multi-lot development proposals

Lacombe County's Guide to the Approval Process

UPDATED:
AUGUST 2019

LACOMBE COUNTY

LACOMBE
COUNTY

PREAMBLE

County policy generally restricts multi-lot development only to areas that have been designated for such use in an area structure plan or other plan which has been initiated and approved by County Council. Areas where multi-lot development may currently be considered are shown on Figure 1 of the County's *Municipal Development Plan*, a copy of which is included in Appendix A of this Guide.

Some of these development areas already have plans in place to help you develop your proposal (refer to Reference Material towards the back of this Guide for further information).

The County will continually be reviewing and updating many of these existing plans to ensure that they reflect current community interests and needs. In other cases, the County will need to prepare new area structure plans to establish what kind of development is appropriate in areas that have been identified in the *Municipal Development Plan* for further investigation of their development potential.

Council has indicated that, unless a development proposal conforms to an existing plan, no new multi-lot subdivision proposal will be considered until it has adopted a new or updated plan to guide such decisions for the area. Please refer to the County's 2019-2021 Long Range Planning Program, a copy of which is also included in Appendix B, for approximate timelines for the preparation of these various plans.

Planning and Development staff are available to answer any questions that you may have concerning what is required by the County to move a project forward.

Dale Freitag, RPP, MCIP
Director of Planning Services
Lacombe County

The process outlined below is also illustrated in Appendix C for your reference.

Pre-Application Meeting

The pre-application meeting occurs before a rezoning application is made to the County.

The developer is requested to arrange a meeting with County staff to discuss their interest in developing the property. This meeting is designed to make sure that the developer is aware of, and familiar with, all of the County's policies and other requirements relevant to the proposed development. Staff will outline the steps involved in the rezoning and subdivision approval processes. The meeting will also serve to identify possible issues and other requirements. County staff will advise what technical studies will be required and when these studies will be needed.

As a general rule, developers will retain their own professional advisor or other agent. In such cases, discussions will often take place directly with the advisor or agent.

County staff may invite representatives from other government authorities to ensure a better understanding of the responsibilities and requirements of the different government authorities that will be involved in the review and approval of the proposed development. Their involvement may help to ensure a coordinated response.

Staff will offer to meet as necessary to review development proposals that have been prepared for the site and to clarify any of the County's requirements.

Concept Plan Preparation

The County will require the developer to prepare a concept plan that will provide the framework for the subsequent subdivision and development of the property.

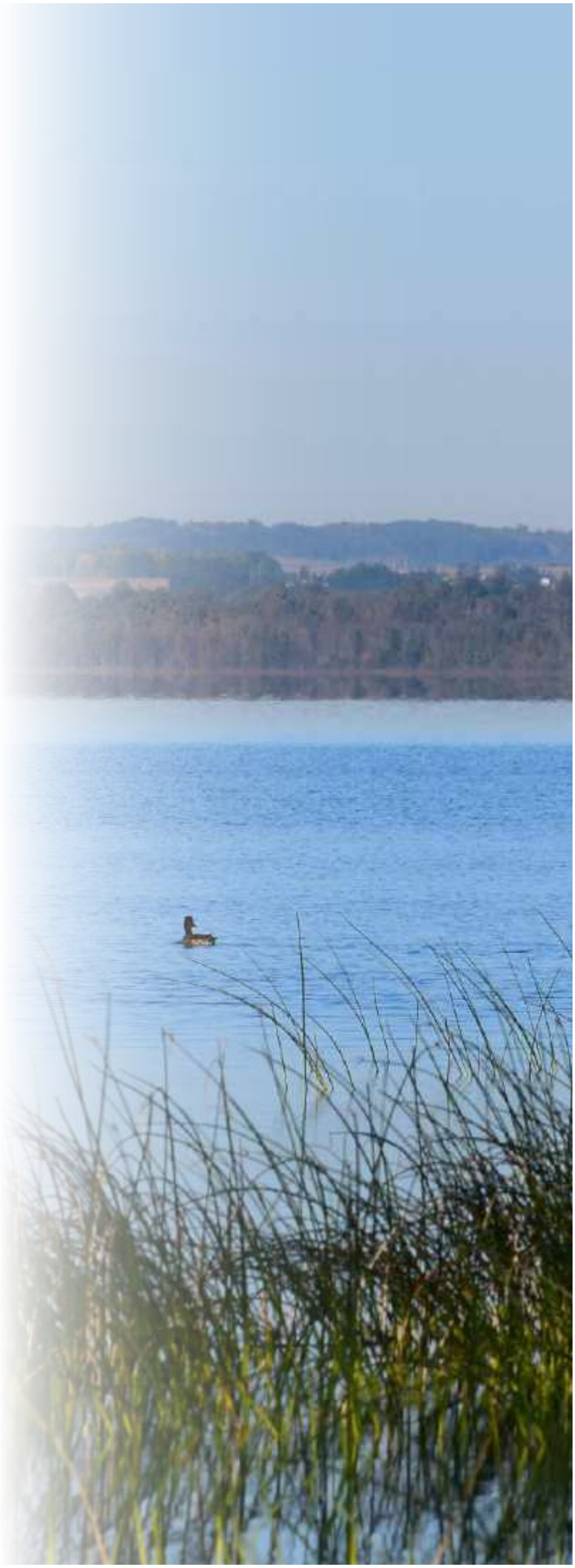
As a general requirement, the concept plan must describe the land uses proposed for the property; the staging (or phasing) of the development, if applicable; the size of the lots proposed; and the location of proposed roads and other utility infrastructure (e.g. stormwater retention/detention ponds). A more detailed terms of reference for preparing a concept plan is included in Appendix D. These terms of reference may be varied depending on local conditions or other considerations.

In preparing the concept plan, the developer must demonstrate that the site is suitable for the proposed development, how the design relates to the site's features and that the impacts of the development on the surrounding area have been properly considered. This will generally involve more detailed investigations by qualified professionals of:

- groundwater supply availability;
- geotechnical considerations to assess what constraints exist for development;
- site drainage and stormwater management requirements;
- traffic impacts; and
- biophysical impacts.

For more details about the investigations that may be required by the County, refer to Appendix D.

A historical resource impact assessment may also be required pursuant to the Alberta Historical Resources Act. The developer is encouraged to contact the Alberta Culture and Tourism for further advice and direction.



The concept plan must show how the proposed development relates to existing and potential future use of surrounding lands, and any measures that have been taken to reduce potential conflicts (e.g. development adjacent to a railway, major road or a commercial/industrial site or other potentially conflicting land use).

Consultations are to be carried out with other government authorities during the preparation of the plan.

County staff will advise which government authorities are to be contacted.

Site Development Guidelines are also an important component of multi-lot commercial and industrial developments within the County. All developers of commercial and industrial parks are required to create guidelines which outline requirements with regard to architectural controls, landscaping design, fencing style and lot layout for both the overall development and each individual lot. These guidelines are subject to County approval ensuring that there is a consistent standard and character of development within each individual park.

The County requires the developer to provide three (3) paper copies and one (1) electronic copy each of the concept plan and associated detailed investigations. These documents must be received by the County before staff will give the developer permission to present to County Council or the Municipal Planning Commission.

Council Presentation

The developer will be asked to make a presentation to the Municipal Planning Commission or County Council to inform the County Councillors of the proposed development.

This meeting is important as it will provide the Councillors with information that may help them to respond to any inquiries that local ratepayers might have about the proposed development.

The meeting may also be helpful to the developer in providing some further direction on any issues related to the proposed development.

Public Consultation

The developer is required to consult with the community. At minimum, a public meeting, newspaper notices, mail notices and website advertising are all requirements. It is important to discuss your consultation program with the Planning & Development Department early in the process, to ensure all requirements and advertising deadlines are being met.

Public Meeting

A community information meeting must be held by the developer. The meeting is held to provide the community with an opportunity to listen to a presentation by the developer regarding their proposal and to ask questions and offer comments. This evening meeting should be held at a location near the proposed development.

It is very important that the developer discuss the arrangements that will be made for the meeting with the Planning & Development Department before a date is set, to ensure all advertising requirements are met.

The developer is required to hold a formal presentation at the meeting outlining an overview of the proposed development. The format of this presentation must follow the different sections as required in the concept plan, further discussed in Appendix D. This presentation given must be reviewed in advance by the Planning & Development Department to ensure all required information is being included.

It is expected that the developer will have their technical advisors at the meeting to respond to questions about the proposed development. County staff are only in attendance to observe the meeting or may answer questions about the County's process and policies. County staff will not be available to comment on the development.

Supporting documents should also be available at the meeting, including poster board maps showing how the developer proposes to develop the site, and take home handouts/brochures for attendees.

For AV equipment, a computer with a projector and a screen appropriately sized to the room is required. If the venue is large, the AV set up will need to be adjusted accordingly. If a large group is expected or the venue is large, a microphone and speakers may be necessary to ensure the audience can hear the presentation.

The developer is required to pay for all costs associated with the information meeting, including renting a venue, renting AV equipment, hiring a facilitator, and providing refreshments.

Tips for a Successful Public Meeting

- Be organized, be ready
- Be professional
- Have every one sign in at the door
- If you don't have a presenter who is comfortable speaking to groups, hire a facilitator
- Prepare a high-quality presentation with clear and concise information
- Allow enough time to present your information and have question/answer time
- Have everyone who wishes to speak, stand and state their name
- Have everyone, including community members who speak, use a microphone so the audience can hear the question/statement

Newspaper Ads and Mail Notices

Notification of the community information meeting must be sent to the community by newspaper ads and mail notices.

The meeting notice must have sufficient and specific information to enable the community to understand:

- the meeting purpose;
- the proposed development location;
- the meeting location and time; and
- developer's contact information.

Care needs to be taken in the scheduling of the meeting to ensure that the public receives notice not less than 14 days before the meeting.

The newspaper ad is required to go in at least one local newspaper, and the County News. The publishing dates must be coordinated with the meeting date. Please check with County staff for publication dates of the County News.

The circulation radius to mail notices is determined by the Planning & Development Department, but is typically one mile. Due to privacy restrictions under the *Freedom of Information and Protection of Privacy Act* (FOIP), the County is unable to provide lists of landowners and mailing addresses to allow the developer to contact landowners directly. Instead, County staff will

ask the developer to prepare the meeting notice envelopes for landowners, which will be mailed out by the County. The County will require that the meeting notice be placed in envelopes sealed and affixed with the applicable postage, with the County's mailing address used as a return address on the envelope. This is to ensure the names and addresses of landowners are protected. A flat processing fee of $50+GST must be paid by the developer before the envelopes are mailed.

The developer is required to pay for all costs associated with the newspaper advertising and preparation of the mail notices.

Website and Social Media

To ensure the public has broad access to information about the proposed development, the meeting notice, concept plan and other documents will be posted on the County's website.

The meeting notice may be posted on the County's social media as well.

Community Consultation Report

The developer must provide to the County a report which outlines all feedback received from the community, any changes made to the proposal as a result of the feedback, and must address all concerns/comments. A full copy of all written responses received by the developer should be attached as an appendix to the report.

Please note, the County at its discretion shall require the developer to host additional consultation, at the developer's sole expense, if the consultation process as outlined in this guide is not completed to the County's satisfaction.

Revisions to Concept Plan

Changes to the concept plan may be necessary based on feedback gathered from the public meeting and other consultations.

County staff will be available to discuss any proposed revisions to the plan.

Rezoning Application

An application for the rezoning of the lands proposed for development must be made to County Council before any subdivision can occur. A single application may be made to cover all phases of the development.

There is an application fee which must be paid when the application is made.

Please check with the Planning and Development Department what the current fee is before submitting an application.

Staff will send an acknowledgement of receipt of the application to the applicant. The letter will also advise when the application will be presented to County Council. The applicant is required to attend the meeting and speak to their request.

A report will be made by staff to Council outlining the key issues and any other matters that should be addressed by Council in the consideration of the proposed development, along with the staff's recommended action.

First Reading

If first reading is given to a bylaw to change the land use zoning, then Council will set a date for a public hearing.

The County is required by law to advertise notice of the public hearing in at least one newspaper circulating in the local area. Notice of the hearing will also be placed in the County News.

Staff will inform other government authorities and other parties (e.g. utility companies) that an application has been made and invite their comments.

The County will normally contact the same authorities and other parties that the developer consulted during the preparation of the concept plan.

Neighbouring landowners will also be notified of the hearing and asked for their views.

Public Hearing

At the public hearing, anyone wishing to speak to the proposed zoning change will be given the opportunity to do so.

Second Reading

Following the hearing, Council will decide whether to give second reading to the bylaw to change the zoning of the development site.

If the bylaw receives second reading, a development agreement must be signed by the developer before third and final reading (of the bylaw) is considered.

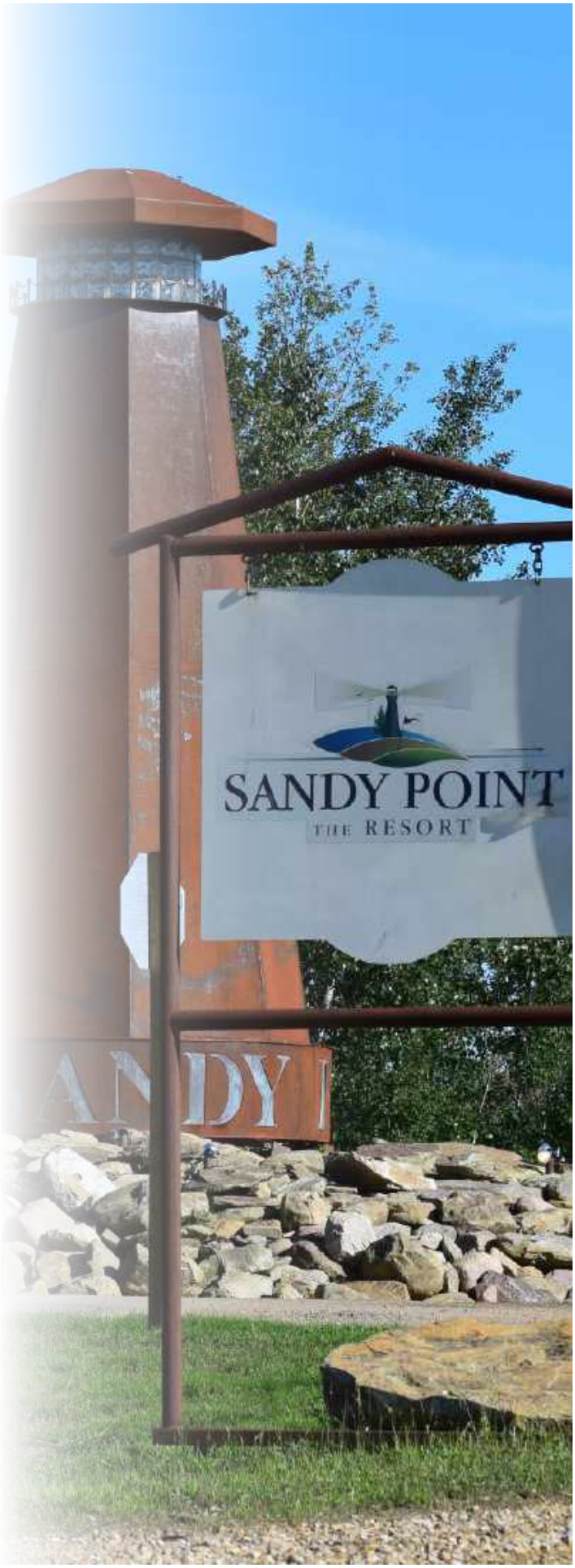
If the developer has not already done so, copies of all technical studies that the County has deemed necessary for consideration of the proposed development must be provided before a development agreement can be drafted.

Development Agreement

The development agreement is a legal document that details the developer's responsibilities for, among other things, access to the development, construction of the internal subdivision roads and the approaches to the new lots, site drainage requirements, water and wastewater servicing, the installation of other utilities, and the improvements required to reserve and other open space areas in the proposed development. Financial security, normally in the form of a letter of credit, will be requested by the County to ensure that the necessary work is carried out by the developer. Typically, the security amount required is 25% of the estimated cost of construction and installation of all improvements and common property facilities.

This agreement is drafted by the Planning and Development Department staff. The developer will be asked to meet with the staff to review the agreement requirements and security arrangements.

Please note that the development agreement does not take effect until conditional subdivision approval is received from the County.



Third Reading

Once the development agreement is signed, third and final reading can be given to the bylaw.

Before third and final reading is considered, Council will be asked to give final approval to the concept plan which will guide the subsequent subdivision and development of the property.

With passage of the bylaw, the land is officially rezoned under the County's *Land Use Bylaw* to accommodate a multi-lot development.

Subdivision Application

Council will not give subdivision approval until the necessary zoning change is in place.

An application for subdivision must be made using the official form available from the County Office. There is an application fee that must be paid to the County when the application for subdivision is made.

Please check with the Planning and Development Department what the current fee is before submitting an application.

To avoid any further delays in obtaining the required approvals, a developer may submit a subdivision application as soon as Council passes second reading to the bylaw to change the zoning of the lands.

Second reading is regarded as an "approval in principle", usually subject only to the developer entering into a development agreement with the County before the zoning is finalized.

Normally, no further circulation of the subdivision application to neighbouring landowners, other government authorities or other parties (e.g. utility companies) will be necessary as they will have had previous opportunities to comment on the proposed development.

Conditional Subdivision Approval

Conditional subdivision approval means Council as the subdivision authority has given its permission for the land to be subdivided into lots, provided the things outlined in the conditions of approval are done first.

All conditions of the subdivision approval, including other requirements of the development agreement (as directed by the County), must be satisfied before final approval is given to the subdivision. Among the improvements that will normally need to be completed are the following:

- access into the subdivision;
- internal roads (to base course standard, if applicable);
  - * paving of internal roads will generally be required within two years after final approval is given to the subdivision
- road approaches to the new lots;
- site grading and drainage improvements;
- communal water and wastewater systems, where required by the County's *Land Use Bylaw* and/or directed by the local plan adopted by County Council for the area;
- underground power, natural gas and telephone service to the lots; and
- trails and other recreational facilities, including any required landscaping, on designated municipal and/or environmental reserves.

The County will require written confirmation from a qualified professional that every lot in the development has a suitable developable area, which is generally defined as the minimum area required to ensure that there is adequate space for a building site and where allowed, a water well and private sewage disposal system taking into account the setback distance requirements of the County's *Land Use Bylaw*, any required setbacks recommended in a geotechnical assessment that may have been done for the site and the setback distances required from well sites and pipelines.

The developer will be required to make payments for required upgrades to local roads that give access to the development, the installation of traffic control and other street signs and in the case of a lake area subdivision, for the development and improvement of public access to the lake.

Written confirmation will also be required from Canada Post that appropriate arrangements have been made for postal service to the new subdivision. All community mail boxes must be installed at a location satisfactory to the County.

Council's decision may be appealed to the relevant appeal board, either the County's Subdivision and Development Appeal Board or the Province's Municipal Government Board. In the case of a subdivision which may affect an area of provincial interest, as is the case when the lands are within a distance of a provincial highway, a body of water, sewage treatment or waste management facility, the appeal must be directed to the Province's Municipal Government Board, unless the provincial department which has jurisdiction over the matter of provincial interest directs otherwise. The decision letter will advise which Board will hear an appeal.

Site Design Plans

The developer will be required by the County to engage the services of a professional engineer to design the necessary municipal improvements and ensure that the work is completed in accordance with the requirements of the development agreement.

No site work is to be commenced until conditional subdivision approval has been granted by the County, and the County has approved the engineering design drawings, construction schedule, and is in receipt of a letter of credit and

proof of adequate liability insurance coverage naming the County as an added insured.

The letter of credit is necessary to ensure that the developer carries out all responsibilities required of the developer under the development agreement. The amount of the security is normally equal to 25% of the estimated costs of constructing and installing all improvements that the County will assume ownership of, plus 25% of the estimated costs of constructing the common property facilities in a bare land condominium development.

The County will require 110% security after final subdivision approval for any deficient work still outstanding. This work will be described in the list of deficiencies noted on the Construction Completion Certificate approved by the County prior to final subdivision approval. Adequate security, typically 10%, will also be required as warranty for the improvements that have been completed.

Please note that it is the responsibility of the developer to obtain all other licences, permits or other approvals that provincial and/or federal authorities may require before any site work can be commenced. For example, land development projects in general require an approval, registration or authorization under the *Environmental Protection and Enhancement Act* for the construction of water supply, sanitary sewer and storm water management systems. Alberta Environment and Parks may have additional requirements for a development with communal water and wastewater systems. A development will require a licence under the *Water Act* for the utilization of surface or ground water supply

source. The development may also require an approval under the Water Act for any construction associated with storm water management and any activities affecting a watercourse or other body of water.

The County will require written confirmation that all necessary approvals have been obtained from these authorities before allowing site work to commence.

Completion of Municipal Improvements

All site improvement work is to be undertaken under the supervision of the developer's engineer.

Once all the road, drainage and other required improvements have been completed, the developer may make an application for a *Construction Completion Certificate* from the County. The application must be signed and sealed by the developer's engineer confirming that the work has been completed in accordance with the requirements of the development agreement. "As-built" drawings must be provided with the application.

As a general rule, any significant deficiencies are to be corrected by the developer before the County will issue a *Construction Completion Certificate.*

A two-year warranty period commences from the date that the *Construction Completion Certificate* is issued. During this period, the developer is responsible for all repairs that may be required to the municipal improvements that the developer has built on or to the site. The developer will secure separate warranties for work on condominium common property facilities.

Please note that a separate *Construction Completion Certificate* and warranty period will be required for the paving of the internal subdivision road and the approaches to the lots.

Final Subdivision Approval

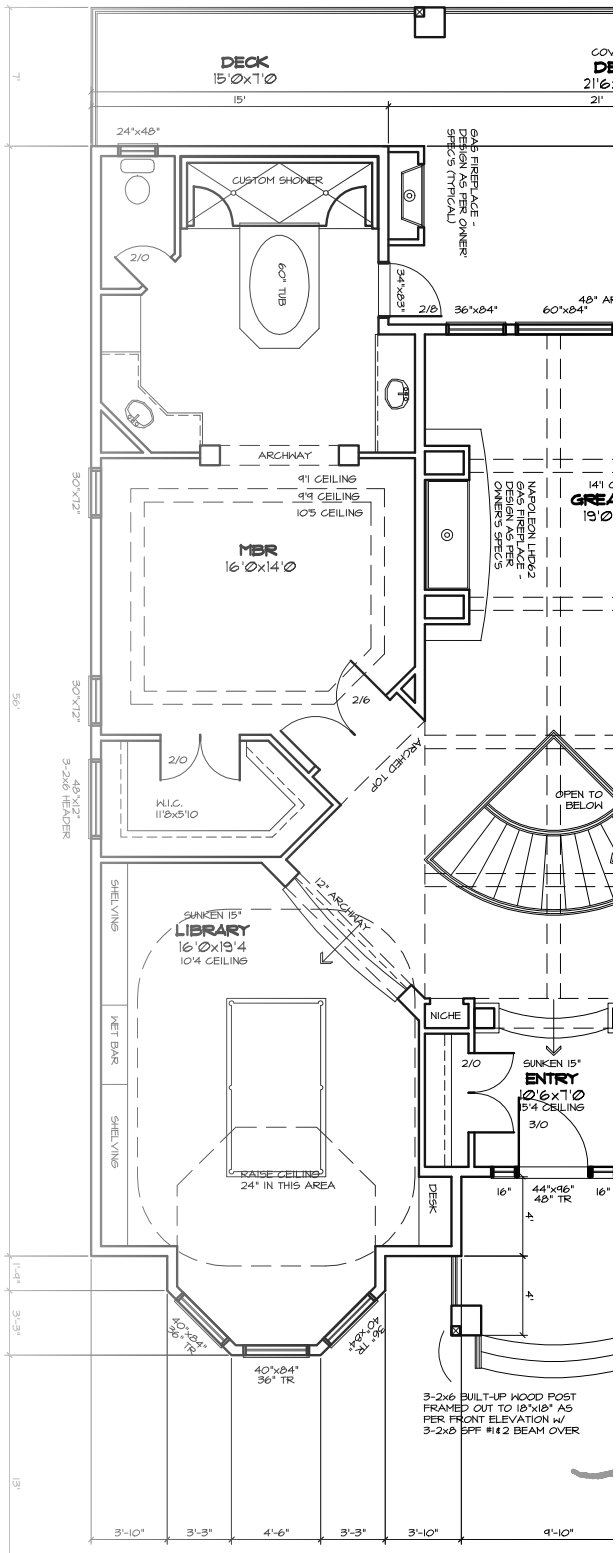
A *Construction Completion Certificate* must be issued, and all other conditions of the subdivision approval satisfied, before the County will give final approval to the subdivision.

Subdivision approvals are normally valid for a period of one-year after conditional subdivision approval is given. However, under the development agreement, the developer is given two years to complete the site work required for final subdivision approval. The County will therefore automatically extend the subdivision approval to match this deadline. If the developer is unable to complete the work within the two-year time period, an application can be made for a further time extension. Reasons for wanting more time must be given. The County will review the request and make a decision regarding the time extension. These requests for further time extensions are usually fairly routine.

There is an approval fee payable to the County before final approval is given to the subdivision.

Please check with the Planning and Development Department what the current fee is before submitting the subdivision plan for final approval.

The developer has a further one year from the date of final approval in which to have the subdivision plan registered in the Northern Alberta Land Titles Office. Upon registration of the plan, new titles for the lots created will be issued by the Land Titles Office.



Development Permit Application

A development permit will be required from the County to build a home, a business or other buildings on any of the lots within the subdivision.

For "unserviced" subdivisions, the County will not accept a development permit application for a structure with sanitary and cooking facilities, unless the application is accompanied by a validated copy of a private sewage disposal system permit issued by an authorized accredited agency.

Within lands which have been redesignated as a residential district under the County's *Land Use Bylaw*, show homes may be constructed prior to final subdivision approval. A developer may construct a maximum of four show homes or 10% of the lots, whichever is the lesser, with a minimum being one show home where the development is less than ten lots. Show home development is subject to conditions as outlined in Section 6.29 of the County's *Land Use Bylaw*.

Please note that obtaining a development permit does not relieve the permit holder from complying with:

- the requirements of the Alberta Safety Codes Act and the associated Regulations;
- the requirements of any other applicable federal, provincial or municipal legislation; and
- the conditions of any caveat, covenant, easement or other instrument affecting the property.

Reference Material

Lacombe County *Municipal Development Plan*
Lacombe County *Land Use Bylaw*
Lacombe County *Standards Manual*
Use and Management of County Reserve Lands *County Policy RC(8)*

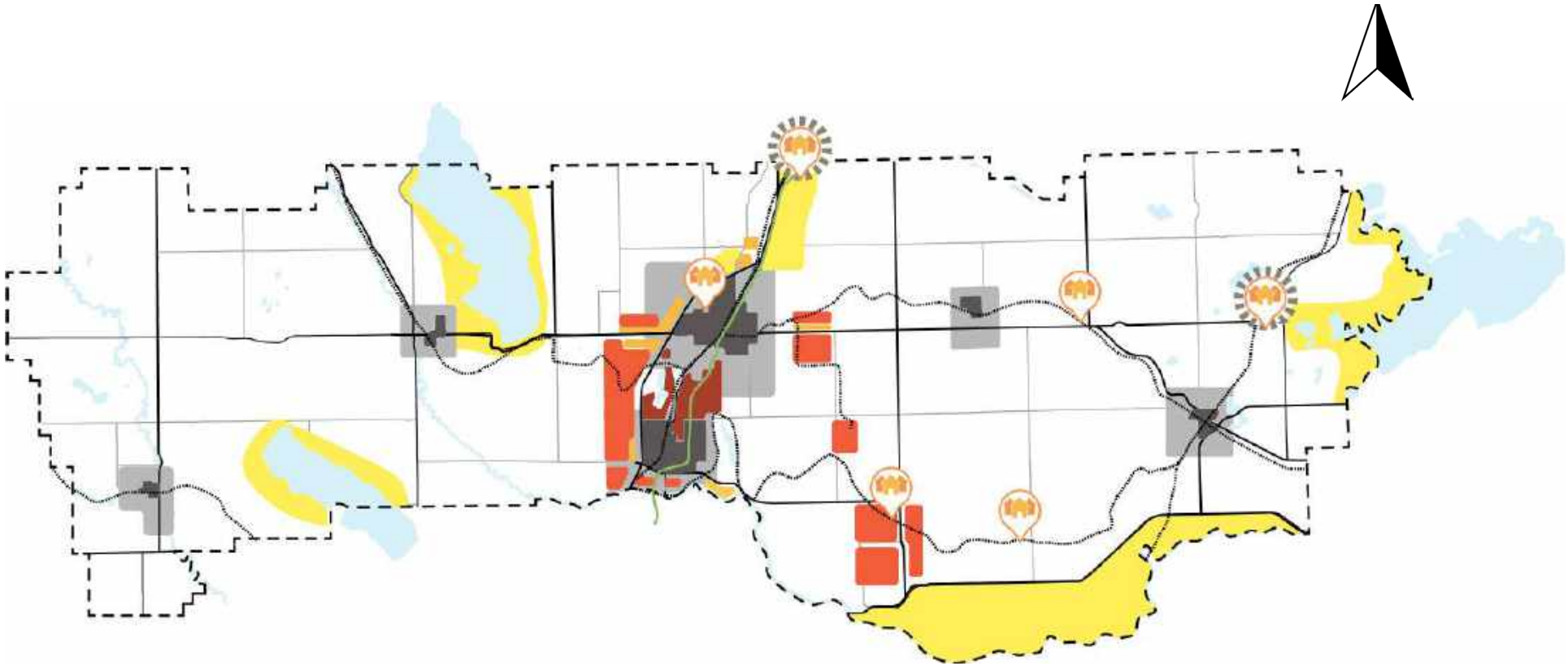
Where applicable, more detailed planning directions are provided through Intermunicipal Development Plan's, Area Structure Plan's or Area Outline Plans. Please visit the Planning and Development Department's website for a current and up to date list of all current plans and bylaws.

Appendix A

Areas Identified for Potential Multi-Lot Development in Lacombe County

Municipal Development Plan – Figure 1

Future Land Use Concept Map



Legend

- Agriculture
- Urban Municipality
- Urban Fringe / IDP Area
- Provincial Highway
- County Main Road
- Railway
- Regional Water Lines
- Residential
- Commercial
- Industrial
- Residential / Industrial / Commercial
- Hamlet
- Growth Hamlet

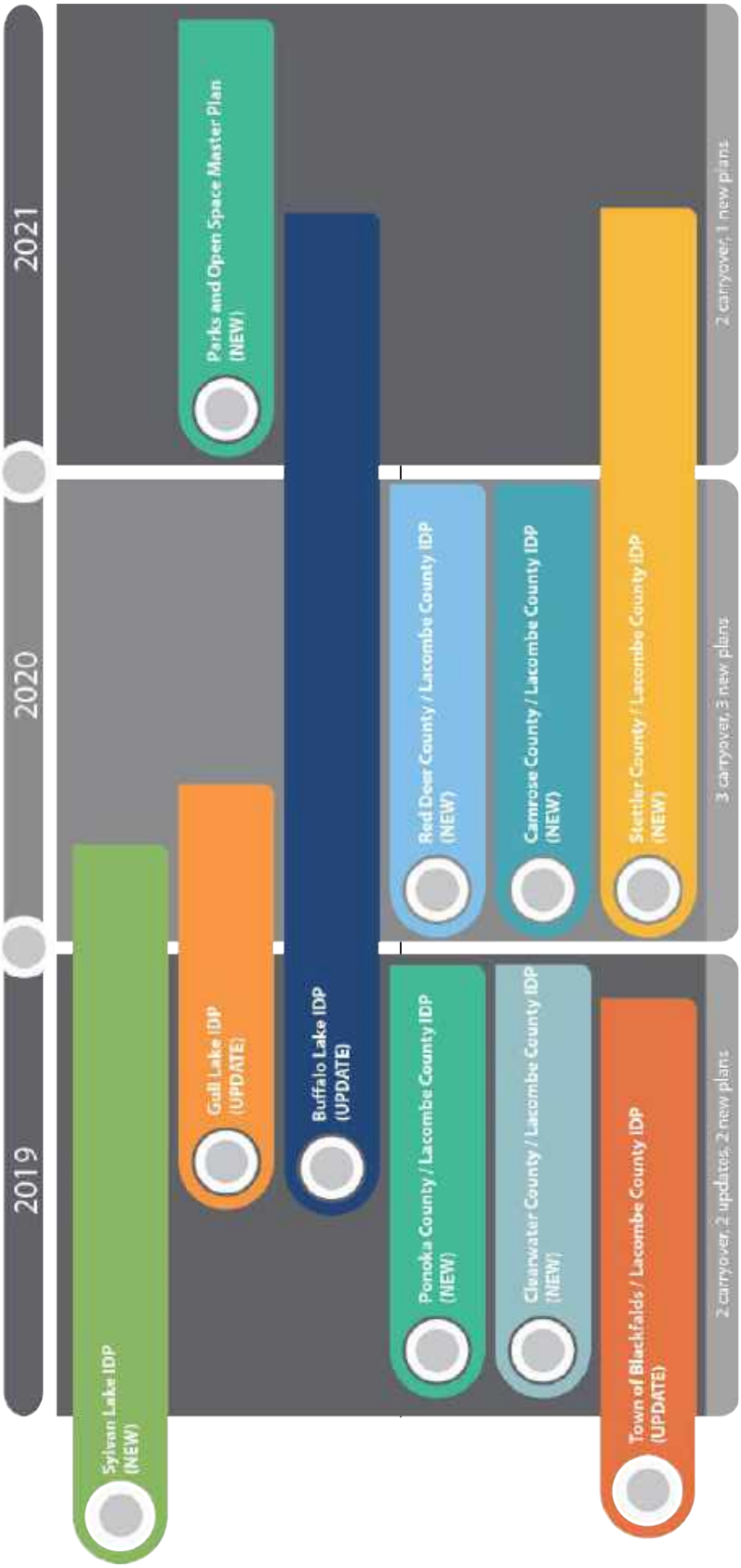
Note to Reader: *The Future Land Use Concept Map is not intended to be interpreted or amended on a site-specific basis. Rather, it is a conceptual framework intended to guide future land use patterns in the County. Lacombe County does not guarantee the map's accuracy. All information should be verified by consulting the text of the Municipal Development Plan, relevant statutory plans and the Land Use Bylaw. For more information please contact the Planning & Development Department.*

Appendix B

Lacombe County Long Range Planning Program

Lacombe County Planning & Development Department

2019-2021 Long Range Planning Program

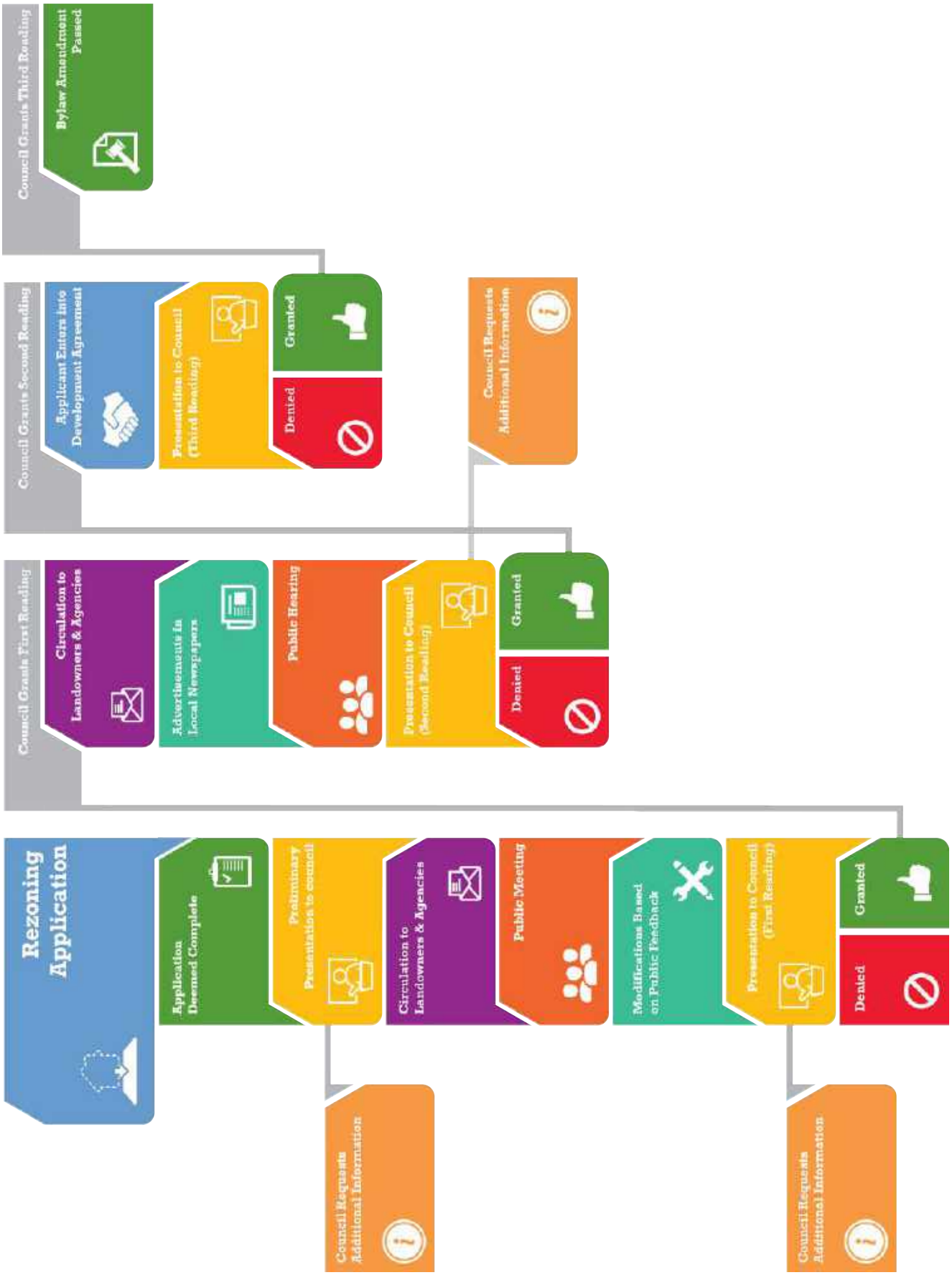


Appendix C

Lacombe County
Rezoning Process Flowchart

Lacombe County Planning & Development Department

Rezoning Process



Appendix D

Concept Plan
Terms of Reference

The purpose of the concept plan is to provide a framework for the subsequent subdivision and development of an area of land. A concept plan is required by the County in support of any rezoning application for a multi-lot development.

In general terms, the concept plan must describe the land uses proposed for the development area; the staging (or phasing) of the development, if applicable; the size of the lots proposed; and the location of proposed roads and other utility requirements.

More detailed terms of reference have been developed by the County, which outline the basic requirements for the preparation of a concept plan. There may, of course, be some additional requirements for particular development areas. The developer is therefore requested to meet with County staff to review and finalize the terms of reference for a proposed development.

Terms of Reference

Purpose of the Concept Plan

Describe why the concept plan has been prepared.

State how the plan conforms to local planning policies, including the County's *Municipal Development Plan* and the *Land Use Bylaw*.

Plan Area

Describe the plan area in a regional context.

Provide a map and legal description of the plan area. If more than one owner is involved, include a land ownership map and table showing the legal description, size and ownership of each parcel.

Existing Situation

Describe the existing land uses and any other on-site developments, including well sites and pipeline rights of way, power transmission lines, rail lines and other such infrastructure.

Provide a map and description of the natural features of the site, including treed areas, watercourses and other bodies of water, and steep slopes (over 15%). Where relevant, the top-of-the bank of a water course or other body of water should be identified. Contours will be required at not more than 1 metre (3 foot) intervals.

Identify any areas that may be at risk of flooding or other drainage problems due to high water table conditions. Any potential fill areas must also be clearly identified.
A proper site review by a qualified professional geotechnical engineer will be necessary to identify and assess any features of the site that may restrict development, such as areas that may be prone to flooding, erosion, slope instability or other hazard.

The geotechnical assessment must provide clear and concise recommendations regarding any development constraints that may be applicable to the development. The report also needs to address post development conditions and recommend means and methods of mitigating any potential problems.

Describe the surrounding land uses. Normally, the developer will be required to examine an area within 0.8 kilometres (one-half mile) of the lands proposed for development, although a larger area may need to be considered if the situation warrants, as directed by the County.

Proposed Development Concept

Describe the proposed land use/development pattern, including proposed lot sizes and specific use types.

Provide a breakdown of the different land uses by area.

Show the proposed staging (or phasing) of the development, where applicable.

Indicate how the proposed development relates to existing and potential future use of surrounding lands, and any measures (to be) taken to reduce potential conflicts (e.g. development adjacent to a railway, major road or a commercial/industrial site or other potentially conflicting land use).
Identify any proposed environmental and municipal reserve dedications, including the reasons why such areas have been set aside and the improvements that are planned for the areas. The County will require an interconnected network of open spaces, where practicable. Potential trail routes must also be identified.

For further guidance on how reserve requirements are to be addressed, please refer to the following County policy documents: Lacombe County Municipal Development Plan and Use and Management of County Reserve Lands. Additional direction for reserve requirements is provided for in the Land Use Districts of the County's Land Use Bylaw that promote conservation (cluster) designs and other density bonusing schemes.

Transportation and Access

Evaluate the road access to the proposed development area.

Describe the road upgrades and intersection improvements that may be required to safely accommodate the increased traffic generated by the development. As general policy, the developer will be responsible for all or part of the costs of any road improvements that the County and/or Alberta Transportation may deem necessary.

If required, right of way dedication for future widening or other improvements will need to be accommodated as part of the proposed development.

Water Supply

Describe the proposed method of providing potable water based on the findings of a groundwater supply study. If a communal system is proposed, the County will require further information on how the system will be managed and operated.

Please note that the County requires a communal water system in many higher density (smaller lot) residential subdivisions. Refer to the County's Land Use Bylaw for more information on what Land Use Districts require a communal water system. Further policy direction may be contained in the local plan that has been adopted by County Council for the area.

A groundwater supply evaluation report, to determine the availability and quality of potable water, is to be completed by a qualified professional, which conforms to the requirements of Alberta Environment and Parks. All multi-lot residential development must conform to the Department's *Interim Guidelines for the Evaluation of Groundwater Supply for Unserviced Residential Subdivisions Using Privately Owned Domestic Water Wells.*

* *Where other developments have been proposed on surrounding lands, the groundwater supply evaluation must consider the cumulative effects of such development on the availability of groundwater supplies*

* *Please also note that where an application for a subdivision would result in more than six residences on a quarter section, Alberta Environment and Parks will require "certification" from a qualified professional regarding the quantity of water. This "certification" must state that the diversion of 1,250 cubic metres of water per year (or 0.52 imperial gallons per minute) for household purposes for each of the proposed lots would not interfere with any existing household uses, licensees or traditional agricultural users*

The County will also require a description of the proposed method of providing water for firefighting as required by the Alberta Building Code 2006. Please indicate whether this water supply will be provided by storage tanks, a reservoir, a storm water retention pond, pressurized hydrants, dry hydrants or other means A storage system must be deep enough

to provide necessary capacity if water supply is subject to freezing. Access to the water supply must also be available year round.
All new multi lot developments must provide a Fire Protection Plan to the County's satisfaction.

All new multi lot residential development in the Hamlet, Recreational Vehicle Resort, Higher Density Lakeshore Residential and High Density Residential Districts must provide full fire flow (hydrant) protection to the County's satisfaction.

All new multi lot residential development in the Cluster, Country Residential Estate and Residential Lake Area Districts where one or more lots are less than 0.30 ha (0.75 acre) must provide full fire flow (hydrant) protection to the County's satisfaction.

All new developments connecting to a regional or municipal water system must provide full fire flow (hydrant) protection to the County's satisfaction.

All new multi lot developments may be required to provide additional fire protection in the form of residential sprinklers at the discretion of the County.

The requirement for full fire flow (hydrant) protection may be waived at Council's discretion if residential sprinklers are required in combination with other fire protection methods which can be demonstrated to achieve an appropriate level of fire protection to Lacombe County's satisfaction.

Sewage Treatment and Disposal

Describe how sewage treatment and disposal will be handled in the proposed development.

Please note that the County requires a communal wastewater system in many higher density (smaller lot) residential subdivisions. Refer to the County's Land Use Bylaw for more information on what Land Use Districts require a communal wastewater system. Further policy direction may be contained in the local plan that has been adopted by County Council for the area.

Where individual, on-site sewage systems are proposed, percolation and near surface water table testing is to be conducted by a qualified professional in accordance with the requirements of Alberta Environment and Parks. All multi-lot residential development must conform to the Department's *Interim Guidelines for the Evaluation of Water Table Conditions and Soil Percolation Rate for Unserviced Residential Subdivisions.*

It will be the responsibility of the developer to prove the viability of the proposed method of sewage disposal for the subject lands that meets all provincial sewage disposal requirements, as well as the requirements of the County's *Land Use Bylaw*.

Please note that the County may require further information from a qualified professional engineer describing how the proposed sewage systems will be designed to allow for future connection to a municipal or regional system. The report shall include a right of way (or easement) plan for the incorporation of a local collection system with the municipal or regional system.

Storm Water Drainage

Describe how storm water runoff will be managed in the proposed development.

A storm water management study prepared by a qualified professional must be undertaken to assess what drainage improvements will be required to control and properly manage runoff in terms of both water quantity and quality. The drainage system must ensure that post-development runoff to adjacent properties will be no greater than pre-development rates, and include the necessary mitigation measures to protect existing downstream drainage systems and/or receiving water bodies.

As general policy, a storm water pond site is to be contained within a public utility lot. No storage will be permitted in a road right of way. Any drainage channel located outside of a road right of way or reserve must also be contained on land that is designated as a public utility lot.

Shallow Utilities

Describe the arrangements that will be made for the provision of utilities, such as underground power, gas and telephone.

Environmental Considerations

For all multi-lot developments, the developer will be required to undertake a biophysical assessment before preparing a proposed development concept for the site.

The biophysical assessment must be prepared by an environmental scientist, or other qualified professional, that identifies and assesses the environmental significance and sensitivity of existing vegetation, wetlands and other water features, wildlife habitat and unique physical features. Recommendations regarding the protection of significant or sensitive features, ways to avoid or mitigate risks, project limitations and any further recommended studies or monitoring should be provided.

Specific requirements of a biophysical assessment are as follows:

- Study Area Location (in context of surrounding landscape)
- Physiographic Description (in context of Natural Regions and Subregions of Alberta)
- Historical Air Photos (dating to 1950, focus on surface water, wetlands, land use changes)
- Field Reconnaissance, Sampling and Surveys (landscape characteristics,

species lists, plant community mapping)
- Topography (landform classification)
- Geology (surficial geology classification)
- Hydrology (wetland inventory, classification and relative value assignments). Associated map(s) required
- Flora (vegetation community classification, full species list, rare or exotic species). Associated map(s) required
- Fauna (biodiversity 'hot spots', species list of direct and indirect observations, critical breeding/nesting/wintering sites). Associated map(s) required
- Soil (characteristics/description, restricted types, special features). Associated map(s) required
- Conservation recommendations that include:
- Environmental Reserve/Environmental Reserve Easement;
- Municipal Reserve
- Conservation Easement

Environmentally significant or sensitive areas generally refer to areas which perform important environmental, ecological or hydrological functions, such as aquifer recharges, areas containing unique habitats, unusual diversity of plant and/or animal communities, rare or endangered species, or other combinations of habitat and landform that may be of scientific research or conservation education interest; and also include areas which provide important wildlife corridors.

Historical Resources

A historical resources impact assessment may be required by Alberta Culture and Tourism if the development is proposed in an area containing or having the potential for significant historic resources. The Department must be contacted to determine if an assessment is necessary. Where an assessment is required by provincial legislation, the investigation shall be undertaken to the satisfaction of the Department.

For more information, contact Alberta Culture and Tourism.

Implementation

Describe any amendments required to the *Municipal Development Plan* and/or *Land Use Bylaw*, or other local plans or policies.

Fees may be charged for any amendments required to other local plans. Please check with the Planning and Development Department what fee may be applicable.