



## **ASP Preparation Guidelines**

### **Guidelines for the Preparation of Area Structure Plans**

#### The Purpose and Intent of Area Structure Plans (ASP's)

An ASP, pursuant to the Province of Alberta Municipal Government Act, is a statutory policy document which is adopted by an official bylaw of Vulcan County. It is imperative that the ASP be prepared from the County's perspective. The ASP should contain policy statements that allow the County to review and evaluate a specific development proposal against County and provincial standards.

It is important that developer of an ASP meets with key stakeholders prior to submission of an ASP proposal to Vulcan County. Key stakeholders include, but are not limited to area land owners, municipal planning staff, technical advisors and circulation referees.

As ASP is only adopted after due process, which includes area landowner review and comment, and pursuant to the public participation required in the Municipal Government Act, the holding of a public hearing. The ASP can be viewed as an intermediate step between a Municipal Development Plan and a plan of land use redesignation and/or subdivision. An ASP contains a conceptual framework for further development. This is unlike land use districts which exist for day to day application. The ASP describes in more detail than a Municipal Development Plan the manner in which development is to be accommodated. As the result of an adopted ASP, it may be necessary to amend the County's Land Use Bylaw in order to proceed with development of the subject lands in accordance with the ASP.

The purpose of an ASP is to provide a framework for the subsequent subdivision and development of an area within the County. This is achieved by describing, for example, the proposed land uses, public open space systems, the population density, environmental sensitivity, the location of transportation routes, the location and method of utility servicing, phasing of the development, any site specific issues (i.e.: escarpment or river setbacks) and "any other matter Council deems necessary." (The Municipal Government Act – Section 633) Landowner involvement is an integral part of the development of an ASP. Once adopted all subsequent subdivision and development within the area must conform to the ASP.

### Preparation of Area Structure Plans

A.

When required by the Municipal Development Plan or the County, an ASP shall be prepared and shall serve as a framework for redesignation, subdivision and/or development of lands contained within the plan area.

B.

The ASP must address the policies of Vulcan County's Municipal Development Plan.

C

If an area structure plan is proposed within 0.8 kilometres of a highway where the posted speed limit is 80 kilometres or more, the ASP shall be prepared to the satisfaction of Alberta Transportation and Utilities (Section 14(c) - Subdivision and Development Regulation).

D

The body of the ASP shall contain information consistent with Section 633 of the Municipal Government Act and contain statements of plan goals and policies. A policy statement should acknowledge development responsibility and standards for evaluation.

For example, a policy statement regarding road construction may read; "roadways located within the plan area shall be developed to municipal standards and constructed by the developer." The word "should", "shall" and "may" should be used in all policy statements as they assign responsibility of review, evaluation or provision of service to a party in the ASP. For example, "the construction and maintenance of the internal road system shall be the responsibility of the developer." "Should" is an operative word meaning, in order to achieve municipal objectives, it is strongly advised that action be taken. "Shall" is an operative word meaning the action is obligatory. "May" is an operative word meaning a choice is available, with no particular guidance or direction intended.

E

An "Outline of Information and Format Requirements" is attached as an appendix to these guidelines. The information and format requirements for a specific ASP proposal should be discussed with the Development Officer prior to formally submitting the ASP to the County for review and consideration.

## Sample Outline of Information and Format for Area Structure Plans

This is only an illustrative example. Please discuss the specifics of your proposal with the County Development Officer prior to completing an ASP format.

### 1.0 INTRODUCTION

- 1.1 Purpose of the Plan
- 1.2 Background to the ASP
- 1.3 The Approval Process
- 1.4 Plan Implementation
- 1.5 Plan Review and Amendment
- 1.6 Legislative Framework
  - 1.6.1 The Municipal Government Act
  - 1.6.2 The Municipal Development Plan
  - 1.6.3 Subdivision Regulations
  - 1.6.4 Provincial Acts or Land Use Policies
  - 1.6.5 Any Other ASP's or Planning Regulations / Guidelines
- 1.7 Interpretation

### 2.0 THE PLAN AREA

- 2.1 Regional / Municipal Location
- 2.2 Definition of Plan Area
  - 2.2.1 Boundaries of Plan Area
  - 2.2.2 General Physical Description

### 3.0 PLAN GOALS AND OBJECTIVES

- 3.1 Goals and Objectives of the Plan
- 3.2 Principles of Development

### 4.0 PLAN POLICIES

- 4.1 The Plan Concept
- 4.2 Land Use Component (Type, Phasing, and Population Density)
  - 4.2.1 Country Residential
  - 4.2.2 Industrial
  - 4.2.3 Institutional
  - 4.2.4 Recreational
    - \*.\*.\* include all types, density and locational criteria
- 4.3 Environmental Considerations
  - 4.3.1 Environmentally Sensitive Areas
  - 4.3.2 Topographic Considerations / Constraints / Hazard Lands
  - 4.3.3 Soil Analysis
  - 4.3.4 Vegetation
  - 4.3.5 Wildlife

- 4.3.6 Water Bodies
- 4.3.7 Conservation Practices (Water, Land, Energy)
- 4.4 Reserve Lands
  - 4.4.1 Environmental Reserve
  - 4.4.2 Municipal / School Reserve -pathways, parks, recreation, buffers and open space
  - 4.4.3 Recreation Facilities
  - 4.4.4 Landscaping
- 4.5 Transportation
  - 4.5.1 Internal Roadways
  - 4.5.2 External Roadways
  - 4.5.3 Traffic Generation
  - 4.5.4 School Bus Routes
  - 4.5.5 Parking
- 4.6 Servicing
  - 4.6.1 Water Supply\*
  - 4.6.2 Sewage Disposal
  - 4.6.3 Storm Water Management Systems
- 4.7 Utilities
  - 4.7.1 Electricity
  - 4.7.2 Gas
  - 4.7.3 Telephone
  - 4.7.4 Internet
- 4.8 Protective Services
  - 4.8.1 Fire Protection
  - 4.8.2 Police Protection
  - 4.8.3 Ambulance
- 4.9 Architectural Controls
- 4.10 Phasing
  
- 5.0 PUBLIC CONSULTATION
  
- 6.0 IMPLEMENTATION
  
- 7.0 APPENDICES
  - 7.1 Soil Reports
  - 7.2 Topographic Details
  - 7.3 Property Ownership
  - 7.4 Land Use Statistics
  - 7.5 Environmental Data
  - 7.6 Site Plans and Drawings
  - 7.7 Development Specifications

**\*WATER POLICY**

ON QUARTER SECTIONS OF LAND WHERE THE PROPOSAL WOULD CREATE TWO BUT NOT MORE THAN 5 LOTS OR 5 CONDOMINIUM UNITS, PROOF OF ADEQUATE WATER SUPPLY IS A MUNICIPAL REQUIREMENT PRIOR TO FINAL

## READING OF A BYLAW FOR REDESIGNATION AND THE SUBSEQUENT SUBDIVISION OF LAND.

The County requires that the applicant for redesignation or subdivision to drill one well per lot and conduct a 12 hour pump and 12 hour recovery test on each well. These test results must be submitted to the County with Q20 calculations, stamped and sealed by a member of APEGGA.

Each Q20 report must meet the following criteria:

- guidelines as per Alberta Environment Protection specifications;
- a minimum safety factor of 0.7 must be used in calculating the Q20 results;
- the recommended pumping rate resulting from the Q20 calculations must be equal to, or greater than, the total number of lots within  $\frac{1}{4}$  mile of the proposed lots (including the proposed lots), divided by 6;
- the well must recover to at least 90% of its original drawdown or be recovered for the same duration as the drawdown.

The recommended Q20 from the engineer cannot exceed the rate at which the well was pumped. All test results must be recorded and calculated from the static water level.

FOR ALL APPLICATIONS PROPOSING THE CREATION OF 6 OR MORE LOTS (INCLUDING EXISTING) OR 6 OR MORE CONDOMINIUM UNITS OR THE USE OF A COMMUNAL WATER SYSTEM ON A QUARTER SECTION OF LAND, PROOF OF WATER AND DISTRIBUTION OF WATER IN CONFORMANCE WITH THE WATER ACT SHALL BE SUBMITTED TO THE COUNTY PRIOR TO FINAL READING OF A BYLAW FOR REDESIGNATION AND THE SUBSEQUENT SUBDIVISION OF LAND.