

## SUBMISSION CHECKLIST LAND USE BYLAW AMENDMENT

- Completed LUB Application form
- Land Title Certificate dated within 6 months days of the date of your application submission
- Authorization Form / Right of Entry Form
- 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.

**LAND USE BYLAW AMENDMENT APPLICATION**

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|--|---|
| <b>GENERAL INFORMATION</b>                     | <input type="checkbox"/> Rezoning Amendment: Current Zoning: _____ Proposed Zoning: _____<br><input type="checkbox"/> Text Amendment Summary: _____<br>_____<br>_____   |
| <b>PROPERTY INFORMATION</b>                    | Municipal Address: _____<br>Lot: _____ Block: _____ Plan: _____<br>_____ ¼ Sec: _____ Twp: _____ Rge: _____ W6M   |
| <b>OWNER INFORMATION</b>                       | Name: _____ Phone: _____<br>Address: _____ Postal Code: _____<br>_____<br>Email: _____  |
| <b>APPLICANT INFORMATION</b><br>(if different) | Name: _____ Email: _____<br>Address: _____<br>_____<br>Phone: _____ <p style="text-align:right; color:red; margin-top:10px;"><b>PLEASE NOTE:</b> By providing your email address you acknowledge that all correspondence will only be sent VIA email.</p>   |
| <b>PLANNING REASONS AND MERITS</b>             | _____<br>_____<br>_____   |
| <b>DECLARATION</b>                             | I hereby certify that:<br><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<br><input type="checkbox"/> I have read and agree to the terms of <a href="#">Submission Requirements for All Applications</a> .<br><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.<br><p style="color:red; font-size:small; margin-top:5px;"><b>NOTE:</b> 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.</p> <div style="display:flex; justify-content:space-between; margin-top:10px;"> <span>_____<br/>Signature of Registered Owner / Agent</span> <span>_____<br/>Date of Application</span> </div> |

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|                   |  |
|-------------------|--|
| <b>OFFICE USE</b> | Fees: _____ Date Paid: _____ Receipt #: _____<br>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: \_\_\_\_\_

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| <h2 style="margin: 0;">Authorization Form</h2>   |
| <p>I/We _____<br/> <small style="margin-left: 150px;">Print name(s) of registered owner(s)</small></p>   |
| <p>Being the registered owners of _____<br/> <small style="margin-left: 150px;">Legal description and / or municipal address of land</small></p> |
| <p>Do hereby authorize _____<br/> <small style="margin-left: 150px;">Individual or firm making application</small></p>                           |
| <p>to submit a Land Use Planning application for of the above described property.</p>  |
| <p>_____<br/> <small style="margin-left: 150px;">Signature(s) of registered owner(s)</small></p>   |

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| <h2 style="margin: 0;">Right of Entry</h2>   |
| <p><b>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.</b></p>  |
| <p><b>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.</b></p> |
| <p>I/We _____<br/> <small style="margin-left: 150px;">Print name(s) of registered owner(s)</small></p>   |
| <p>Being the registered owners of _____<br/> <small style="margin-left: 150px;">Legal description and / or municipal address of land</small></p>   |
| <p>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.</p>                     |
| <p>_____<br/> <small style="margin-left: 150px;">Signature(s) of registered owner(s)</small></p>   |

**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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