



OVERALL PLANNING PROCESS
GUIDE FOR **EDMONTON ENERGY
AND TECHNOLOGY PARK (EETP)**



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INTRODUCTION

The Edmonton Energy and Technology Park (EETP) is located in northeast Edmonton and is part of Canada's largest hydrocarbon processing region, the Alberta Industrial Heartland (AIH). The EETP offers over 4,800 hectares (12,000 acres) of greenfield development designed for petrochemical-based industries, manufacturing, logistics and related support industry. It provides a new world-class eco-industrial area for the City of Edmonton. The opportunity for value-added industries and significant spin-off activity based on the development of Alberta's energy sector is the catalyst for this industrial zone.

The City values companies and individuals who are looking to expand or do business in Edmonton. The purpose of this guide is to clearly outline the steps involved in the Development Approval Process so that both the applicant and the internal City teams understand the process. It will also help everyone navigate the City's development approval process in order to expedite the development approval process. In addition to this guide, the City has formed a multi-disciplinary Industrial Review Team (IRT) to steer and oversee industrial development applications within the Edmonton Energy and Technology Park (EETP). Also, Initial-consultation meetings with the IRT are offered to developers in order to discuss and refine development proposals with City staff.



CONTACTING THE CITY

The first step in the Development Approval Process is to talk to an Industrial Development Review Team Member. This person will provide preliminary information and may also direct the applicant to speak with other appropriate staff involved in the development approval process. Please contact one of our Industrial Development Review Team Members to inquire about submitting an application for your proposed development.



INITIAL CONSULTATION MEETING AND INDUSTRIAL REVIEW TEAM

Please note, the City wide Planning and Development and Zoning services uses pre-application meetings. The initial consultation serves the same purpose as pre-application meeting.

After initial discussions with an Industrial Review Team Member, the applicant will be asked to **provide a detailed information package on the proposed development** so that it can be reviewed by the multi-disciplinary Industrial Review Team (IRT). Following this, the applicant will be invited to attend an initial-consultation meeting with the IRT. The purpose of the **initial consultation meeting** will be to identify and help the applicant understand the key issues, required approvals, supporting drawings, reports and studies that will be required for a complete application. It is critical to submit a complete application in order to ensure timely and efficient review of the application. The completeness of the application will prevent unnecessary delays in the approval process and is central to the City's commitment to expedite the development approval process.

The IRT is made up of key staff from various city departments and external agencies as shown in Figure 1. The City is committed to having representatives from all relevant departments attend the Initial-Consultation meeting. Members of the IRT are committed to reviewing the information package provided by the applicant prior to the Initial-consultation meeting and will identify and flag for the applicant any issues that could delay or impede the proposed development. They will also identify any additional studies and/or information that is needed in order to streamline the development approval process before a formal development application has been submitted. The same IRT members that attend the Initial-consultation meeting will review the formal development application to ensure continuity and informed decision making.



INITIAL CONSULTATION MEETING AND INDUSTRIAL REVIEW TEAM (CONT.)

Figure 1
Industrial Review Team

DEPARTMENT	SECTION	UNIT
Sustainable Development	General Manager's Office	Edmonton and Energy Technology Park (EETP) Team
	Current Planning	Development and Zoning Services, Commercial & Industrial Team
		City Wide, Northeast
		Development Coordination
	Real Estate, Housing and Economic Sustainability	Economic Sustainability, Industrial Investment
	Urban Planning & Environment	Planning & Design, Industrial Planning Unit
		Parks + Biodiversity, Ecology Unit
Transportation Services	Transportation Planning	Development Planning, Long Term
		Development Planning, Short Term
		Facilities & Capital Planning
Financial Services	Drainage Services	Drainage Planning
		Assessment
		Lot Grading
	Waste Management Services	Business Planning & Central Operation
Community Services	Fire Rescue Services	Fire Prevention
External Agencies	Epcor Power	
	Epcor Water	
	Atco Gas	
	Atco Pipeline	
	Department of national Defence	

Following the initial consultation meeting, the applicant will receive a completed **Application Checklist** that will confirm what information and materials are needed in the formal application submission. The City is committed to make timely decisions based on a complete application packages.



DEVELOPMENT APPROVAL PROCESS

The development approval process can be a complex process. **Depending on the type of development, it will require the approval of various city departments and may be subject to several sub-processes.** It is important for investors, developers and city staff to have a comprehensive understanding of the development approval process within the City of Edmonton.

The EETP Area Structure Plan (ASP) provides the vision and initial development parameters to initiate subsequent steps in the development process. Depending on the nature of the proposed development, it may be necessary to have to go through one or some of the following development approval process:

PROCESSES FOR DEVELOPMENT

- | | |
|---|---------------------------|
| + <u>Plan Amendment</u> | + <u>Building Permit</u> |
| + <u>Rezoning</u> | + <u>Business License</u> |
| + <u>Subdivision Development Permit</u> | |

The process chart below presents a high level overall development approval process. Each of the development approval streams is explained in further detail throughout this document. The intent of the process chart below is to illustrate various planning processes involved for a proposed development.

Figure 2
Overall Development
Approval & Service Delivery

INITIAL CONTACT: EETP INQUIRY + INITIAL CONSULTATION MEETING

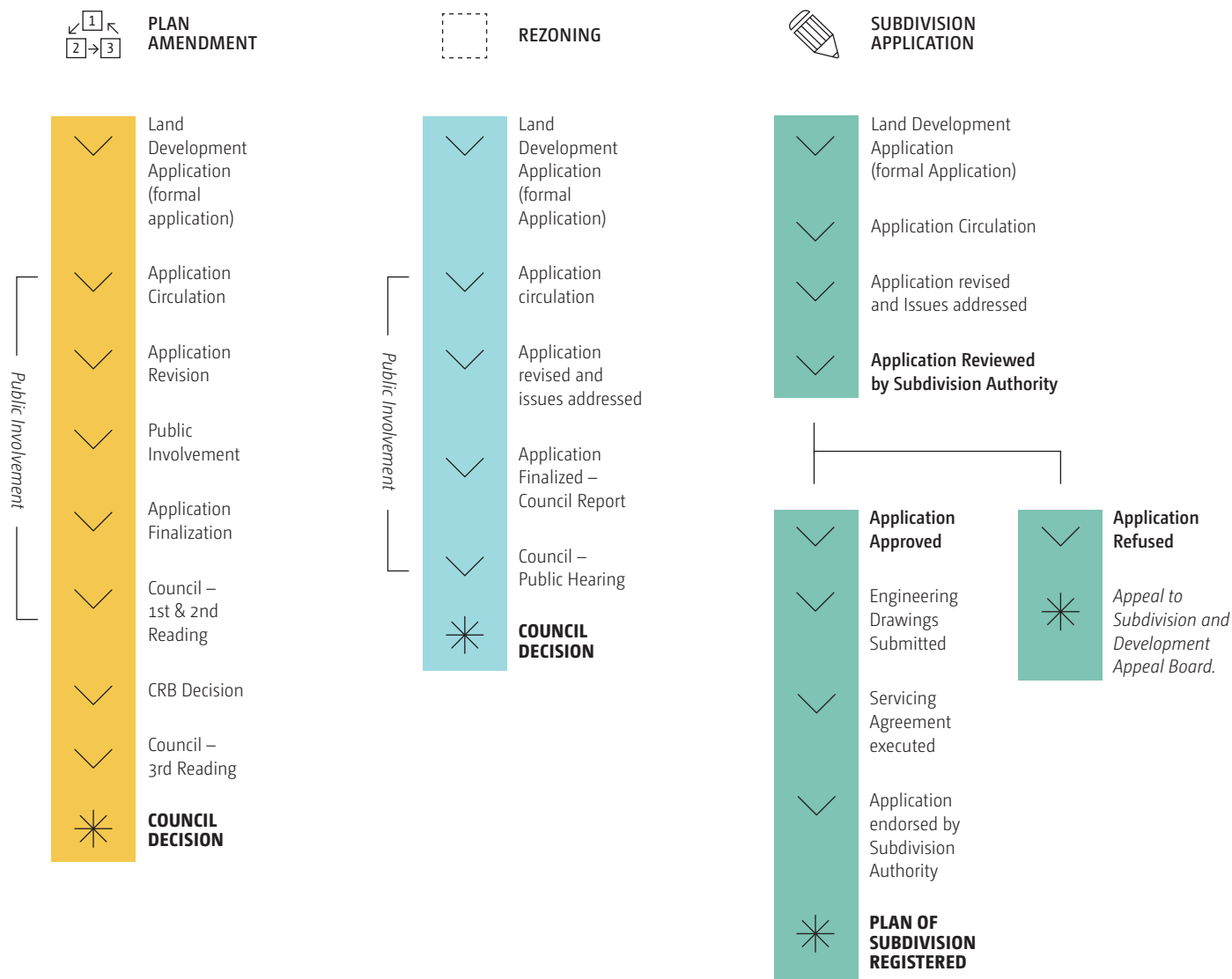
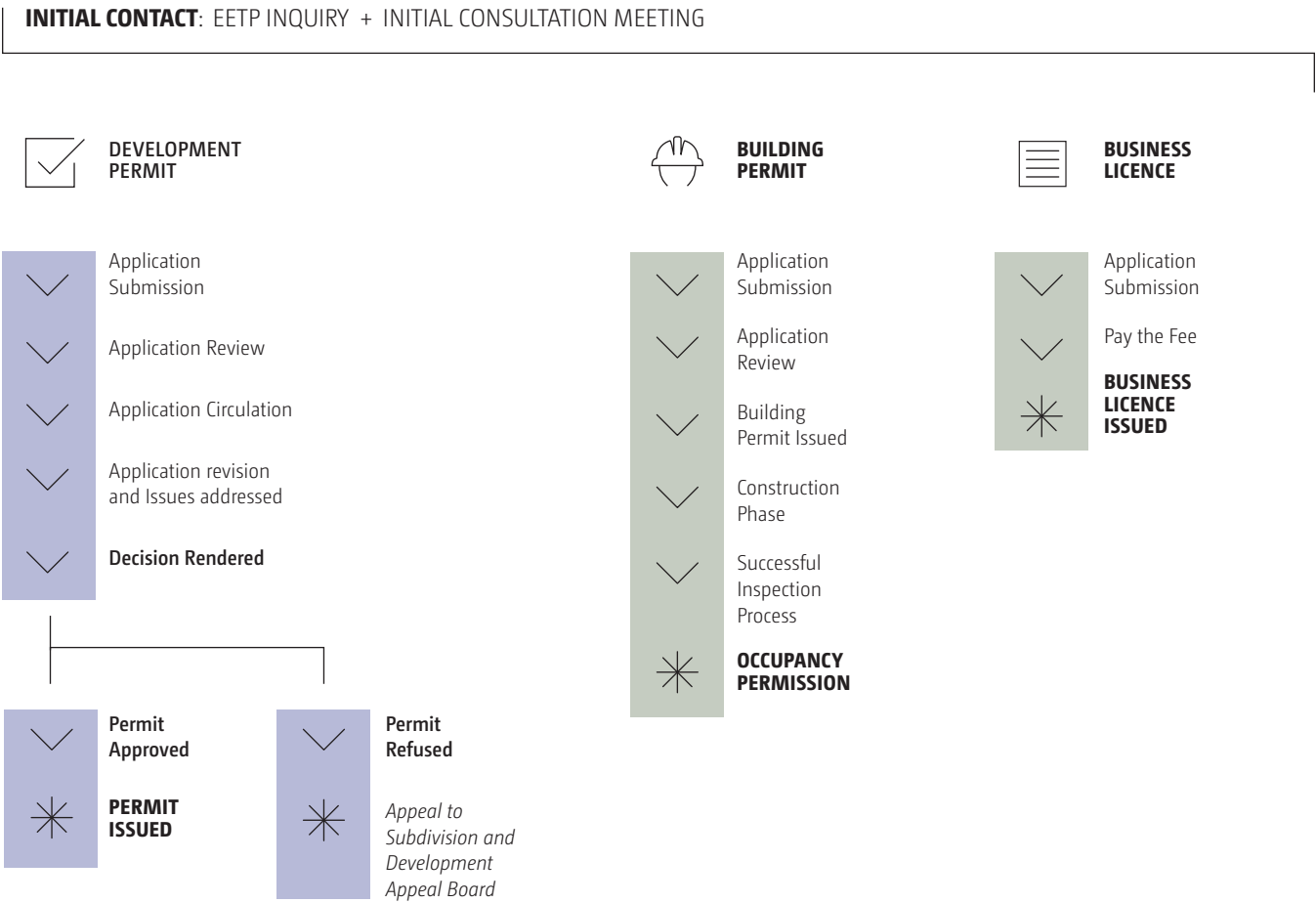


Figure 2 (cont.)
Overall Development
Approval & Service Delivery





4.1 PLAN AMENDMENT

WHAT IS PLAN AMENDMENT?

One of the main planning documents that guide development in an area such as the Edmonton Energy and Technology Park is the Area Structure Plan (ASP). The ASP provides the intermediate link between the City of Edmonton's Municipal Development Plan (MDP) and Neighbourhood Structure Plan (NSP). The ASP provides general guidelines as to how MDP policies are to be realized and sets out basic requirements to ensure the orderly and efficient development of a plan area.

If a specific development proposal does not conform to the MDP or the existing ASP, a plan amendment will be required. Alberta Municipal Affairs (Minister Order No. L:270/10), requires that any amendment to the EETP ASP be referred to the Capital Region Board for approval.

WHAT TRIGGERS A PLAN AMENDMENT?

The following criteria will be considered in determining whether a development proposal will require a plan amendment:

Overall character of the ASP

development concept: Will the proposal significantly impact the overall character of the ASP development concept? Changes which may have an impact given their overall magnitude include:

- + Change in the boundary of the plan due to the required addition or deletion of land from the plan area
- + Change in the land use or pattern of land use development
- + Increase or decrease in the compatibility, intensity and or population density of development
- + Significant change in community service

Infrastructure and servicing concept:

Will the proposal significantly impact the approval method and or design of development or servicing? Changes which may have an impact include:

- + Significant change in the servicing scheme (e.g. relocation of major infrastructure or services, alternative methods of stormwater management)
- + Significant change in the transportation network as determined by the Transportation Department

Environmental and geotechnical

considerations: Will the proposal significantly impact identified environmental resources or ecological system? Does the proposal identify unforeseen geotechnical issues or contamination that must be dealt with? Changes which may have an impact include:

- + Subsequent identification of natural areas which would constrain or enhance the originally approved pattern of development
- + Unforeseen geotechnical circumstances or information requiring revision to the overall development pattern, placement of municipal services, transportation system, and approved top-of-bank roadway, walkway location or development setback
- + Other concerns, including previously undocumented soil or groundwater contamination, proximity of residential to heavy industry, major overhead power transmission lines, oil/gas transmission mains, pipelines, well-sites, storage and or processing facilities and right-of-ways

Other Considerations: Any other consideration that would impact the approved implementation of the plan.



4.1 PLAN AMENDMENT

INITIAL CONSULTATION

Figure 3: Area Structure Plan Amendment Application Process Chart



APPLYING FOR A PLAN AMENDMENT

Applicants can apply for and monitor the status of a Plan Amendment application online. Please visit the [Land Development Application page](#) for more information.

PLAN AMENDMENT APPLICATION SUBMISSION REQUIREMENT

For a complete list of plan amendment application submission requirements such content requirements, technical studies and other documents, please refer to [The Terms of Reference for the preparation and amendment of residential area structure plans](#).

PLAN AMENDMENT APPLICATION FEES

The Plan Amendment application will be processed after the fees are received. For details please refer to [Land Development Application Fees](#).

What are the steps involved in the preparation and amendment of an Area Structure Plan (ASP)?

The flow chart to the left outlines all the steps involved in the preparation and amendment of an Area Structure Plan.

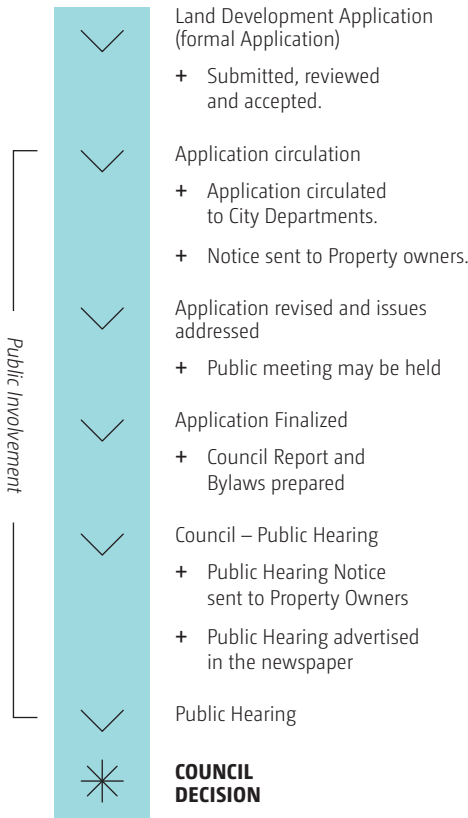




4.2 REZONING

INITIAL CONSULTATION MEETING

Figure 4: Rezoning
Application Process Chart



WHAT IS REZONING?

The Edmonton Zoning Bylaw is the rulebook for all development in Edmonton. It regulates how land is used throughout the City by assigning zones to all properties. Rezoning is the process of changing the zone that applies to a property or parcel of land. Rezoning is required in order to develop a site in a manner that is not allowed by the current zoning.

APPLYING FOR REZONING

Applicants can apply for rezoning online. Please visit the [Land Development Application \(LDA\)](#) page for more information.

REZONING APPLICATION SUBMISSION REQUIREMENTS

To request the rezoning of a property, an applicant must submit a Land Development Application through the City's website. Applicants will need to provide:

- + A digital copy of the Certificate of Title issued by a registered office less than 30 days before your application submission
- + A map showing the property and proposed zoning
- + A short statement describing the reason for the application

Depending on the nature of the rezoning application, additional information may include but not limited to:

- + Phase 1 Environmental Site Assessment
- + Traffic Impact Assessment
- + Geo-technical Slope Stability Assessment

REZONING APPLICATION FEES

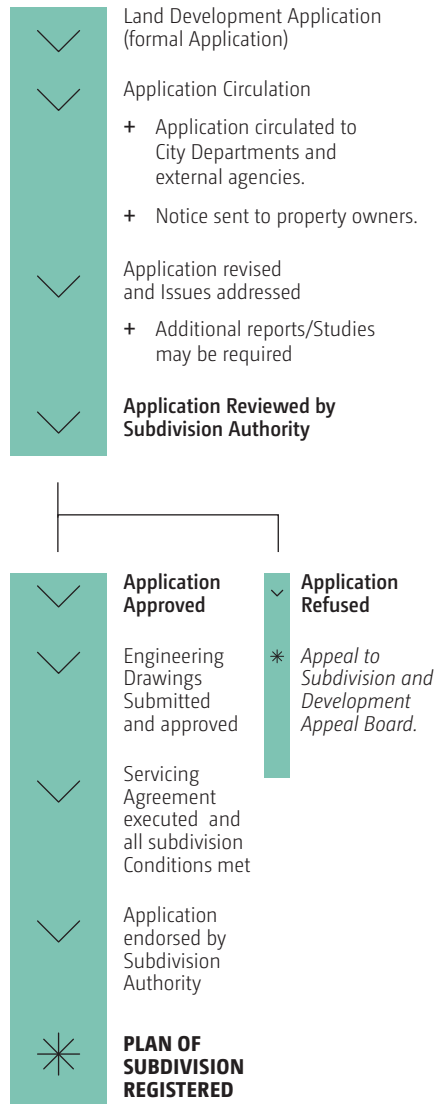
The Rezoning application will be processed after the fees are received. For details please refer to the [Land Development Application Fees](#).



4.3 SUBDIVISION APPLICATION

INITIAL CONSULTATION

Figure 5: Subdivision Process Chart



WHAT IS SUBDIVISION?

Subdivision is the process of dividing a parcel of land into two or more parcels in order to obtain separate legal titles for each parcel. Subdividing a parcel of land is a complex process that requires a number of specific steps and detailed technical information.

APPLYING FOR A SUBDIVISION

Applicants can apply for a subdivision online. Please visit the [Land Development Application \(LDA\)](#) page for more information.

SUBDIVISION APPLICATION SUBMISSION REQUIREMENTS

A complete subdivision application includes but is not limited to:

- + A digital copy of the Certificate of Title issued by a registry office less than 30 days before the application submission
- + Digital copies of the tentative plan of subdivision in pdf and dwg formats (all submission in AutoCAD 14)
- + Information identifying the location or confirming the absence of any abandoned wells within the proposed subdivision as set out in the ERCB Directive 079, Surface Development in Proximity to Abandoned Wellbores:
 - + If no abandoned wells are identified, a signed declaration form confirming the absence of abandoned wells is required.

- + If one or more abandoned wells are identified, a map showing the actual wellbore locations and a description of the minimum setback requirements in relation to the existing or proposed building sites (as set out in the ERCB Directive 079) is required.

Depending on the nature of the rezoning application, additional information may be required such as:

- + Environmental Site Assessment;
- + Conceptual schemes of future surrounding subdivisions;
- + A computational sheet detailing the breakdown of land uses and units
- + Property value appraisal report

For additional information regarding the subdivision application, please visit the [Subdivision webpage](#).

SUBDIVISION APPLICATION FEES

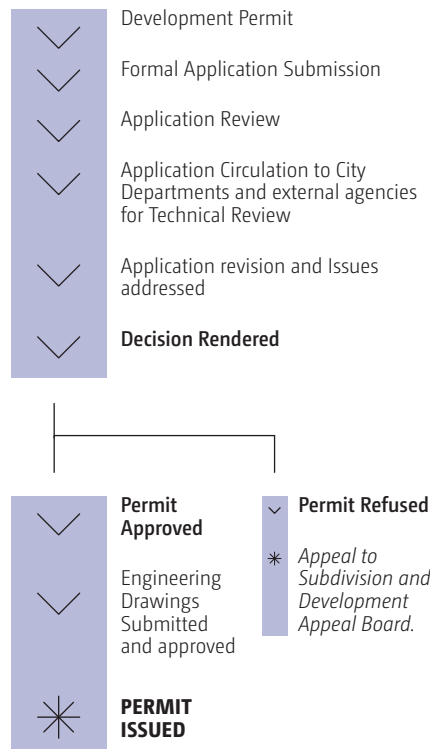
The Subdivision application will be processed after the fees are received. For details, please refer to [Land Development Application page](#).



4.4 DEVELOPMENT PERMIT

INITIAL CONSULTATION

Figure 7: Development Permit Process Chart



WHAT IS A DEVELOPMENT PERMIT?

A development permit approves the use of a site, as well as the size and location of any buildings or structures and is written approval from the City that the development plans are in accordance to the Edmonton Zoning Bylaw regulations. Development approvals must be obtained for new construction, renovation, businesses, and changes of use to existing buildings. Applicants are required to have a valid development permit before they can apply for a building permit to construct the building or structure, or to apply for a business license.

Applicants should ensure they are using the most current Development Permit information, forms, and checklists, by visiting the [Form Listing page](#).

APPLYING FOR A DEVELOPMENT PERMIT

The City encourages applicants to submit Development Permit applications in person, where staff can ensure that the submission is complete. Electronic applications are not accepted at this time. Applicants can apply via the following methods:

In Person

Current Planning
5th Floor, 10250 – 101 Street Nw
Edmonton, Alberta T5J 3P4
Office Hours: Monday to Friday
8:00 am to 4:30 pm

Mail

5th Floor, 10250 – 101 Street NW
Edmonton, Alberta T5J 3P4
Cheques should be made out to
City of Edmonton. Please allow for
extra processing time when mailing
application.

DEVELOPMENT PERMIT APPLICATION FEES

The Development Permit application will be processed after the fees are received. Fees vary depending on the type of development proposal. For detailed development permit applications fees please visit [Development Permit and Compliance Fees](#).



4.4 DEVELOPMENT PERMIT



SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Once a decision has been made regarding a development application, an applicant has the right to appeal any decision of the Development Officer, including a refusal, or approval with conditions. The public can also appeal any decision by a Development Officer, typically where a decision involves the use of discretion or variance of a regulation. Appeals are formally made to the Subdivision and Development Appeal Board (SDAB).

DEVELOPMENT PERMIT APPLICATION SUBMISSION REQUIREMENTS

Applicants should refer to the [Commercial and Industrial Checklist](#) for all the information required for a development permit for a commercial or industrial development. All of the information on the checklist is necessary to facilitate timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. Only applications that are complete will be accepted. For all other types of development permit submission requirement, please refer to the [Form Listing page](#).

In addition to the standard Commercial and Industrial development permit checklist, development proposals in EETP require additional information as listed in [Section 970.5 of Edmonton Zoning Bylaw](#).

ABOUT THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

The SDAB hears appeals from people who have been affected by a decision of the **Development Authority under the Zoning Bylaw and the Subdivision Authority** under the Subdivision Authority Bylaw. The board is appointed by City Council and consists of citizens living in the city of Edmonton. The SDAB is an independent, quasi-judicial body established by City Council, and its decisions are final and cannot be overturned unless the board makes an error in some aspect of law or jurisdiction. The decision of the SDAB can be appealed to the Court of Appeal, but only on a point of law or jurisdiction.

For more information about filing an appeal and the hearing process, please visit the [SDAB website](#).





4.6 BUILDING PERMIT

ABOUT BUILDING PERMITS

Building permits are separate from development permits. Building permits deal with construction, alteration or demolition of a building(s) and development permits deal with the development of a parcel of land. A building permit is written approval from the City that the proposed plans for a building or structure meet the Edmonton Zoning Bylaw and Safety Codes Act. These codes set standards for the design and construction of buildings to meet objectives such as health, safety, fire protection and accessibility.

APPLYING FOR A BUILDING PERMIT

Applicants should review the [Guide to Completing Commercial Building Application](#) and complete a [Commercial Building Permit Application](#) that is available on the [City's website](#). Applicants can apply via the following methods:

In Person

Current Planning
5th Floor, 10250 – 101 Street NW
Edmonton, Alberta T5J 3P4
Office Hours: Monday to Friday
8:00 am to 4:30 pm

Mail

5th Floor, 10250 – 101 Street NW
Edmonton, Alberta T5J 3P4
Cheques should be made out to City of Edmonton. Please allow for extra processing time when mailing application.

BUILDING PERMIT APPLICATION FEES

The Building Permit application will be processed after all the [associated fees](#) are received. [Building permit fees](#) are based on the size of the project or by its construction value. Permits and fees may be required for plumbing, gas, sewer, heating and/or electrical.

BUILDING PERMIT APPLICATION SUBMISSION REQUIREMENTS

The [commercial building permit application](#) outlines all the information needed for a building permit application. The submission requirements for the building permit include Development Permit information plus the detailed construction information. Please provide all required information with clarity, precision and detail sufficient for the project – or the application may be refused. Use the [Guide to Completing Commercial Building Permit Application](#). For all other application forms, please visit [form listing](#).

A Complete application includes:

- + Correct Forms
- + Correct Fee
 - Separate fees for each permit type (building, electrical, gas, HVAC, plumbing)
- + Drawings and/or supporting documents
- + Manufactured Structural Components
 - Roof trusses, floor joist and/or structural beams and columns and any pre-engineered components
 - Layouts for roof, floor joists of simple or continuous spans
- + Adherence to Applicable Codes
 - Alberta Building Code (ABC) (2006, 2014 pending)
 - Design and construction of buildings
 - Objective based model: Designer can request a variance and provide sufficient documentation that the alternative provides equal or better level of safety.
 - Alberta Fire Code (AFC)
 - Safety focused, ongoing maintenance of buildings
 - National Building Code
 - (2005, 2010, 2015 pending)



4.7 BUSINESS LICENSE

ABOUT BUSINESS LICENSES

The City requires all business owners to have a [business license](#). Having a license shows your customers that you are a legitimate business that complies with local laws and regulations. Anyone providing goods or services in Edmonton is required to have a license.

Business licenses are location-specific and usually require a separate license for each location.

WHAT ARE THE STEPS INVOLVED IN A BUSINESS LICENSE?

The flow chart below illustrates all the steps involved in obtaining a business license.



Your license will have an expiry date on it and you must renew before that date – whether you receive a reminder form the City or not – or your license will expire and you will have to go through all the above steps again. For detailed information on how to obtain a business license, please visit

APPLYING FOR A BUSINESS LICENSE

Applicants can visit us in person at the location below or online through the City's [online service](#).

Current Planning Service Centre

Sustainable Development
5th floor, 10250 – 101 Street
Edmonton, AB T5J 3P4

BUSINESS LICENSE FEES

Once you have submitted your application and other required documents, you will need to pay your fees before your application can be processed. Depending on the type of your business, this [chart](#) shows which fees you will have to pay as part of your business license application.

WHAT IS THE APPLICATION SUBMISSION REQUIREMENT?

Depending on your business, you need to apply for [development permit](#) first. Your proposed business will be reviewed by a development planner to determine whether it is allowed under your location's zoning's which is set by the [Zoning Bylaw](#). If you will be operating out of a home, please submit the [Home Based Business Licence Application](#). If you are operating out of a commercial or industrial location, please submit the [Commercial Development Permit Application](#) and the [Business License Application](#) simultaneously.

A person or business that does not have a permanent base of operations in either a home or commercial location within Edmonton but are working in the city must pay a Non-Resident License Fee. They must also complete and send in the [Non-Resident Business Application form](#), and submit other relevant license fees based on their business [category](#).

Please remember to submit a [Corporate Registry Search](#) from the provincial government if your business is a corporation, and your site and floor plans. You should also check your business license category to see if you have to submit other documents as well.