



# CONCEPTUAL SCHEME APPLICATION PACKAGE

(Formerly Outline Plans)

The following information must be included with your conceptual scheme application in order for your application to be deemed complete for acceptance and processing by Parkland County.

## CHECKLIST

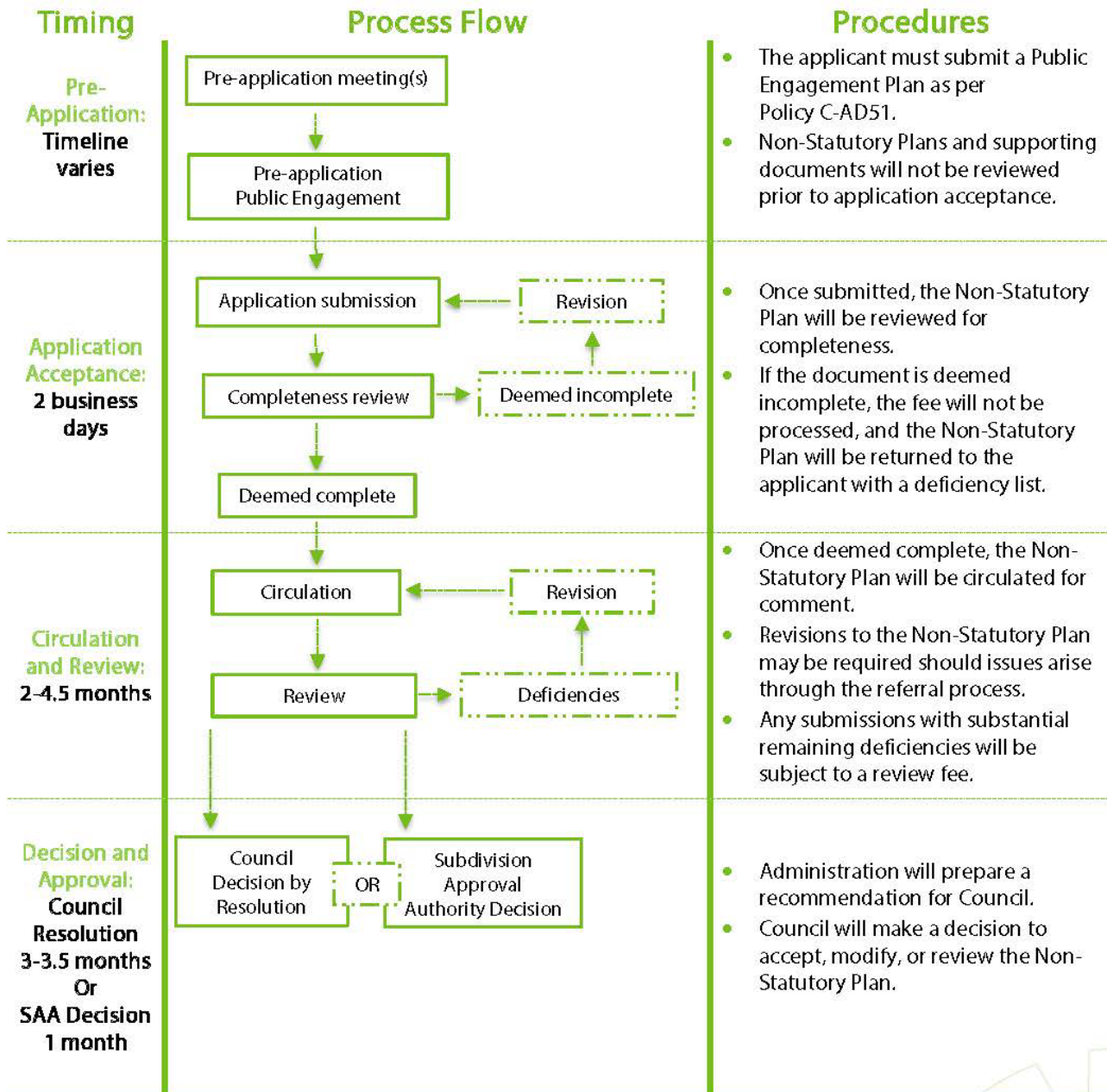
- Consultation**- Prior to submitting a Conceptual Scheme Application Package to Parkland County, a consultation with a Parkland County Planner is required.
- Application Form**-The application must be completed in full and signed by the registered owner(s).
- Application Fee**-Applicable fees as set out in Parkland County's Departmental Fees and Charges.
- Title Search**- A current title for the lands subject to the conceptual scheme dated not more than 14 days prior to Parkland County receiving the application for a conceptual scheme. If there are any caveats or easements registered on the title pertaining to Parkland County please submit copies of these documents with the application.
- Public Engagement Results** Include a summary of engagement undertaken as per Council Policy C-AD51.
- Conceptual Scheme** in addition to the following background reports. The Conceptual Scheme shall follow the format listed in the Terms of Reference attached. Parkland County requires two (2) hardcopies of all the submitted reports and one (1) digital PDF on a USB and CAD files for all maps (additional copies may be requested by the Planner through pre-application consultation):
  - Geotechnical Report
  - Domestic Groundwater Report (if un-serviced)
  - Storm Water Management Plan
  - Engineering Design Brief/Servicing Plan
  - Traffic Impact Assessment
  - Biophysical Assessment
  - Other (as identified through pre-application consultation with a County Planner)\_\_\_\_\_

## 2018 CONCEPTUAL SCHEME PLAN FEES

New Conceptual Scheme	\$3,000.00 + GST
Amendment to a Conceptual Scheme	\$1,500.00 + GST
Biophysical Review (minor/major)	\$50.00 / \$300.00
Biophysical Preparation (no site visit/site visit)	\$100.00 / \$900.00
Re-circulation Fee	\$1,000.00 + GST
Advertising Fee (if applicable)	\$1,000.00 + GST
Annual File Maintenance Fee (To be charged annually on application anniversary)	\$1,000.00

## CONCEPTUAL SCHEME APPLICATION PROCESS

Total Time from Application to Council Date: Approximately 5-8 Months



Please refer to Council Policy C-PD33 and Bylaw 2017-16 for details.



Application Fee: \_\_\_\_\_+GST  
 File Number: \_\_\_\_\_  
 Planner: \_\_\_\_\_

Planning & Development Services  
 53109A Hwy 779  
 Parkland County, AB T7Z 1R1  
 Tel. 780.968.8443  
 Fax. 780.968.8444  
[www.parklandcounty.com](http://www.parklandcounty.com)

**CONCEPTUAL SCHEME APPLICATION**

The requirements of a conceptual scheme application are established through consultation with Parkland County Planning and Development Services. A conceptual scheme application will not be accepted until consultation has been completed.

**Name of registered owner/s:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant acting on behalf of registered owner/s:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Plan	Block	Lot	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 (select one)	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE (select one)

**NAME(S) OF PARKLAND COUNTY PLANNER(S) INVOLVED IN PRE-CONSULTATION:**

\_\_\_\_\_

Signature of Registered Owner

Print Name of Registered Owner

Signature of Registered Owner

Print Name of Registered Owner

Application Date: \_\_\_\_\_

**For internal use only:**

Acceptance Date: \_\_\_\_\_

Processing Date: \_\_\_\_\_

The information collected on this document will be used for the purposes allowed under the authority of the *Municipal Government Act*. The personal information that you provide may be made public subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information can be directed to the Freedom of Information and Protection of Privacy (FOIP) Coordinator, Parkland County, 53109A HWY 779, Parkland County, Alberta T7Z 1R1 (780-968-3229).