

SUBMISSION CHECKLIST AREA STRUCTURE PLAN AMENDMENT OR ADOPTION

- Completed ASP Application form
- Land Title Certificate dated within 6 months days of the date of your application submission
- Authorization Form / Right of Entry Form
- Initial version of MS Word document, AutoCAD files and PDF files of all maps and attachments
- Correct fee

Please submit completed application package to planning@cityofgp.com or to the address above.

REQUIREMENTS FOR ALL APPLICATIONS

- Packages must be complete at the time of submission. Incomplete packages will be returned to the applicant.
- Applications will not be processed until entire fee is received.
- **Applications that have been inactive for a period of six months from the date of application will be deemed expired and the file will be closed. If advertising has not been done, advertising fees will be refunded.**
- Depending on the complexity of the proposed application the applicant may be required, at the discretion of the Planning Department, to hold an open house for the application.
- The applicant has read and agrees to the conditions set out in the City's AutoCAD submission requirements. Detailed requirements may be found at [City of Grande Prairie AutoCAD requirements](#).
- Applications may submitted electronically by emailing all required documents to planning@cityofgp.com and hand delivering or mailing the required fee.
- All current Planning and Development fees can be found at [Bylaw C-1325 Fees and Charges for Planning & Development and Engineering Services](#).
- All Land Use Planning Application Forms and Process are also available [online](#).

All information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application(s). This information may be used to provide statistical data. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

ASP Content Requirements (For NEW ASP Preparation)

The ASP involves the preliminary design of growth areas at the multi-quarter level, and would normally involve a number of landowners. It contains a general land use concept that is integrated with an overall servicing concept based on the servicing requirements identified in the various Master Plans, thus serving as a guideline for subsequent Outline Plan preparation. The primary intent of this Plan, in addition to illustrating a development concept that is consistent with the MDP, is to demonstrate how future development in new areas will tie-in to the City's established urban fabric. The types of information to be contained in an ASP at a conceptual level are as follows:

- Future residential (low density and high density), commercial and industrial development nodes;
- Existing land uses and previous subdivision activity;
- Major physical and topographic features;
- Arterial roadways, collector roadways, and ties to existing roadway network,
- Transit routes and links to existing transit network;
- Surface drainage patterns including catchment areas and sub-basins, storm pond and outfall locations, and proposed major storm drainage mains;
- Plan of and ties into existing sanitary system, lift station and proposed major sanitary main locations;
- Plan of and ties into existing water supplies, and proposed major water main locations;
- Plan of and ties into existing shallow utility networks;
- Approximate location and size of school sites and major parks, ties to existing trail network, and extensions into future areas; and
- Approximate boundaries and phasing of future Outline Plan areas.

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NOTE: By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

Our File: _____

Authorization Form
I/We _____ <div style="text-align: center;">Print name(s) of registered owner(s)</div>
Being the registered owners of _____ <div style="text-align: center;">Legal description and / or municipal address of land</div>
Do hereby authorize _____ <div style="text-align: center;">Individual or firm making application</div>
to submit a Land Use Planning application for of the above described property.
_____ <div style="text-align: center;">Signature(s) of registered owner(s)</div>

Right of Entry
Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application.
In accordance with the Municipal Government Act of Alberta (Section 542) and the City of Grande Prairie’s Land Use Planning application requirements, the Right of Entry authorization must be completed, signed and returned.
I/We _____ <div style="text-align: center;">Print name(s) of registered owner(s)</div>
Being the registered owners of _____ <div style="text-align: center;">Legal description and / or municipal address of land</div>
Do hereby authorize representatives of the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s) and evaluation regarding the application of the above described property.
_____ <div style="text-align: center;">Signature(s) of registered owner(s)</div>

I understand applications that have been inactive for a period of six months from the date of application will be deemed expired and the file will be closed.

Dated this _____ day of _____, 20_____

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