

Procedure

Adopting and amending Area Structure Plans & Neighbourhood Structure Plans

About This Procedure

1. This procedure guides both applicants and Administration through the application process for Area Structure Plans (ASPs) and Neighbourhood Structure Plans (NSPs) that are authorized by City Council after May 4, 2025, as well as amendments to those plans.
2. This procedure constitutes one part of the Terms of Reference (TOR) for Area Structure Plans (ASPs) and Neighbourhood Structure Plans (NSPs). The other part of the TOR is a template package that standardizes the text, maps, and statistics in ASPs and NSPs. Together, these two parts of the TOR ensure that ASPs and NSPs align with the City's strategic goals and statutory plans and meet obligations under the Municipal Government Act when they are presented to Council for approval.
3. This procedure will be updated periodically by City Administration.

Template Requirements

1. New plans must be drafted using an editable ASP or NSP Template Package that is given to applicants at the beginning of the plan preparation process. The Template Package includes:
 - a. A Google Doc drafting template that is formatted to align with the City of Edmonton's Visual Guidelines. It contains universal mandatory content, placeholders for plan-specific content, and drafting instructions.
 - i. Text shown in black is universal mandatory content that is required in all new plans. This content must remain as written in the drafting template, and may only be removed if it does not apply to the plan area.
 - ii. Placeholders for plan-specific content are shown in **blue text**. Once drafting is complete, this text is to be coloured black.
 - iii. Instructions for drafting the plan-specific content are shown in **pink highlighted text**. Once drafting is complete, the instructions are to be deleted.
 - b. An AutoCAD map template that ensures consistency across all maps in the ASP or NSP.
 - c. A spreadsheet statistics template that contains standardized formatting, formulas, and land use designations that align with the drafting template and AutoCAD map template.

New Plan Creation Process

1. Authorization to initiate a new plan

- a. Initial inquiry: As per The City Plan, City Council authorization is required for all new statutory plans. The applicant contacts Administration to discuss the feasibility of advancing a plan authorization request to City Council.
 - b. Collaborative vision session (optional): The applicant and Administration meet to identify constraints and opportunities within the plan area. This is an optional step at Administration's discretion. For lands south of 41 Avenue SW, a District-level collaborative visioning process will be required before a new ASP is brought forward to City Council for authorization.
 - c. Authorization request letter: The applicant submits a letter to Administration formally requesting Council authorization to initiate a new ASP or NSP. The letter must include a brief description of the development vision.
 - i. For lands that are intended for primarily industrial development, an NSP, not an ASP, should be drafted to provide the appropriate level of planning detail for the area.
 - d. Administration report: Administration prepares a report for City Council that must include:
 - i. A recommendation for City Council to either support or not support the applicant's request for authorization
 - ii. Growth management analysis:
 - i. An estimated percentage of developed land in surrounding neighbourhoods.
 - ii. The general direction and staging of development and services at the ASP level.
 - iii. The location of key infrastructure connections such as major roads and sanitary trunks.
 - iv. Permit or land development application trends in the surrounding area.
 - v. For NSPs only, previously estimated lifecycle costs such as brief highlights from a pre-existing ASP-level Integrated Infrastructure Management Plan (IIMP).
 - e. City Council authorization: Administration presents the applicant's authorization request letter and Administration's report to Urban Planning Committee (UPC). UPC in turn provides a recommendation to City Council, and Council must vote on the recommendation to authorize the new plan before plan preparation can start.
2. Plan Preparation
- a. Pre-application meeting: The applicant presents a preliminary land use concept for the plan area.

- i. Administration provides feedback and determines which technical studies must be submitted with the draft plan. Any of the studies listed in the “Supporting Technical Studies” section of this procedure may be required.
 - ii. Administration will provide access to the applicable Template Package for the applicant to begin drafting the plan. The draft plan must be submitted using the Google Doc provided in the Template Package.
 - b. Applicant public engagement: The applicant engages with affected residents, landowners, and Indigenous groups, to request input on their vision for the new plan and identifies participating and non-participating landowners.
 - c. Drafting: The applicant drafts initial versions of the plan, technical studies, and any necessary amendments to higher level statutory plans, such as District Plans.
 - d. Document confirmation: The applicant submits a draft version of the plan, technical studies, maps and pre-application public consultation summary to Administration. The Administration will accept the application once all required documents have been received.
3. Plan Review and Refinement
 - a. Initial review: Administration reviews and analyses initial versions of the plan and technical studies and provides comments to the applicants.
 - b. Review response: The applicant responds to review comments provided by Administration and updates and resubmits the complete package including the revised draft plan and required updated technical studies.
 - c. Iterative reviews and responses: The draft plan and technical studies are reviewed by Administration and updated by the applicant over repeated iterations until Administration’s comments are resolved, the draft plan is finalized, and all technical studies are accepted.
4. Plan Completion
 - a. Integrated Infrastructure Management Plan (IIMP): Administration prepares an analysis of the future cost implications and revenue potential of development in the new plan area.
 - b. Public Hearing preparation: Administration schedules and advertises the Public Hearing date and prepares a report which includes a recommendation for City Council to either support or not support the new plan.
 - c. Council decision: Administration presents the new plan to City Council at a Public Hearing. City Council must vote to adopt the new plan for it to come into effect, which will facilitate subsequent stages of development such as rezoning and subdivision to occur.

Plan Amendment Process

1. Amendment Preparation

- a. Pre-application meeting (optional): The applicant presents their proposed amendment to the plan. Administration provides feedback and determines which technical studies must be submitted with the amendment. The pre-application meeting is an optional step at the applicant's discretion, but is highly recommended. Benefits include a reduced number of review cycles, fewer required revisions, and the potential for quicker plan approval.
 - b. Application submission: The applicant requests an up-to-date version of the plan's Template Package and submits the proposed amendments and supporting documentation.
 - i. The Template Package is required to clearly communicate proposed changes to the plan, and allow for an efficient review by Administration. The Template Package for an amendment consists of the proposed AutoCAD map files, a comparison table showing proposed text changes, and a statistics calculator populated with proposed land uses.
 - ii. Any of the studies listed in the "Supporting Technical Studies" section of this procedure may be required, as a complete package, prior to circulation.
 - c. Current Plan Consolidation: Administration provides the applicant with a shareable link to the most recent plan consolidation, and in collaboration with the applicant marks-up the Google Doc with the proposed amendments. The Google Doc is used as the reference point for the remainder of the application process.
2. Amendment Review and Refinement
 - a. Iterative reviews and responses: The draft amendment and technical studies are reviewed by Administration and updated by the applicant over repeated iterations of complete packages until:
 - i. Administration's comments are resolved, the draft amendment is finalized, and technical studies are accepted, or
 - ii. Administration's comments are unresolved or technical studies are not accepted, but the applicant wishes to move the application forward to Council with a recommendation of non-support from Administration.
 3. Amendment Completion
 - a. Public Hearing preparation: Administration schedules and advertises the Public Hearing date and prepares a report which includes a recommendation for City Council to either support or not support the plan amendment.
 - b. City Council decision: Administration presents the plan amendment to City Council at a Public Hearing. City Council must vote to adopt the amendment for it to come into effect.

Land Use Designation Hierarchy

1. The land use designations in the table below must be used for all new ASPs and NSPs, and their amendments, to align with the land use and policy direction provided by District Plans.
2. If a new ASP or NSP is proposing land uses that are not aligned with the District Plan as per the table below, the District Plan must be amended to ensure alignment across all statutory plans.

Land Use Designation Hierarchy			
District Plan Map 4 Land Use Designation	ASP Map 1 Land Use Designation	NSP Map 1 Land Use Designation	NSP Land Use Designation Description
Urban Mix	Residential	Existing Rural Residential	Existing rural or country residential housing that is intended to redevelop over time. Planned density of 0 du/nrha until non-Rural Residential land uses are applied to the area.
		Small Scale Residential	Single detached and semi-detached housing, with row housing also allowed, but not required. Planned density of 30 du/nrha.
		Row Housing	Row housing up to 3 storeys in height. Planned density of 50 du/nrha.
		Low Rise Residential	Apartment housing that is 3 to 4 storeys in height, with commercial uses also allowed, but not required, at ground level. Planned density of 110 du/nrha.
		Mid Rise Residential	Apartment housing that is 5 to 8 storeys in height, with commercial uses also allowed, but not required, at ground level. Planned density of 170 du/nrha.
		High Rise	Apartment housing or a mix of housing and commercial uses in buildings that are 9 storeys in height or taller. Planned density will be determined on a case by case basis.
	Mixed Use	Mid Rise Mixed Use	A mix of housing and commercial uses in buildings that are 5 to 8 storeys in height. Planned density of 85 du/nrha.
		Low Rise Mixed Use	A mix of housing and commercial uses in buildings that are 3 to 4 storeys in height. Planned density of 55 du/nrha.
		Commercial	Neighbourhood Commercial
	General Commercial		A variety of commercial uses that serve the needs of nearby residents and beyond.
	Business Commercial		A variety of commercial and limited light industrial uses that require large sites or a location with good visibility from a street.
Commercial/Industrial			

Employment	Industrial	Business Employment	Light industrial uses and a variety of small commercial businesses with a higher standard of design that carry out their operations in a manner where no nuisance is created or apparent outside an enclosed building.
		Medium Industrial	Light to medium industrial uses that may carry out a portion of their operation outdoors or require outdoor storage areas, with limited supporting commercial businesses.
		Heavy Industrial	Heavy industrial uses that may have the potential to create nuisance conditions that extend beyond the boundaries of the site.
Institutional Employment	Institutional	Institutional	Employment uses of a primarily institutional nature that provide both employment and services. Examples include hospitals, post-secondary institutions, major government buildings and cemeteries.
North Saskatchewan River Valley and Ravine System	North Saskatchewan River Valley and Ravine System	North Saskatchewan River Valley and Ravine System	Land that is guided by the North Saskatchewan River Valley Area Redevelopment Plan and the Ribbon of Green strategic plan.
Open Space - Current OR Planned Municipal Park	Open Space	Open Space	All open space and park categories as shown in Open Space & Natural Areas Map 3 of the NSP.
Any	Public Utility	Public Utility	Land used for public utilities.
	Any	Street Oriented	An overlay that may be applied on top of any of the above designations to indicate where development must take its vehicle access from an alley. When applied to residential areas, the planned density is that of the underlying residential land use designation.

Supporting Technical Studies

- Administration may require any of the technical studies, including but not limited to, those listed in the table below, for an application to adopt or amend an ASP or NSP. The option to waive the requirement for any specific study remains at Administration's discretion.

Technical Study
Commercial Needs Assessment

Transportation Impact Assessment (TIA)
Shadow Plan
Noise Attenuation Study
Parkland Impact Assessment (PIA)
Community Knowledge Campus Needs Assessment (CKCNA)
Ecological Network Report (ENR) – Phase I (ASP), Phase II (NSP)
Top-of-Bank Walk/Study
Flood Risk Study
Waterbody Crown Ownership Assessment and Legal Survey
Strategic Assessment (SA) for outfalls and river crossings
Park Size Assessment
Geotechnical Investigation Reports
Hydro-Geotechnical Impact Assessment Reports
Geotechnical Slope Stability Assessment Reports
Grading Plan
Area Master Plan (AMP)
Neighbourhood Design Report (NDR)
Water Planning Report (WPR)
Environmental Overview (EO)
Site-Confirmed Oil and Gas Well Coordinates
Risk Assessment