

Mackenzie County

Land Use Bylaw Amendment and Rezoning Process

1. Receive Application to Amend the Land Use Bylaw

For first reading the application must consist of:

- a) Application form (including reasons for the request).
- b) Fee (established by Council, \$150).
- c) Site Plan of the area if the request is for a rezoning.

For second reading additional information may be required including but not limited to:

- a) Area Structure Plan
- b) Traffic Impact Assessment
- c) Agrology, hydrology, and percolation tests
- d) Engineered plans (roads, drainage, etc)

2. Bylaw Preparation for First Reading

- a) draft bylaw
- b) draft Request for Decision
- c) present to Council for first reading

3. Bylaw Preparation for Public Hearing

If the bylaw passes first reading the bylaw must go to a public hearing, which must be advertised in accordance with the requirements of the Municipal Government Act (MGA):

- a) schedule a public hearing, usually at the time of a council meeting.
- b) advertise in the local newspaper for 2 weeks with the last advertisement being no later than 5 days prior to the public hearing.

4. Send Notification of Public Hearing

Letter of notification of the public hearing must be sent to:

- a) Applicant
- b) Adjacent property owners (if the request is for a rezoning)
- c) Municipal departments
- d) Adjacent Municipality as required in the Intermunicipal Development Plan (IDP).

Letter of notification of the public hearing may be sent, but are not limited, to:

- e) Fort Vermilion School Division
- f) Department of Environmental Protection
- i) Sustainable Resources
- j) Alberta Transportation if adjacent to highway or would impact a highway.
- k) Alberta Utilities and Energy Board (AUEB)

5. Public Hearing

The applicant and any affected member of the public may submit a written submission or speak at the public hearing.

6. Second and Third Reading

After the public hearing council has the following options:

- a) give second reading to the bylaw
- b) give second reading and request further information or some act to be done
- c) defeat second reading of the bylaw
- d) give second and third reading of the bylaw
- e) give second reading but defeat third reading of the bylaw
- f) table the bylaw for further information or for some act to be done

The Land Use Bylaw amendment is complete upon third reading of the bylaw.

7. Timeline

Minimum 6 weeks