

Planning Bylaw Amendments

This Application Package Includes:

1. Information Sheet
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3. Redistricting Process
4. Planning Bylaw Amendment Application
5. Landowner Authorization Form

Planning Services recommends that all applicants engage in consultation prior to starting any amendment application. To discuss your application, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Disclaimer: This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

Information Sheet

Planning Bylaw Amendments: Map and Text Amendments

What are Planning Bylaw Amendments?

Planning bylaw amendments are proposed changes to any text, map, figure, or other aspect of a bylaw that changes its explicit intent. They are classified as either map or text amendments, depending on their nature.

When there is redistricting, a map amendment is required. Redistricting is a change to the land use classification of a property. For example, changing a low-density site to a medium-density site.

When text is added, removed, or modified, that is classified as a text amendment. For instance, this can happen when a use is introduced or eliminated in a district or when a definition is included for clarity.

When are Map and Text Amendments Required?

Any statutory planning document requires a formal amendment process when there is a proposed change implemented to any text, map, figure, or other aspect of a bylaw that changes its explicit intent.

Planning bylaws that would need a formal amendment include:

- Municipal Development Plan/*Connection to Our Future*
- Area Structure Plans
- Area Redevelopment Plans
- *Land Use Bylaw 05-2025*

Additionally, Neighbourhood Structure Plans may need to be adjusted to reflect amendments to any of these documents.

Information on Map Amendments/Redistricting:

- Redistricting is the change of a parcel's land use district as outlined in *Land Use Bylaw 05-2025*.
- A district given to a defined area of the City as shown on the *Land Use District and Overlay Map (Figure 3, Map 3 Land Use Bylaw 05-2025)* determines the purpose of that parcel including allowed uses and development regulations.
- Applicants may consider redistricting land if the existing uses do not align with the proposed development. The final decision to change the district of the property is made by Lloydminster City Council.

Information on Text Amendments

- Text amendments are not the same as redistricting; they are amendments to the existing text within *Land Use Bylaw 05-2025* and apply to the entire City instead of one specific property. Public involvement is an important part of the text amendment process.

Application Information

- The complete Land Use Bylaw Amendment process can be found in *subsection 2.9 Land Use Bylaw 05-2025*.
- In addition to the completed application, the applicant will need to provide:
 - a Certificate of Title from Information Services Corporation (ISC) or Alberta Land Titles (SPIN)
- The fee for a Land Use Bylaw Amendment is indicated in the City's *Fees and Charges Bylaw* as amended.
- If your Building and Development Permit Application is refused or you do not agree with conditions within your approval you may appeal the decision to the Subdivision and Development Appeal Board within twenty-one (21) days of the decision being rendered. This only applies to the development portion of the application.

Application Checklist

Applications for planning bylaw amendments may require the following:

- ☐ Completed application form
- ☐ Application fee
- ☐ Certificate of Title (map amendments only)

Additionally, consultation is recommended prior to starting any amendment application. To discuss your application, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

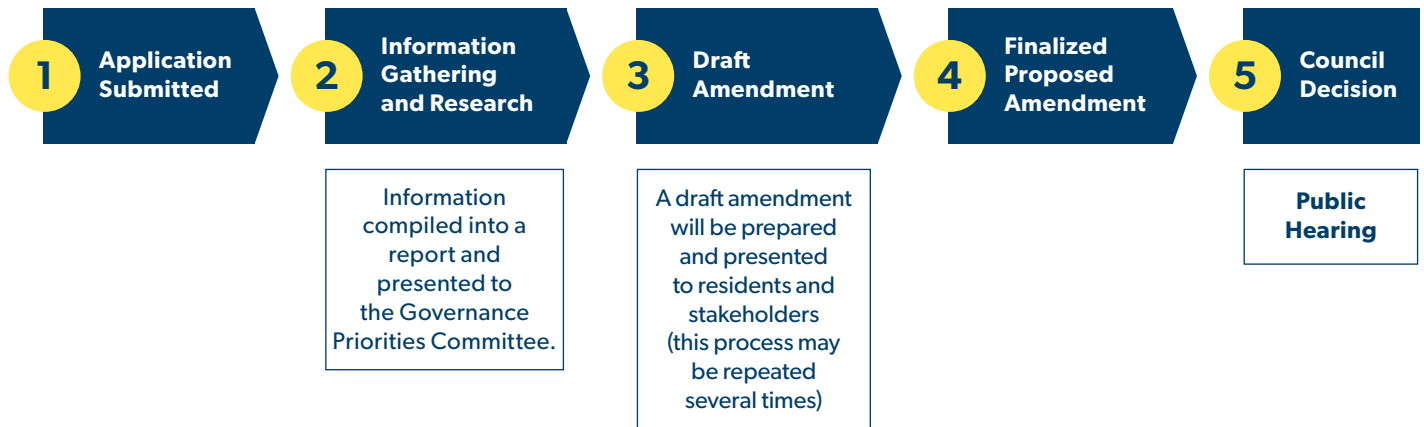
Additional information may be required by the Development Authority.

Redistricting and Text Amendment Process

Redistricting Process (Approximately 4-6 Months):



Text Amendment Process (Approximately 4-6 Months):



Planning Bylaw Amendment Application

Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

Proposed Amendment

Planning Bylaw to be amended:

☐ Map Amendment ☐ Text Amendment

Have you attached documents providing rationale for the proposed amendment? ☐ Yes ☐ No

For Map Amendments Only

Legal description of land to be redistricted:

Lot:	Block:	Plan:	1/4 Sec.	Twp.	Rge.	W	M
Current District:			Proposed District:				

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

I hereby declare (**select one**) ☐ **I am** ☐ **I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant

Date of Application

Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

CITY USE ONLY

Application No.: _____

Permit No.: _____

Receipt No.: _____

Tax Roll No.: _____

Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to _____
property address

please be advised that I, _____
full name

- ☐ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

_____ and/or its _____
agent or company name applicant, consultant, contractor (if applicable)

to apply for any and all _____
permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

_____ date signed _____ signature of landowner

name of landowner (printed)

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.