

<b>Property Information</b>	
<b>Municipal Address</b> <i>(if applicable)</i>	_____
<b>Legal Description</b> <i>(all/parts of)</i>	_____
Lot	_____
Block	_____
Registered Plan	_____
Section	_____
Township	_____
Range	_____
Meridian	_____

<b>Application Info</b> <i>(for office use only)</i>	
Application #	_____
File #	_____
Fees \$	_____
Receipt #	_____

<b>Applicant</b>	
Name	_____
Business Name	_____
Mailing Address	_____
City	_____
Province	_____
Postal Code	_____
Phone	_____
Mobile	_____
Fax	_____
Email <i>(required)</i>	_____

<b>Declarations</b>
<input type="checkbox"/> Enclosed is a fee of \$ _____. I/we understand that the application fee is not refundable, but the advertising cost will be refunded if the application does not proceed to Public Hearing.
<input type="checkbox"/> I do hereby certify all information contained within this application is true, and make this solemn declaration believing it to be true.
<input type="checkbox"/> I do hereby consent to the use of this information included in this application for promotional purposes, news, research and/or educational purposes.
<b>Signature of Applicant:</b>
x _____
<b>Date:</b>
x _____

<b>Property Owner</b>	
Name	_____
Company Name	_____
Mailing Address	_____
City	_____
Province	_____
Postal Code	_____
Phone	_____
Mobile	_____
Fax	_____
Email <i>(required)</i>	_____

<b>Area of Land</b>	
Hectares	Acres
_____	_____

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and the Land Use Bylaw and is used solely for Planning, Engineering, Economic Development and Assessment/Taxation purposes. Questions about the collection of this information can be directed to the Team Leader, Planning & Development department at 400 Main Street SE, Airdrie, Alberta, T4B 3C3, telephone (403) 948-8848.

**See reverse for application requirements**

# Community Area Structure Plan / Neighbourhood Structure Plan / Area Redevelopment Plan Minimum Application Requirements

## Initial Application Requirements: *(Processing of an application will not commence until all items are provided)*

Item	Format Requirements
<input type="checkbox"/> <b>Application Fee</b>	<i>See current Planning Fee Schedule</i>
<input type="checkbox"/> <b>ASP Document(s)</b>	
<input type="checkbox"/> 5 Hardcopies	<i>21.5 cm X 28 cm (8½" X 11") bound</i>
<input type="checkbox"/> Digital Copy	<i>PDF, reduced size but easily readable</i>
<input type="checkbox"/> <b>ASP Plan</b>	
<input type="checkbox"/> 5 Hardcopies	<i>Scaled at 1:2000 unless otherwise specified by administration</i>
<input type="checkbox"/> Digital Copy	<i>PDF</i>
<input type="checkbox"/> <b>Location / Context Map</b>	
<input type="checkbox"/> 1 copy	
<input type="checkbox"/> <b>Certificate of Title(s)</b>	<i>For the subject lands, dated no later than 30 days from the date of the application. For a copy of the Certificate of Title(s) go to the Land Titles website at: <a href="http://www.spin.gov.ab.ca">www.spin.gov.ab.ca</a>.</i>
<input type="checkbox"/> <b>Letter of Authorization</b>	<i>From the registered owner(s), if the owner is not the applicant. Letter must be an original. Faxes or photocopies will not be accepted.</i>
<input type="checkbox"/> <b>Supporting Document(s)</b>	
<input type="checkbox"/> 2 Hardcopies	
<input type="checkbox"/> Digital Copy	<i>PDF, reduced size but easily readable</i>

## Prior to Municipal Planning Commission Hearing:

Digital Copies	Format Requirements
<input type="checkbox"/> <b>Revised Plan</b>	PDF
• <i>To be submitted before the Municipal Planning Commission</i>	
<input type="checkbox"/> <b>AutoCAD 2006</b>	<i>Plans must be in 3TM NAD83 CM114 degrees West longitude, bearings grid.</i>
• <i>To be submitted 4 weeks before Public Hearing at Council</i>	
	<i>Each of the following must be drawn on its own layer:</i>
	<ul style="list-style-type: none"> <li>• Municipal Reserve (MR)</li> <li>• Environmental Reserve (ER)</li> <li>• Public Utility Lots (PUL)</li> <li>• Storm water</li> <li>• Regional Pathways</li> <li>• Linear Pathways</li> <li>• School Sites</li> <li>• Nose Creek</li> <li>• Arterial Roadways</li> <li>• Collector Roadways</li> <li>• Residential Roadways</li> <li>• Land Use Categories (<i>must be a closed polygon</i>)</li> </ul>

For additional information please see our Guidelines for the Preparation of community Area Structure Plans, Neighbourhood Structure Plans and Area Redevelopment Plans on our website [www.airdrie.ca](http://www.airdrie.ca) or contact the Planning Department at 403-948-8848.

## After the NSP/CASP has had final readings from Council:

Item	Requirements
<input type="checkbox"/> <b>Digital Copies</b>	<ul style="list-style-type: none"> <li>• Word Document</li> <li>• PDF Document</li> <li>• All graphics (AutoCAD maps according to the CASP / NSP guidelines)</li> </ul>
<input type="checkbox"/> <b>Approved Document</b>	<ul style="list-style-type: none"> <li>• 20 hardcopies</li> </ul>
<input type="checkbox"/> <b>Release Letter</b>	<ul style="list-style-type: none"> <li>• <i>From the consultant releasing all information to the City.</i></li> </ul>