - ☐ Who provides the road maintenance for each road accessing your project(s)?
 - ☐ What road improvements are proposed?
 - ☐ Future road widening requirements resulting in functional studies, future highways where applicable
 - ☐ Traffic Impact Assessment (TIA) that includes a traffic safety conditions assessment and mitigation measures
- ☐ **Utilities and Services:**
 - ☐ List agencies providing the following services to your project site: Fire Protection, Water, Sewage, Garbage, Road Maintenance, other special districts
 - ☐ List the utilities that are available to serve the project site and the entities that provide service: Telephone, Electricity, Gas (propane or natural gas), high-speed internet service
 - ☐ Will this project require the extension of service for any energy source? If yes, describe
 - ☐ Will this project require the recording of a new utility easement? If yes, the proposed easement must be shown on the site plan
 - ☐ As a result of this project, will there be significant amounts of solid waste generated, including stumps or inert matter?
 - ☐ Will this project result in the need for additional services including: fire, police, water, sewage disposal or recreation, including annexation to another district?
 - ☐ What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, community system, or centralized system?)

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ **Aesthetics:**
 - ☐ Is this project visible from a vista point, scenic corridor, large population center, or public recreation area? If yes, describe
 - ☐ Will this project require the installation of new overhead utility lines visible from public roadways or adjacent properties?
Comprehensive Lighting Plan describing existing and proposed lighting; the number and type of fixtures (i.e., compact-fluorescent, metal-halide, incandescent); the location: wall mounted; pole and type of shielding to prevent off-site light spill
- ☐ **Mitigation Measures:**
 - ☐ Describe all mitigation measures identified during Environmental or similar assessment(s) to the satisfaction of the Development Authority of the County of Vermilion River. A noise, smell and access mitigation plan if the Oil & Gas Industry has production sites (including any disposal wells) in the ASP area: include proof of acceptance of the plan by the Oil & Gas Industry
Hauling details: Provide information on access and hauling activities including number
 - ☐ of trucks, tonnage, hours of hauling, methods of preventing/controlling/reducing erosion or dust, etc.
- ☐ **Emergency Management Plan**
- ☐ **Business Plan** including a Risk Management Plan (indicate the project build-out timeline and the municipality's financial, economic and infrastructure risk impact and mitigation)
- ☐ **Acknowledgement Statement** (to the effect that all attachments and supporting information (i.e., engineering studies) are part of the ASP statutory document)
- ☐ **Maps** (include legible maps representing the land use ½ mile adjacent to the quarter section of the proposed development for the following)
 - ☐ Vicinity map showing the general project location (1:2000 scale) in relation to the surrounding area and the mileage from the nearest County Road
 - ☐ Land Use, identifying existing and proposed land uses
 - ☐ Aerial for the parcel, the adjacent parcel(s)/road(s), and the division
 - ☐ Development constraints: the location of any pipeline or other utility rights-of-way as well as any
 - ☐ Oil & Gas Industry sites existing or historical, whether or not they have been reclaimed, with setback areas indicated
 - ☐ School district (Residential only)
 - ☐ Emergency Services Districts
 - ☐ Soil type and parcel-specific on quality of land from assessment file
 - ☐ Topography: existing and proposed contour increments to show drainage pre- and post-development
 - ☐ Phasing of development. If portions of the proposed development are to be occupied prior to the completion of the entire development, include a phasing plan showing the sequence of the phases and the area that each phase encompasses, as well as surface treatment of remaining areas
- ☐ **Schematic Plan Drawings** (all drawings shall be fully dimensioned, accurately figured, explicit and drawn according to the County's GMSS, Section B). **Two (2) copies of each drawing set MUST BE submitted to the County in digital and printed format**
 - ☐ General information requirements for all plan drawings:
 - ☐ Project proposal (Application for...)
 - ☐ Municipal Address and Legal Description
 - ☐ Property owner/applicant name(s)

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ Applicants' representative
- ☐ Date of plan preparation
- ☐ North arrow and the scale to which the plan is drawn
- ☐ Site Plan Drawings showing:
 - ☐ The legal lot size. Property lines and dimensions should be shown and labelled
 - ☐ Utility rights-of-way. Easements should be shown and labelled
 - ☐ Location and names of all abutting roads including rights-of-way boundaries, road centerlines and width of travelled way
 - ☐ Delineate any and all environmentally sensitive areas, including but not limited to: important agricultural lands, steep slopes, any cultural/archaeological findings located on site (per LUB Section 6.11), and any biological resources identified and mapped in your Biological inventory (i.e., streams, wetlands, riparian areas containing special status species, or similar)
- ☐ Roads & Access Plan Drawings showing:
 - ☐ Indicate surfacing types and grades
 - ☐ Show radius of all curves on existing and proposed roads. Fire lanes are at least 6 meters wide with a minimum 12 meter centerline radius
 - ☐ Provide a typical cross-section of proposed roads, showing any improvements proposed in the road right-of-way
 - ☐ Show all other road improvements (i.e., sidewalks, gutters, ditches, crosswalks, etc.)
 - ☐ Provide either two (2) access roads to an existing roadway or 4-lane access, if physical barriers exist that prevent the use of two (2) access points
 - ☐ An access road provision to at least one (1) adjacent parcel
 - ☐ Any Alberta Transportation requirements (include a copy of correspondence)
 - ☐ RESIDENTIAL ONLY: widening of a road to allow for safe school bus pick up location(s) determined by the number of parcels and design
 - ☐ Proposed road surfacing as per County GMSS
 - ☐ All existing and proposed approaches, as per Policy PD 002 and County GMSS
- ☐ Site Servicing Plan Drawings showing:
 - ☐ Location of all proposed and/or existing shallow and deep utilities (e.g., water, sanitary, sewer, stormwater, gas, electrical, cable, telephone; either underground or overhead as per County GMSS)
 - ☐ The proposed water supply and method of sewage disposal
 - ☐ Location of all catch basins, utility poles, hydrants (fire ponds), on or adjacent to site
 - ☐ Location of garbage collection facilities, indicating material, colors and dimensions.
 - ☐ The applicant should also indicate if private or Waste Commission collection will provide the service
- ☐ Drainage & Sewage Plan Drawings showing:
 - ☐ Topography with sufficient detail for proper study of building site, drainage, sewage disposal and road improvements
 - ☐ Location of and size of existing culverts on and abutting the property
 - ☐ Proposed direction of surface drainage with arrows
 - ☐ Any drainage channels through or adjacent to the property

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ Outlet controls
- ☐ Location of sewage disposal systems, wells, and their required setbacks
- ☐ Private treatment sewage systems for wastewater, as outlined by County of Vermilion River policy
- ☐ Stormwater Management Plan Drawings showing:
 - ☐ The overall watershed and the development in relation to it
 - ☐ Location and details of sanitary and stormwater pre-treatment devices as required
 - ☐ Description of all natural storage and drainage, including bodies of water (wetlands) that may be subject to Provincial ownership or jurisdiction, and which may or may not be impacted by a proposed development
 - ☐ Site stormwater storage areas including:
 - ☐ Extent of ponding area
 - ☐ Depth of ponding
 - ☐ Volume of ponding
 - ☐ Outlet controls
 - ☐ Elevation of top of ponding for the 1:100 year critical event. Areas greater than 0.80 ha may require onsite detention that accommodates 1:100 critical events
- ☐ Grading Plans showing:
 - ☐ Existing and proposed geodetic grades, contours and any special topographic features or site conditions (e.g., escarpments, break-of-slope, and any unstable areas)
 - ☐ Site drainage calculations including:
 - ☐ Allowable release rate
 - ☐ Drainage areas and associated runoff coefficients
 - ☐ Storage requirements (the County requests the use of the Modified Rational Method as outlined in the GMSS)
 - ☐ Runoff control structure release calculations
- ☐ Landscape Plan Drawings showing:
 - ☐ In addition to LUB section 6.10 requirements, indicate total area devoted to:
 - ☐ Interior parking lot landscaping
 - ☐ Area devoted to buffer-yard landscaping
 - ☐ Area required for street buffer-yard landscaping
 - ☐ Designate the type of perimeter landscape curb or border. Include curb details to separate landscaping
 - ☐ Location of buffers or shelterbelts
 - ☐ Development within Environmentally Sensitive Areas (ESA) shall include the following information:
 - ☐ Trees, shrubs and significant vegetation indicating what is to be added, removed and retained. All species must be drought resistant. Any and/or all screening or buffers shall be mature vegetation. A minimum age of species may be required
 - ☐ Phase I Environmental Site Assessment Report showing summarized results and a copy of the whole report submitted for the file including a Biological inventory

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ Surface treatment for all areas including parking, sidewalks and soft landscaped areas (e.g., grass, shrubs, mulch). Indicate type of surfacing and direction of surface runoff. Indicate method of irrigation and maintenance plan for all soft landscaped areas
- ☐ Location of loading docks and service points
- ☐ Location of visitor, loading, and recreational vehicle parking, indicating how they will be marked
- ☐ Layout of existing and proposed location of parking areas and their capacity, including:
 - ☐ Dimensioned depth, width, angle, and number of parking stalls (as per County GMSS and LUB Section 6.13)
 - ☐ All off-street parking, driveway access points, the internal circulation pattern and maneuvering areas, Land Use Bylaw regulations
 - ☐ Handicapped accessible stalls, access ramps, drop curbs for wheelchair accessibility, indicating how they will be marked
- ☐ Existing and proposed pedestrian walkways, and if required, pedestrian loading areas.
- ☐ Delineate pedestrian trails, sidewalks, or other pathways that link the site to adjacent properties and that provide clear pedestrian access from parking areas (see LUB for district-specific regulations)
- ☐ Existing and proposed exterior lighting for site and buildings, indicating light standards
- ☐ Location and height of all existing and proposed freestanding signs, fencing and retaining walls, dimensioned in metric units from geodetic grade
- ☐ **Adjacent Areas:** Identify impact of the proposed development on the adjacent and surrounding areas and infrastructure (e.g., parking density, landscaping, loading, stormwater). Take into consideration as well the impacts from adjacent development on the proposed site
 - ☐ If proposed development is to be phased (e.g., portions are to be occupied prior to the completion of the entire development):
 - ☐ Include a phasing plan showing the sequence of the phases and the area that each phase encompasses, as well as surface treatment or remaining areas
 - ☐ Projected timing and/or downstream impacts
 - ☐ Potential offsite and/or downstream impacts
 - ☐ Any unique challenges or approaches anticipated or proposed
- ☐ **Reserves:** (see LUB Section 6.20, MGA Sections 661-670) shall consider addressing the following:
 - ☐ Provide Environmental Reserve along with any main water channel (even if it is dry for most of the year), or otherwise sensitive area
 - ☐ Public Utility Lot for Waste Management Site (for residential development only/with screening) or access to a stormwater management area
 - ☐ Municipal Reserve for allocated green area, if needed, around and Environmental Reserve if cash-in-lieu or a combination of land and cash-in-lieu is not going to be required
- ☐ **Building Drawings:** Must include *site* and *floor* plans showing size of building, number of floors, *elevations* indicating building height and cross-section
 - ☐ Location of all existing, proposed, and to-be-removed structures on the property; show their setbacks from property lines and label their use
 - ☐ Size (gross square footage by floor)
- ☐ **Approach Application**
- ☐ **Manufactured Building Form**
- ☐ **Alberta Transportation Approval**

SUSTAINABLE P&D REQUIREMENTS (PD 007) - Checklist

- ☐ **Alberta Environment and Parks Approval**
- ☐ **Certified Geotechnical Report**
- ☐ **Business Registration**
- ☐ **Variance Request Form**
- ☐ **Development Agreement**
- ☐ **Public Consultation**
- ☐ **General Considerations:**
 - ☐ **Hierarchy and Consistency of Plans:** The updated MGA (December 6, 2016) amends the hierarchy of plans and requires that all plans be consistent with one another
 - ☐ **Spelling, Grammar & Punctuation:** Ensure consistency throughout the document. Correct any discrepancies before ASP approval. Check for:
 - ☐ Hyphenation (e.g., cash-in-lieu, long-term costs, etc.)
 - ☐ Agency names (e.g., Alberta Environment is now Alberta Environment and Parks)
 - ☐ Capitalization of reports/plans/documents names (e.g., Stormwater)
 - ☐ Split adverbs or prepositions (e.g., "with in" instead of "within")
 - ☐ Commas (after introductory: clauses, phrases, words that come before the main clause or last item on a list)
- ☐ **Other:**