



LAND USE BYLAW AMENDMENT INFORMATION PACKAGE

Town of Wembley, 9940-101 Street, Box 89, Wembley, AB, T0H 2C0
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CONTENTS OF AN AMENDMENT APPLICATION

An application to amend the Land Use Bylaw shall be made to the Development Officer on the prescribed form and accompanied by the following:

- (a) if the amendment involves the redesignation of land to a different land use district
 - i. a certificate of title of the land affected by the proposed development that has been issued by Land Titles within the last thirty days or other documents satisfactory to the Development Officer,
 - ii. the applicant's name address and interest in the subject property, and
 - iii. an accurate and fully dimensioned graphic representation of the subject lands affected by the proposed amendment;
- (b) a brief written statement by the applicant providing reasons and support for the application;
- (c) permission for right-of-entry by the Development Officer and/or other persons authorized by the Town; and
- (d) such additional information as the Development Officer may require.

Each amendment application shall be accompanied by a non-refundable application fee of \$500. Payment may be made by cheque or money order (payable to "Town of Wembley"), at the Town Office by credit card or debit card, or by bank transfer to finance@wembley.ca.

Council may at any time, commence an amendment to the Land Use Bylaw by directing the Development Officer to initiate an application to amend the Land Use Bylaw.

THE AMENDMENT PROCESS

Upon receipt of a complete application, it shall be referred to:

- (a) Town Administration for the drafting of a proposed Land Use Bylaw amendment; and
- (b) Council for introduction and to establish a Public Hearing date.

A notice of the application shall be published in two (2) issues of the local newspaper. The notice shall also be mailed to each owner of land that is the subject of the proposed amendment, as well as all adjacent landowners. The notice shall contain:

- (a) if the amendment involves the redesignation of land to a different land use District, the legal description of the land and a map illustrating the lands in question;
- (b) the purpose of the proposed amendment; the one or more places where a copy of the proposed amendment may be inspected by the public;
- (c) the one or more dates, places and time that Council will hold a public hearing on the proposed amending Bylaw;
- (d) an outline of the procedures to be followed by anyone wishing to be heard at the public hearing; and
- (e) an outline of the procedures by which the public hearing will be conducted.

The application may be referred to any agency as deemed necessary for comment and advice.

Council, after considering

- (a) any representations made at the public hearing; and
- (b) any municipal development plan, area structure plan or area redevelopment plan affecting the application and the provisions of this Bylaw may
 - i. make such changes as it considers necessary to the proposed amendment, if any, and proceed to pass the proposed amendment, or
 - ii. defeat the proposed amendment.

Where an application for an amendment has been refused by Council, the Development Officer shall refuse to accept another application on the same land for the same or similar purpose until six (6) months have passed from the date of such refusal.