



# Outline Plan Requirements & Application Checklist

May 2010



**MD of Foothills  
Planning and Development**

## INTRODUCTION

### What is an Outline Plan?

A conceptual scheme that provides a high level of detail in terms of the actual subdivision design, site specific technical analysis and how the proposal is in keeping with the overall municipal goals for development. Outline plans are intended to be completed after the adoption of an ASP but not in all cases. Outline Plans are undertaken by the developer and can be done concurrently with an application for redesignation and/or subdivision. Outline Plans are comprehensive documents that are used to fully inform Council and the public of the proposed development and may contain the following topics:

- The proposed phasing of the development;
- Identifies servicing and access details for the development;
- Outlines what the built environment will look like including lot configuration, parcel sizes, road widths and access locations, all land use and housing types and styles, architectural controls and other development restrictions, technical studies and other detailed information to fully visualize the proposal.

### Why is an Outline Plan required for lands within the H2A IASP?

According to the H2A IASP, Subdivision and Development within the plan area require the benefit of an Outline Plan in order to achieve a comprehensive understanding of your site and how your proposal fits within the vision of the 2A corridor. Following are examples of the types of information that may be required in your Outline Plan.

#### Existing site characteristics

- Site history and heritage
- Current zoning, lot size, and dimensions
- Utility servicing capacities and alignments \*
- Vegetation, Environmentally Significant Areas, and Riparian Areas
- Extent of floodway, floodplain, and overland flow
- Transportation right-of-way (r-o-w) locations and widths
- Location within the H2A IASP including the policy area and development phase
- Identification of ALL applicable setbacks
- On-site and adjacent hazards †
- Topographic information
- Adjacent land uses

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\* Utility servicing includes electricity, gas, potable water, wastewater, and stormwater and all associated r-o-w.

† Hazards include surface and subsurface features such as active and abandoned gas/oil wells, mines, unstable slopes, areas exhibiting subsidence, and any other natural or man-made feature that poses a threat to the wellbeing of person(s) on-site.

## **Your proposal**

- Desired land use and built structure types
- Projected utilities servicing upgrades and alignments
- Transportation alignments, r-o-w widths, and access locations
- Future public transit locations (if applicable) and pedestrian linkages
- Protection measures for areas of environmental significance
- Technical studies as required by the Municipality
- Lot configuration, parcel sizes, and site design
- Alignment with H2AASP design guidelines
- Proposed landscaping plans
- Projected development phasing
- Any other matter deemed appropriate by the Approving Authority
- Describe how the proposal adheres to the policies of the H2AASP

OR

- Justify why policies within the H2AASP are not being followed

## **How do I fulfill the Outline Plan requirements?**

Following is an Outline Plan application checklist. The checklist provides a clear list of what is required on ALL Outline Plan applications within the H2AASP. A secondary list is provided to address additional information that may be requested, and presents a number of requirements considered above and beyond what ALL applicants would need to submit. Secondary requirements will be recommended by staff and assigned to proposals based on site-specific circumstances.

The Outline Plan application fee is as noted within the Planning Fee Schedule and is required to be paid in full prior to formal submission of the application to the Municipality.

## **Municipal support**

Municipal staff will work with you to ensure your application package is complete. You are encouraged to set up more than the one obligatory pre-application meeting should you have any questions or concerns with your application or our requirements.

If you choose to submit an application that has been deemed incomplete, you will be required to sign the clause within the Applicant Agreement stating that you understand your application is missing requested information.

## **Resources and contact information**

Website: [www.mdfoothills.com/planning-exampleoutlineplan](http://www.mdfoothills.com/planning-exampleoutlineplan)

Email: [plans@mdfoothills.com](mailto:plans@mdfoothills.com)

Telephone: 403.652.2341

## GENERAL REQUIREMENTS (ALL PROPOSALS)

### EXISTING SITE

- Physical history:** a statement summarizing the history of the site from a physical perspective, including previous uses and any potential contamination that may exist as a result of previous activities;
- Site Heritage:** a statement summarizing past activities of cultural or archaeological significance that occurred on-site, the location of such activities, and the identification of any physical remnants of the activities;
- Natural features identification:** any natural features on-site and proximate to site boundaries, including but not limited to vegetation, natural drainage areas, soil types, Environmentally Significant Areas and Riparian Areas;
- Restrictions on development:** any physical features that could impede development of the proposal, including known hazards and those constraints identified in the H2AISP;
- Map(s)\*:** showing where in the H2AISP the subject lands are located, and specific physical features ***within and adjacent to site boundaries***, including
  - Area context map (showing the location of the parcel within the ASP lands and providing a full legal description of the subject property)
  - Public open spaces (MR, ER, Crown-owned lands)
  - Utility alignments and r-o-ws (power, water/wastewater/stormwater, gas, telecommunications)
  - Land Use (subject lands and ALL adjacent properties)
  - ALL structures
  - Transportation network (ALL roads/rail providing entrance to the site)
  - Well and septic field locations
  - ALL setbacks associated with the current site and use
  - ALL on-site and adjacent hazards (oil/gas wells and pipelines, abandoned wells, mines, steep slopes, subsidence, etc)
- Any other site characteristics as required by the Municipality**

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\* Please note that the number of maps needed to present ALL information required above will be determined by the complexity of the existing site.

**PROPOSAL**

- Plan consistency statement:** an overview of how the proposal complies with the policies of the H2A/IASP, or conversely provides rationale for why the application should move forward if it does not align with relevant municipal policies;
- Development policies:** categorized policy statements specifically describing how the development will adhere to the goals and objectives set forth in the H2A/IASP;
- Site Plan:** a COMPLETED site plan oriented to the north, providing the following
  - Lot configuration:** a proposed lot layout;
  - Parcel area(s) and dimensions:** proposed parcel area(s) in acres and hectares with perimeter measurements labeled in feet and metres;
  - Phasing strategy:** projected development phasing based on the most logical and efficient use of the land, the extension of infrastructure and servicing, and market considerations;
  - Transportation r-o-w widths and access locations:** proposed road, rail, and pedestrian networks including site circulation, points of ingress and egress, with ALL measurements shown in feet and metres;
  - Utility servicing alignments:** proposed extension of existing utilities throughout the site;
  - Open spaces and reserves:** identification of proposed Municipal Reserve, Environmental Reserve, and Environmental Reserve Easement locations within the proposal, including potential uses for MR dedications;
  - Built environment:** conceptual building massing and orientation, loading and parking layout, and outdoor storage and staging areas;
- Proposed site design including conceptual building articulation and landscaping;**
- Estimated water/wastewater needs;**
- Confirmation of a pre-application meeting with the Municipality:** the staff member who meets with the developer will print and sign below to confirm that a pre-application meeting has been held with the Municipality. It should be noted that a site visit and referral to other Municipal departments may be required prior to site specific requirements being set for your application.

**M.D. Representative**

**Landowner/Agent**

Date of meeting \_\_\_\_\_

Date of meeting \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Sign \_\_\_\_\_

\* Please note that keeping track of ALL meetings with Municipal staff will help to ensure assistance is provided in a timely and consistent manner.

## SITE SPECIFIC REQUIREMENTS

As noted above, circulation to other Municipal departments may be required prior to site specific requests being set for your application.

Department Circulation	Date	Initial
<input type="checkbox"/> Public Works	_____	_____
<input type="checkbox"/> Assessment	_____	_____
<input type="checkbox"/> Safety Codes	_____	_____
<input type="checkbox"/> Mapping/GIS	_____	_____

<b>Requested</b>		<b>Completed</b>	
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Subdivision  
Condition

### TECHNICAL STUDIES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of adequate water license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of water license transferability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High water table and percolation testing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic Resources Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Site Assessment (Phase 1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Site Assessment (Phase 2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riparian Setback Matrix Model report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biophysical Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope stability assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Reclamation Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Market Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood mapping
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot grading plan

**Requested**

**Completed**

Subdivision  
Condition

**DESIGN STUDIES**

**Enhanced landscaping plan**

**Amenity design**  
*(Parks, playgrounds, sports fields, and so on)*

**Association Bylaws**

**PUBLIC CONSULTATION**

**Pre-application mail-out**

**Public open house**  
*(Must be held at least 30 days prior to public hearing)*

**Any other site studies as requested by the Municipality:**

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\* Please note that if the Request AND Subdivision Condition boxes are checked you will only be required to provide the study IF your application is conditionally approved.

**APPLICANT AGREEMENT**

APPLICATION DEEMED COMPLETE BY THE MUNICIPALITY

I, (landowner/agent) \_\_\_\_\_,  
certify that all information presented within this application package is correct  
and complete as per the M.D. of Foothills Outline Plan application requirements.

APPLICATION DEEMED INCOMPLETE BY THE MUNICIPALITY

I, (landowner/agent) \_\_\_\_\_,  
Certify that all information presented within this application package is correct  
and I fully acknowledge that M.D. of Foothills staff has requested information  
which at my own discretion I have knowingly not provided at this time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**STAFF NOTES: OUTSTANDING REQUIREMENTS**

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\* Please note that if the application is being made by an agent, ALL landowners on title must sign an authorization letter allowing the agent to act on their behalves.

\* Please note that it may take up to 10 business days for staff to review and ensure all required information has been submitted as per the Municipality's requirements prior to the application being formally opened.



**FOR OFFICE USE ONLY**

- The Outline Plan application fee as per the Planning Fee Schedule has been paid in full**  
*(Copy of receipt attached)*
  
- ALL landowners on title have signed the application OR an authorization letter allowing the agent as listed above to proceed with this application**  
*(Copy of authorization letter attached if applicable)*
  
- The Outline Plan application, as per the requirements set forth by the Municipality is:**
  - COMPLETE**
  
  - NOT COMPLETE**
  
- The Outline Plan and any required supplementary submissions have been provided in paper and digital format\***

\* Portable Document Format (PDF) and Microsoft Word are acceptable formats for digital submissions.

**M.D. Staff Representative** \_\_\_\_\_

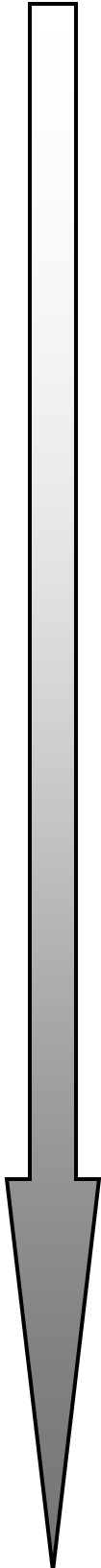
**Date** \_\_\_\_\_

**Designated Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

## OUTLINE PLAN: PROCESS FLOWCHART

**START**



Pre-application meeting with the M.D. of Foothills

Inter-departmental circulation

Site-specific requirements provided to applicant

Applicant collects required information

Submission of Outline Plan application

Municipal review of submission

Revisions to application (if applicable)

Outline Plan application accepted and opened

Agencies circulation (30 days)

Advertising and landowner circulation (30 days)

Public Hearing (if required)

Approving Authority decision

**FINISH**