## LAND USE BYLAW AMENDMENT APPLICATION CHECKLIST

*The following is required when submitting a land use bylaw amendment application. Applicants are encouraged to contact the County Office to schedule a consultation prior to submitting a land use bylaw amendment application.*

☐ **Application Fee** (non-refundable)

Refer to the *Schedule of Fees Bylaw*.

☐ **Application Form**

A complete application form signed by the registered owner of the land/the person authorized to act on their behalf.

☐ **Description**

A complete description of the land use bylaw amendment being proposed. Include maps (if applicable) and any other supporting information.

☐ **Certificate of Title**

A Certificate of Title from Alberta Land Titles showing the ownership of the lands subject to the application (if applicable).

☐ **Other**

Applicants may be asked to submit additional information necessary to aid in evaluating the application.

183037 RR145 (Box 130), Brooks, AB T1R 1B2
Office Hours: Mon-Fri 8:00 a.m. – 4:30 p.m.
Email: development@newellmail.ca
Web: www.countyofnewell.ab.ca
Phone: 403-362-3266

LUA No.

# LAND USE BYLAW AMENDMENT APPLICATION

| 1. CONTACT INFORMATION | |
|---|---|
| **Applicant Name:** | |
| Mailing Address: | Postal Code: |
| Phone: | Email: |
| **Registered Owner Name:** | |
| Mailing Address: | Postal Code: |
| Phone: | Email: |

| 2. LEGAL LAND DESCRIPTION | | | | | | | |
|---|---|---|---|---|---|---|---|
| Quarter: NE ☐ NW ☐ SE ☐ SW ☐ | Section: | Township: | Range: | W4 | *(e.g. SW-20-18-14-W4)* | | |
| Lot(s): | Block: | Plan: | | | | | |
| Municipal/Street address: | | | | | | | |
| Area of Parcel: | Hectares | | Acres | | | | |

## 3. APPLICATION INFORMATION

**a. Type of Application**

*Check one of the boxes:*

☐ Text Amendment ☐ Map Amendment

**b. Outline reasons for the application. If applicable, include the proposed development enabled by this application:**

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Revised 2026-01-09

## 4. DECLARATION OF APPLICANT / REGISTERED OWNER

*I have read and understand the application requirements and hereby apply for approval as described in this application.*

**I certify that the registered owner of the land is aware of and in agreement with this application.**

*I give my consent to allow authorized persons the right to enter upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

Date: _____ **Applicant Signature:** _____

**Registered Owner:** _____
(Required, if different from applicant) Print Name Signature

**OR**

☐ Written approval has been submitted by the registered owner stating that the applicant is authorized to sign the application form.

Date written approval was submitted: _____

**Collection Statement:** The personal information on this form is authorized under Part 17 Division 5 of the Municipal Government Act and Section 4 (a) of the Protection of Privacy Act, and it will be protected by section 10 of the Protection of Privacy Act. The information collected will be used to process the land use amendment application, prepare referral notifications if needed, and to contact the applicant when required. The name of the applicant and nature of the application may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Privacy Officer for the County of Newell at 403-362-3266 or administration@newellmail.ca.