



Rezoning Application Checklist

Contact:
Address(es):

	Application type			
	Pre-application	Complex	Complex Core / Mature Areas	Non-Complex
<input type="checkbox"/> Cover Letter Guiding Cover Letter Template		✓	✓	✓
<input type="checkbox"/> Certificate(s) of Title (no more than 30 days old)		✓	✓	✓
<input type="checkbox"/> Certificate of Title Encumbrance(s) (if applicable) <input type="checkbox"/> Deferred reserve caveat - if on the certificate of title		✓	✓	✓
<input type="checkbox"/> Rezoning Map (PDF and georeferenced DWG file) <i>The plan must include the following details: Existing legal description, label zones (current, proposed zones and overlays), title lot lines, date, north arrow, and any additional details (i.e. oil well sites, natural features). One-to-one title lot updates require, at minimum, a marked up drawing where the rezoning line is clearly defined. Georeferenced DWG in AutoCAD 2017, or older file format is required for all rezoning applications that are more complex than a one-to-one title lot update.</i>	✓	✓	✓	✓
<input type="checkbox"/> Plan Amendment Documentation (if applicable) <i>If the proposed rezoning requires a plan amendment to a statutory Plan in Effect, include rationale and any text to be amended in the cover letter, and provide any maps or figures that need to be amended.</i> Plans in Effect	✓	✓	✓	✓
Additional Review Documents <i>If the application does not conform to any of the applicable technical studies (plans/reports) listed below, the applicant shall submit justification for why and how the non-conformance is being addressed in the cover letter. These studies must be accepted by the City of Edmonton in order for the rezoning application to be deemed a complete application submission.</i>				
Document Name	Guiding Criteria			
<input type="checkbox"/> 3D Model	Required for DC2 Applications and larger scale standard zones if requested by the City Planner.			✓
<input type="checkbox"/> Commercial/Retail Market Needs Assessment	Required when: - there is a need to justify that the area needs a commercial site - It is a large scale infill site with no Plan			✓
<input type="checkbox"/> Direct Control Provision or Special Area Zone	When zoning to a direct control or special area zone, include proposed text, site plan, elevations and other applicable appendices. If the rezoning is for a revised zone very similar to the existing one, include a comparison document showing the revisions. Guide to Writing DC2 Provisions			✓
<input type="checkbox"/> DC2 Pre-Application Notification Summary	Required for all DC2 Applications.			✓
<input type="checkbox"/> Drainage Servicing Report	Required when there is an existing drainage system and the application will have an impact on the system. Terms of Reference			✓
<input type="checkbox"/> Ecological Design Report	City Policy C531: Natural Area Systems (Page 9 & 10)			✓
<input type="checkbox"/> Ecological Network Report (Phase I)	The NSP indicates when an update is needed. If the NSP was created prior to 2010 an amendment to this report may be required if wildlife crossings are required.			✓
<input type="checkbox"/> Ecological Network Report (Phase II)	Required when a rezoning impacts the areas Ecological Network. Confirm with Ecological Planners.			✓
<input type="checkbox"/> Electromagnetic Survey	This document is required when recommended by phase I ESA and a well site situation.			✓
<input type="checkbox"/> Environmental Impact Assessment	Required when there is something proposed within or connected to the North Saskatchewan River Valley System. This will also require a site location survey. Please note this document will require council approval before the rezoning can go to Public Hearing. If an EIA is required it will likely require a plan amendment and may affect the NDR.			✓
<input type="checkbox"/> Environmental Site Assessment (Phase I)	Phase II and III ESA's may also be required based on Phase I Review. Environmental Site Assessment Guidebook			✓
<input type="checkbox"/> Floodplain Information	Required at rezoning if a study is not done at the NSP stage.			✓
<input type="checkbox"/> Geotechnical and Hydrogeotechnical Impact Assessment	Required when there is development proposed near a Top of Bank.			✓
<input type="checkbox"/> Natural Area Management Plan	The NSP will specify when the document is created. Terms of Reference			✓
<input type="checkbox"/> Neighbourhood Design Report	- The Concept NDR can be used to support the rezoning. If there is a potential to go from rezoning directly to DP without subdivision, a detailed NDR will then be required to identify the drainage infrastructure requirements. - The scope of the detailed NDR at subdivision is required to include details for the entire NSP area. - Where there is an accepted detailed NDR in place, zoning can proceed. - NDR update will be required for upzoning or other changes in land use, that also triggers an NSP amendment - NDR update will be required for rezoning if one was not done at NSP Typical NDR Requirements (Section 5)			✓
<input type="checkbox"/> Risk Assessment Report	Required when there are: - Sensitive uses or accumulation of large groups of people - If a study is not done at the NSP then one will be required at rezoning			✓
<input type="checkbox"/> Site Location Survey	Required when there is something proposed within or connected to the North Saskatchewan River Valley System. This is done in conjunction with the EIA. Please note this document will require council approval before the rezoning can go to Public Hearing.			✓
<input type="checkbox"/> Sun Shadow Impact Study	Required for: - Direct Control zone applications and - Application with a building over 20 m.			✓
<input type="checkbox"/> Transportation Impact Assessment	Potential scope modifications in consultation with transportation reviewer. Terms of Reference			✓
<input type="checkbox"/> Full EDC Package (Includes Urban Design Brief)	Required for applications requiring EDC review. See EDC Bylaw 19784 for criteria for what applications require EDC Review. See EDC Standards and Procedures for EDC Principles of Urban Design and other details. EDC Bylaw 19784 EDC Standards and Procedures Formal EDC Submission Requirements			✓
<input type="checkbox"/> Urban Design Brief	Required when EDC review is not applicable but the proposal is either large scale, at a prominent location and/or has a sensitive surrounding context. Terms of Reference			✓
<input type="checkbox"/> Wildlife Passage Report	See Policy			✓
<input type="checkbox"/> Wind Impact Assessment	Required for Direct Control rezonings with buildings proposed over 20 m in height. Terms of Reference			✓

Please note that technical studies that were not completed at the NASP or NSP stage will be required at the rezoning stage. Please see the overview of technical documents to determine if a document was missing.