

## SUBMISSION CHECKLIST OUTLINE PLAN ADOPTION OR AMENDMENT

- Completed OP 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](mailto: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](mailto: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.

## **OUTLINE PLAN SUBMISSION REQUIREMENTS (For NEW OP Preparation)**

The OP is prepared at the quarter section level in conjunction with the preparation of Design Reports and Supplementary Reports. It is intended to address land use and servicing issues at a greater level of detail than the ASP. The preparation of the OP, Design Reports, and any required Supplementary Reports is the responsibility of the Developer at his/her own expense. Specifically, the OP shall address the following:

- Statement of compliance with the MDP and applicable ASP, and identification of amendment requirements if applicable;
- Proposed land use districting as provided under the Land Use Bylaw;
- An examination of existing land uses and physical features, including vegetation, watercourses, and topographic information (1 metre contours);
- The identification of environmentally sensitive features and defining measures for their protection;
- A detailed land use plan illustrating all industrial and commercial areas by type and location, and residential areas by location, type and density;
- A summary of land use areas and population generation in tabular form;
- Arterial roadways, major and minor collector roadways, and local road and lane alignments, as well as road widening requirements and transit routes, as per the requirements of the Design Report;
- Tentative lot layout for the entire Plan area;
- Public and separate school sites (areas and locations);
- Public utility lots and easement locations;
- The location of all playgrounds, linear parks, and walkways, and integration with the City's overall trail network;
- Location of proposed buffers, screening, and noise attenuation measures;
- Development phasing plan based on the logical extension of infrastructure;
- Proposed sanitary sewer alignment, as per the requirements of the Design Report;
- Proposed surface drainage patterns, storm ponds, outfall locations, and storm sewer alignment, as per the requirements of the Design Report;
- Proposed water main alignment, as per the requirements of the Design Report;
- Proposed shallow utility networks; and
- Discussion of any completed Supplementary Reports and identification of any further reports that may be required (Geotechnical, Environmental and/or Historical, Hydro-geological, Slope Stability, Flood Study).

## **DESIGN REPORTS**

The Design Reports are a critical link between Engineering Planning studies (Master Plans, Basin studies, Functional studies) and Detailed Engineering Drawings, and connect the engineering design to the approved Outline Plan. Design Reports address four components: transportation systems, sanitary sewer, water supply, and storm drainage (either in one report or separate reports). Each component must consider relationships to the other components and to the Supplementary Reports. Revisions to the Design and Supplementary reports must be provided when the Outline Plan revisions (i.e. Roadway realignment, land use revision) are approved. Further Development Agreements will not be issued until revised drawings and/or reports are submitted and approved.

For the most current information and specific requirements, the Developer and/or the Consulting Engineer should refer to the [City of Grande Prairie Design Manual](#) and discuss requirements with the Development Engineer prior to proceeding.

**OUTLINE PLAN APPLICATION**

<b>PROPERTY INFORMATION</b>	Lot: _____ Block: _____ Plan: _____  _____ ¼ Sec: _____ Twp: _____ Rge: _____ W6M  _____ ¼ Sec: _____ Twp: _____ Rge: _____ W6M  Current Zoning: _____ Proposed Zoning: _____  Number of Hectares / Acres Involved: _____
<b>OWNER INFORMATION</b>	Name: _____ Phone: _____ Address: _____ Postal Code: _____  _____ Email: _____
<b>APPLICANT INFORMATION (if different)</b>	Name: _____ Email: _____ Address: _____ _____ Phone: _____  <div style="text-align: right; color: red;"><b>PLEASE NOTE: By providing your email address you acknowledge that all correspondence will only be sent VIA email.</b></div>
<b>PLANNING REASONS AND MERITS</b>	_____ _____ _____ _____
<b>DECLARATION</b>	I hereby certify that: <input type="checkbox"/> I am the registered owner or am authorized to act on behalf of the registered owner(s); and that all statements contained herein are true; and <input type="checkbox"/> I have read and agree to the terms of <a href="#">Submission Requirements for All Applications</a> . <input type="checkbox"/> 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.  <div style="color: red; font-size: small;"><b>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.</b></div> _____ <div style="display: flex; justify-content: space-between;"> <span>Signature of Registered Owner / Agent</span> <span>Date of Application</span> </div>

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.

Please submit completed application to [planning@cityofgp.com](mailto:planning@cityofgp.com) or to the address above.

<b>OFFICE USE</b>	Fees: _____ Date Paid: _____ Receipt #: _____  File #: _____ Roll #: _____
-------------------	--

**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 \_\_\_\_\_  
 Print name(s) of registered owner(s)

Being the registered owners of \_\_\_\_\_  
 Legal description and / or municipal address of land

Do hereby authorize \_\_\_\_\_  
 Individual or firm making application

to submit a Land Use Planning application for of the above described property.

\_\_\_\_\_  
 Signature(s) of registered owner(s)

### 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 \_\_\_\_\_  
 Print name(s) of registered owner(s)

Being the registered owners of \_\_\_\_\_  
 Legal description and / or municipal address of land

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.

\_\_\_\_\_  
 Signature(s) of registered owner(s)

**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\_\_\_\_\_**

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.