Rezoning Application Checklist

(Updated September 2026)

Contact:

Application Address(es):

** = Also a Rezoning Pre-Application Meeting Requirement*

- ☐ **Cover Letter***
  Guiding Cover Letter Template
- ☐ **Certificate(s) of Title (no more than 30 days old)**
- ☐ **Certificate of Title Encumbrance(s) (if applicable)**
  - ☐ Deferred reserve caveat - *if on the certificate of title*
- ☐ **Rezoning Map* (PDF and georeferenced DWG file)**
  The PDF map must include the following details: Existing legal description(s), zoning (current, proposed, and overlays), area (ha or m2 of proposed zone(s)), title lot lines, date, north arrow, and any additional details (i.e. oil wells, natural features, etc.). One-to-one title lot updates require, at minimum, a marked up drawing where the rezoning is clearly defined. Georeferenced DWG in AutoCAD 2017 or older file format is required for all rezoning applications that are more complex than one-to-one rezonings for an existing titled lot.
  Example PDF Rezoning Map
- ☐ **Plan Amendment Documentation (if applicable)**
  If the proposed rezoning requires a plan amendment to a statutory Plan in Effect, include the following in your submission:
  - Any amendments to map, text, or statistics, including rationale for proposed changes.
  - Source files used to create all proposed map changes (e.g. AutoCAD, InDesign).

Additional Review Documents

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.

	Document Name	Criteria for Submission
☐	3D Model	Required for DC Applications and larger scale standard zones if requested by the City Planner.
☐	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
☐	Direct Control or Special Area Zone	Required when proposing a Direct Control or Special Area Zone. Includes 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 DC Zones
☐	DC Pre-Application Notification Summary	Required for all DC Applications.
☐	Drainage Servicing Report	Required when there is an existing drainage system and the application will have an impact on the system. Terms of Reference
☐	Ecological Network Report (Phase II)	Required for rezonings when the area is outside of an existing Ecological Network Report. Terms of Reference
☐	Edmonton Design Committee Package (Includes Urban Design Brief)	Required for applications requiring Edmonton Design Committee (EDC) review. See EDC Bylaw 20673 for criteria for what applications require EDC Review. See EDC Standards and Procedures for EDC Principles of Urban Design and other details. EDC Bylaw 20673 EDC Standards and Procedures Formal EDC Submission Requirements
☐	Electromagnetic Survey	Required when recommended by Phase I ESA and a well site situation.
☐	Environmental Site Assessment (Phase I)	Required as per the Guidebook. Phase II and III ESA's may also be required based on Phase I Review. Environmental Site Assessment Guidebook
☐	Flood Risk Study	Required when there is development proposed near a river or creek where flooding could be a risk and previous studies have not been completed.
☐	Geotechnical and Hydrogeotechnical Impact Assessment	Required when there is development proposed near a Top of Bank.
☐	Neighbourhood Design Report	Required when there are significant changes proposed to the established sanitary and/or stormwater servicing schemes for the neighbourhood. This can include changes to trunk alignments, sewer and/or PAC basins, or other land use changes requiring a Plan Amendment. Potential scope modifications can be made in consultation with Drainage reviewer. Typical NDR Requirements (Section 5)
☐	Risk Assessment Report	Required when there are sensitive uses (eg. daycares & health facilities) in the zone or accumulation of large groups of people (eg. higher density residential). If a study is not done at the NSP stage, then one may be required with the rezoning.
☐	Site Specific Natural Area Management Plan	Required for all applications rezoning to Natural Area (NA) or within 250 m (or as directed by the Plan) of a designated Natural Area. Terms of Reference
☐	Strategic Assessment and Environmental Assessment	Required for projects within the North Saskatchewan river valley and ravine system, as directed by the North Saskatchewan River Valley Area Redevelopment Plan Section 5.1.2. Terms of Reference
☐	Sun Shadow Impact Study	Required for: - Direct Control Zone applications and - Applications with a building over 20 m.
☐	Transportation Impact Assessment	Required when the proposal could impact the mobility network. Potential scope modifications in consultation with transportation reviewer. Terms of Reference
☐	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
☐	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.