

NOTICE & PRE-CIRCULATION PROCESS

Development Permit Application Information



Pursuant to the **Protection of Privacy Act** (POPA), Lacombe County has established guidelines for notifications that are required prior to making a development permit application with the County. Pre-circulations are typically required for applications including, but not limited to; intermediate campgrounds, major campgrounds, community facilities, sand or gravel pits (including pit renewals), special events, commercial alternative energy uses, cannabis production facilities, cannabis retails, kennels (new kennels or expanded kennels), and other uses that are known for potential nuisances.

PRE-CIRCULATION PROCESS

Prior to accepting a development permit application, the County now requires that surrounding landowners are notified through a pre-circulation package, which describes the proposed activities. A response period of twenty-one (21) days is to be given to the recipients before an application will be accepted by the County. In addition, the applicant must submit copies of any responses received and a report outlining proposed mitigation measures.

The notification package must include:

- pre-stuffed envelopes, sealed, and affixed with the applicable postage amount; and
- a copy of the Pre-Circulation Cover Letter, Development Permit Application, any other attachments as required.

Please note that Planning Services staff must review the pre-circulation package before you prepare the packages for mailing. Enclosed are different templates for a typical pre-circulation cover letter.

NUMBER OF COPIES

County staff will determine and inform applicants as to the number of copies that are required for the pre-circulation. For most development proposals, it is standard practice to require notification to all landowners within a half (0.5) mile radius of the proposed development location, with the exception of the following:

- A community facility, cannabis production facility, or cannabis retail development requires notification to all landowners within a one (1) mile radius of the proposed development location.
- A sand or gravel pit development requires notification to all landowners within a one (1) mile radius of the proposed pit location as well as landowners within half (0.5) mile of an unpaved haul route.
- A special event or commercial alternative energy development requires notification to all landowners within a two (2) mile radius of the proposed development location.

A NON-REFUNDABLE PRE-CIRCULATION FEE

The pre-circulation process fee is \$50 (+GST), in addition to the development application fee. This includes staff time in preparing the circulation package as well as materials. ***Please note this fee must be paid prior to the packages being mailed out.*** All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.



For further information about the notice and pre-circulation process, please call Planning Services at (403) 782-8389.

EXAMPLE PRE-CIRCULATION COVER LETTER
-EXAMPLE: BOLD AREAS SHOULD BE UPDATED ACCORDING TO YOUR APPLICATION-

Date

Dear Neighbouring Landowner:

RE: Proposed **Development**
NAME OF DEVELOPMENT
LEGAL LAND DESCRIPTION
LANDOWNER(S)

Name of Development/Applicant is currently preparing a Development Permit **or Renewal** Application for a **Type of Development**, known as **Name of Development** on the **Legal Land Description**.

As part of the development process, Lacombe County's Land Use Bylaw requires the applicant to directly notify neighboring landowners of certain types of proposed developments. This notification helps ensure transparency and provides an opportunity for neighbouring landowners to review the proposed development, express support or concerns, and ask any questions before the application is opened or processed.

Note: these packages prepared by the applicant have been mailed from Lacombe County, as privacy legislation limits the County's ability to disclose personal information such as the names and addresses of surrounding landowners.

Included in this package is the Development Permit Application for your review. **The changes to the previously approved Development Permit include ____.**

If you have questions or concerns after reviewing this information, please contact us by **DATE: 21 DAYS FROM DATE OF LETTER**. You may contact us by email or mail.

Email: someone@something.ca
or
Send by mail to: insert address

Once the 21-day comment period closes, we will include a copy of any feedback received in our formal Development Permit Application to Lacombe County. Lacombe County will then undertake a comprehensive review of the application, taking into consideration the technical details of the proposal as well as any comments or concerns submitted by neighbouring landowners during the circulation period.

Once our application is deemed complete by the County and the application has been reviewed by Planning staff, the application will go to the Municipal Planning Commission for consideration. This is a public meeting that can be attended by anyone interested in the application. Anyone in support or opposed to the application may speak at the meeting.

Thank you for your time in this matter.

Yours truly,

signature

Contact Name

Company Name

Phone Number

someone@something.ca

Enclosures (Sand & Gravel Operation example)

- Copy of the Development Permit Application
- Site Plan
- Haul Route
- Surrounding Land Use Map
- **Any other attachments**

Enclosures (Community Facility example)

- Copy of the Development Permit Application
- Site Plan
- Surrounding Land Use Map
- Elevation Drawings
- Sign Sketch
- **Any other attachments**

Enclosures (any other development example)

- Copy of the Development Permit Application
- Copy of Supplementary Business Form
- Site Plan
- Elevation Drawings
- Sign Sketch
- **Any other attachments**