

# County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

61.1 Subdivisions

61.1.6

Title Requirements for Area Structure Plan (ASP)

## 1. Policy Statement:

1.1. Land use and development decisions in the County are guided through the use of Area Structure Plans (ASP). The Municipal Government Act (MGA) allows Council to require ASP's in order to establish a framework and policies for the growth and development of an area of land within the County. The Policy Directive attached to this policy are guidelines to assist landowners and developers in meeting the requirements of ASP preparation and submission.

## 2. Guidelines:

- 2.1. An ASP is required for new subdivisions and developments as outlined in the Municipal Development Plan and for developments that are of a size and scope that may have long term impacts on the adjacent lands and their uses, the road network, water and sewer infrastructure, environmental features, etc.
- 2.2. The preparation, submission and processing of an ASP will be guided as outlined in the Policy Directive.
- 2.3. This policy does not apply to a subdivision or development effected only for the purpose of a public or quasi-public use, or public utility (as defined in the Land Use Bylaw).

## 3. Related Documents:

- 3.1. Municipal Development Plan
- 3.2. Land Use Bylaw
- 3.3. Policy Directive (attached)

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Guidelines for

# AREA STRUCTURE PLANS

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### 1. Introduction

The County of Wetaskiwin strives to maintain a balanced approach to diverse development while protecting agricultural heritage and the rural environment. To ensure future development proceeds sustainably and does not have negative consequences for the County, the environment, adjacent landowners or future residents, the County requires the submission of Area Structure Plans prior to subdivision and development approval where the intensification on a quarter section exceeds a certain threshold or as required by an Intermunicipal Development Plan (IDP) or the County’s Municipal Development Plan (MDP). These guidelines aim to assist landowners and developers in meeting the requirements of Area Structure Plan preparation.

### 2. Purpose of an Area Structure Plan

An Area Structure Plan (ASP) is a statutory planning document used to manage growth and change. The purpose of an ASP is to provide a framework that guides the planning, subdivision and development of a given area or particular parcel of land. Council uses ASPs as key guiding documents when considering subdivision and development proposals, as well as planning for community infrastructure. The ASP is the opportunity for the landowner/developer to explain their vision to Council and residents and show the plan’s consistency with higher order statutory plans such as an IDP or MDP.

As outlined in Section 633 of the Municipal Government Act (MGA), an ASP describes future land use patterns, the sequence of development, the major transportation patterns, and shows how the land will fit into the overall future planning for an area. An ASP is intended as the intermediary between the vision articulated in the County’s statutory plans and future rezoning and subdivision. By establishing a plan, haphazard development is limited and allows the County to consider the effects of the plan on surrounding lands and the relationship of the proposed development with any existing adjacent and known proposed and/or approved development in the area.

### 3. When is an ASP Required?

ASPs are required for new subdivisions and developments that are of a size and scope that may: have long term impacts on the adjacents lands and their uses; require new or upgrades to the road network; require new or connection to water and wastewater infrastructure; impact environmental features, etc. In this regard, not all subdivisions and developments require the preparation of an ASP. The following outlines when an ASP is required and when it is not.

An ASP, or updated ASP, is required pursuant to any relevant Statutory Plan. In this regard the following proposals require the preparation of an ASP:

- a. A subdivision that exceeds the maximum parcel density on a quarter section in the Agricultural Policy Areas;
- b. A multi-lot country residential subdivision within the Acreage Policy Area;

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- c. A multi-lot residential subdivision within the Lake Policy Area Overlay;
- d. A new multi-lot residential subdivision or development within a Growth Hamlet;
- e. A new subdivision stage within an existing ASP that was approved 10 years or more prior;
- f. A commercial or industrial use that may have off-site impacts or require the installation of municipal water and wastewater services, or is of sufficient intensity that a review of the proposal in the context of the area surrounding the site is required. Typical developments requiring an ASP include campgrounds, resorts, golf courses, arenas, stadiums, shopping centres, multi-tenant complexes, hotel/motel facilities, resource extraction operations, grain elevator terminals, manufacturing and processing operations, etc; or
- g. Subdivision or development is next to or in proximity of a Provincial Highway, and Alberta Transportation requires the County to submit a plan that sets out a system of local roads, proposed accesses, etc. per Section 5(3)(a) of Highways Development and Protection Regulation.

In this regard, and for added clarity, ASPs are not required for:

- a. Subdivisions not exceeding the maximum density in the Agricultural Policy Area. For example, a first or second parcel out of a ¼ section in the East Agricultural Policy Area;
- b. Boundary adjustments where no additional parcel is created (ie. resolving encroachments, etc.);
- c. A subdivision consistent with the Re-subdivision in Multiple-Lot Subdivisions Policy; or,
- d. Subdivisions consistent with an existing ASP and the zoning district for the lands.

If it is unclear if an ASP is required for a particular subdivision proposal, please contact Planning and Economic Development for guidance.

### 4. Who prepares an ASP?

ASPs can be prepared by a landowner/developer (herein after referred to as developer) or the County. Generally, proponents of a subdivision and development will be required to prepare the ASP. The County ***strongly encourages*** developers to engage professionals in the fields of land use planning, engineering, and other applicable areas to assist in the preparation of the ASP and associated reports/studies. The Alberta Professional Planning Institute (APPI) has a consultant directory on their website - <https://www.albertaplanners.com/hire-planner/consultant-directory>.

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## 5. Plan Area

The Plan Area of an ASP shall be determined in consultation with County Administration. Ideally, the ASP should be prepared for the entire quarter section. Creating ASPs for smaller areas within a quarter section makes it difficult to plan for the long term development when parcels are planned for in isolation. An ASP can include all the land of a quarter section even if the developer does not own all the parcels within the quarter section.

## 6. Application Requirements

A complete application will depend on the requirements of the County as discussed in the Pre-Draft ASP meeting with County Administration in Phase 1 of the process. The following is a summary of information and documents that are and may be required:

- Completed Area Structure Plan Application Form
- Area Structure Plan document completed in the format outlined in Section 8
- Application Fees
- Any additional information which, in the opinion of County Administration, is necessary to make an informed recommendation on the proposal to County Council. Additional information may include but is not limited to:
  - Geotechnical Assessment
  - Slope Stability Assessment
  - Groundwater Supply Assessment
  - Wastewater System Evaluation
  - Historical Resource Impact Assessment
  - Traffic Impact Assessment
  - Grading Plan/Stormwater Management Plan
  - Flood Plain Analysis
  - Environmental Report
  - Environmental Site Assessment (Contaminated Lands)
  - Master sign plan
  - Parking plan

The required additional information above will be determined during the Pre-Draft ASP meeting in the Pre-Application Phase of the Application Process as outlined in Section 7. Refer to Section 9 for further information regarding the content of the plans, reports, studies and assessments.

Applications are not considered complete until all the required information, acceptable to the County, and fees have been provided. An application must be submitted as a complete package at the same time. For example, separate submission of parts of the application will not be accepted ie. email ASP document, submit fees at County office, and mail in signed application form. Further, an incomplete application form (missing signature), illegible supporting information (hand drawn maps), missing required technical report, etc. may result in the application being returned to the applicant.

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The County requires 1 paper copy and 1 digital copy (pdf) of the application package to be submitted.

### 7. ASP Application Process Overview

The preparation of an ASP requires a significant investment of time and resources from both the municipality and the developer. The process set out below aims to ensure that there is sufficient information sharing and support from stakeholders early on in order to successfully complete the project once it reaches the formal decision phase as governed by the MGA.

The application process for an ASP consists of 3 phases:

- a. Pre-Application
- b. Application and Review
- c. Decision

The Phases are outlined below and summarized in Flowchart 1 - ASP Application Process at the end of the guidelines.

#### 7.1. Pre-Application Phase

##### 7.1.1. Pre-Draft ASP Meeting

The Pre-Application Phase provides the developer with the opportunity to meet with the County to introduce the proposal and, if available, present an early draft of the ASP. The County will provide initial feedback on the consistency of the plan with the Municipal Development Plan, review the application process, and identify any potential issues and other requirements of the developer including the technical reports, studies and assessments necessary to support the ASP.

##### 7.1.2. Public Engagement Plan

During this phase the developer is also responsible for organizing, conducting, and funding a Public Engagement Plan (PEP). The County will advise the developer of the minimum engagement requirements. The PEP must be approved by the Director of Planning and Economic Development prior to implementation of the program. The information gathered from the PEP must be included in the ASP. An outline of PEP requirements is provided in Appendix 1.

##### 7.1.3. Application Submission Decision

The Pre-Application Phase gives the developer the opportunity to understand the costs and obligations required to undertake and prepare the ASP, and decide whether or not to proceed, with minimal investment.

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### 7.2. Application and Review Phase

After completing the Pre-Application Phase and deciding to proceed, the developer completes a draft of the ASP in accordance with Section 8 and submits the application package to the County for review. The Application and Review Phase involves four stages:

**Stage 1 – Complete Application:** The County reviews the ASP application package for completeness, confirming the application form and fees have been submitted, the ASP content and format comply with the standards required in Section 8, and the required technical reports, studies and assessments have been provided. An incomplete application package will be returned to the developer.

**Stage 2 - Referral:** A complete ASP application package will be referred by the County to required agencies and stakeholders including internal County departments, government agencies such as Alberta Transportation, and any other necessary stakeholders such as an adjacent municipality or First Nation.

**Stage 3 - Review and Evaluation:** The County reviews the comments received from the referral and comprehensively evaluates the ASP against County bylaws and policies such as the Municipal Development Plan. As part of Stage 3, the County may request additional information, seek clarification or require supplementary technical reports and studies.

**Stage 4 - Comments and Recommendations:** The County forwards to the developer comments and/or recommendations for changes to include in the final draft of the ASP prior to submission for approval.

### 7.3. Decision Phase

Once the developer has updated the ASP based on the Comments and Recommendations Phase, the document is submitted to the County for approval by Council. The County completes a final review of the ASP and prepares a bylaw and report for Council. A public hearing date is set and the public notification process per the MGA is initiated. At the public hearing, Council hears from all those wishing to speak in favour or opposition to the ASP. After the public hearing Council can choose to approve the ASP, refer the ASP back to administration for more information or changes, or defeat the bylaw.

The steps in the process are outlined in Flowchart 1 - ASP Application Process.

## 8. Content and Format of ASPs

An ASP becomes a statutory plan of the County, and therefore, the content of the ASP needs to be consistent with provincial legislation, any applicable Intermunicipal Development Plan, the Municipal Development Plan, and County policies. The ASP must also take into consideration the Land Use Bylaw to ensure the subdivision and development of the land can be facilitated through existing zoning districts and development regulations. Finally, the ASP must confirm that the land is suitable for the intended purpose through appropriate technical reports and studies. In this regard, the ASP becomes a bylaw of the County, and therefore, the content and format of the document needs to be prepared in a way that is accessible,

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understandable and adheres to best practices. The content and format of an ASP are outlined in Appendix 2. The outline will be used as a checklist by the County to confirm completeness of a draft ASP for submission at the Review Phase.

### 9. Additional Information Requirements

Various technical reports and studies may be required to support an ASP as outlined within the application submission requirements and determined through the Pre-Draft ASP meeting with the County. The developer shall be responsible for the preparation and cost of the documents. All technical reports and studies shall be undertaken by qualified professionals licensed to practice in Alberta and prepared in accordance with the County of Wetaskiwin No. 10 Design Guidelines and Construction Standards. Appendix 3 includes a list the various plans, reports, studies, and assessments, and minimum requirements, when required to be submitted as part of the ASP application package.

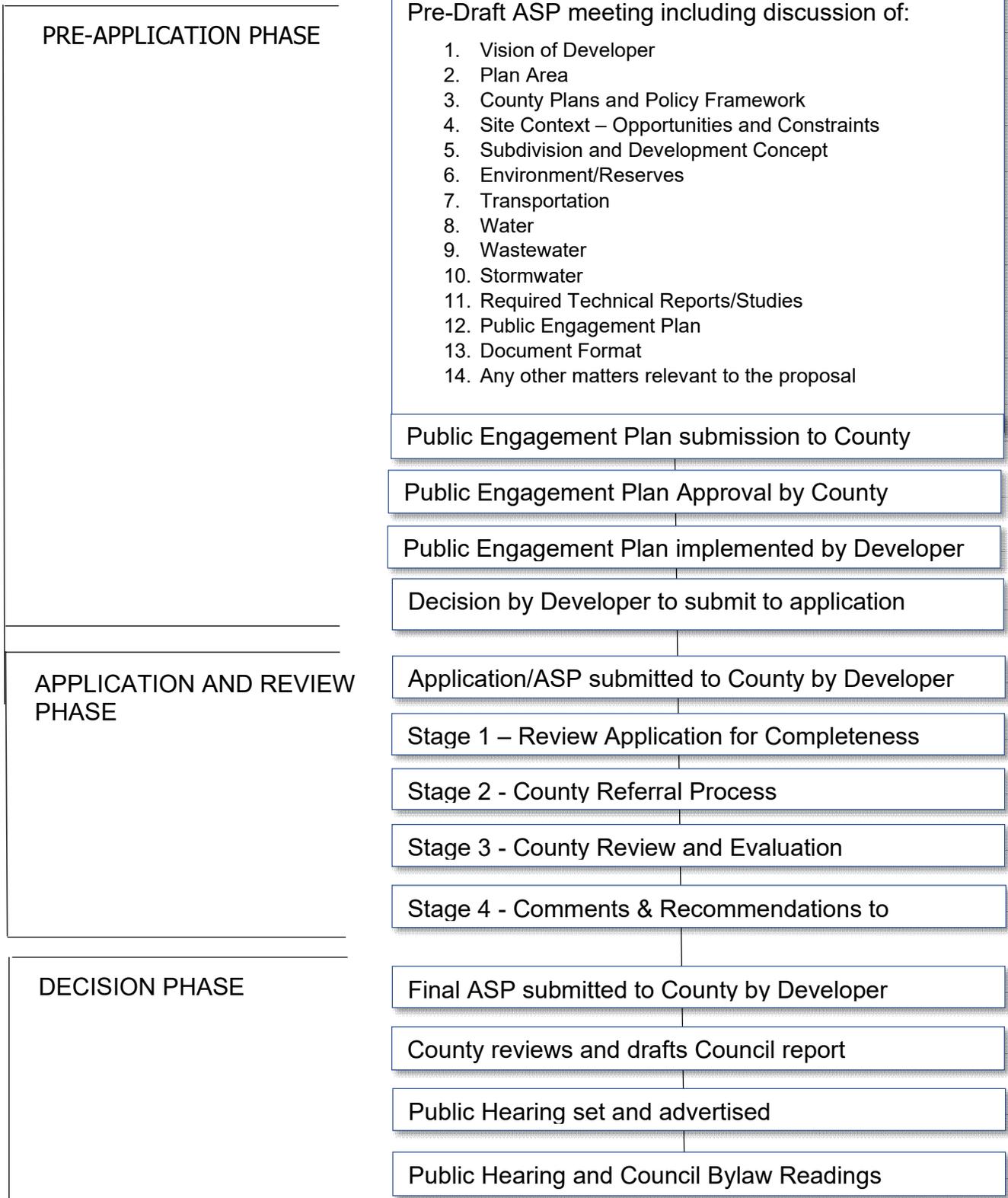
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Flowchart 1 - ASP Application Process



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## Appendix 1 - Public Engagement Plan

The County requires that all proposed ASPs be presented to adjacent landowners and the general public for feedback and input before it is submitted for the Application and Review Phase of the ASP Process. The scope of the public engagement will vary depending on the size, location, intensity, and potential off-site impacts of the proposal.

### 10. Scope of Engagement

At the Pre-Draft ASP Meeting with the County, Administration will advise the developer of the public engagement plan requirements including the adjacent landowner notification area and the minimum level of engagement tactics to be employed. The developer will prepare a public engagement plan based on the County's direction. The engagement plan is submitted to the County for review and approval prior to implementation.

### 11. Engagement Tactics

The level of engagement will consist of one or more of the following tactics:

#### 11.1. Adjacent Landowner Notification

- Meet individually with adjacent landowners to review plan
- Notification letter mailed to adjacent landowners which includes the following information:
  - Summary of proposed plan
  - Where to view the plan – ie. website, email, office, etc.
  - How to provide feedback
  - Contact information for the developer

#### 11.2. Public Information Meeting/Open House

- Meeting to be held in location within proximity to proposed development, where possible.
- Meeting shall include presentation by developer/representatives of proposed development
- Information boards
- Copies of ASP available to take home
- Provide means for public to provide comment ie. Questionnaire, comment cards, etc.
- All adjacent landowners must be mailed meeting details at least 2 weeks prior to meeting date.

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- Depending on size and scope of development, newspaper advertisements may be required.

### 11.3. Other options County may suggest/require:

- ASP Website
- Public meeting via video conference
- Meetings with individuals
- Social Media – Facebook Page

## 12. Public Engagement Plan Report

As part of the application submission, the applicant is required to provide a report on the public engagement(s) and comments received. The Public Engagement Plan report shall include:

- a. Details of the engagement format – Open House, notification letters, video conference, date and times of engagement, etc.;
- b. A summary of verbal and written comments received through the public engagement(s);
- c. How comments received were considered or informed the ASP; and
- d. Copies of all original written comments received.

## 13. Engagement Summary in ASP

The results of the public engagement must be summarized in the draft ASP. See Appendix 2 – ASP Content and Format.

### **Appendix 2 - ASP Content and Format**

An ASP approved by Council is a statutory plan bylaw of the County and therefore is expected to include specific information supporting the future subdivision and development of an area in accordance with the goals and objectives of the County’s planning framework and development standards. Further, as a bylaw there is an expectation that the document be prepared in a consistent format.

In this regard, the ASP document is required to include the following information, as applicable, and laid out as follows:

#### 1. Introduction

##### 1.1 Purpose

*This section states the purpose of the ASP and its role in providing a framework for the subsequent rezoning, subdivision, and development of the land.*

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### 1.2 Location and Plan Area

*This section describes the location of the property to be developed and the area of land that is the subject of the ASP.*

### 1.3 Landownership

*This section outlines the ownership of the property(s) included in the plan area.*

## 2. Existing Conditions

### 2.1 Existing Land Use and Development

*This section describes the history and current use of the land within the plan area, buildings, etc.*

### 2.2 Adjacent Land Use

*This section describes the current and/or planned uses of lands adjacent to the plan area. At a minimum, the use of the lands within 800 m in all directions should be noted.*

### 2.3 Site features

#### a. Topography

*This section describes the land characteristics of the plan area and any constraints to development due to the topography. Requires a contour plan preferably at 1 m intervals.*

#### b. Soils

*This section describes the nature of the soils within the plan area and their suitability for development. This section may require the support of a geotechnical analysis.*

#### c. Natural Areas

*This section describes any environmentally sensitive areas and/or hazard lands that will influence the development of the plan area, if any. This section may require the support of an environmental report and/or geotechnical analysis.*

#### d. Historical Resources

*This section summarizes the results of the historical resources review as required by the province. Confirmation is required from the Historic Resources Management Branch that there are no historical resources within the Plan Area. If there are historical resources a historical resources impact assessment is required.*

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e. Oil/Gas Well Sites and Pipelines

*This section identifies existing wells and pipelines on the property or in proximity to the Plan Area, their status, and mitigation strategies. If the Plan Area includes development of a former lease site, a reclamation certificate is required.*

f. Any other feature of note – proximity to airport, CFO, landfill, etc.

*If there are other features applicable to the site, contact the County Planning and Economic Development to confirm requirements for the ASP.*

### 3. Legislative Framework

3.1 Municipal Government Act

*This section describes how the ASP is consistent with the requirements outlined in the MGA.*

3.2 Municipal Development Plan

*This section describes the sections and policies in the MDP that are applicable to the Plan Area and proposed land uses and explains how the ASP is consistent with the MDP.*

3.3 Other applicable plans (IDP, ACP, WMP, etc.)

*This section describes how the ASP is consistent with any other plan that affects the plan area.*

3.4 Land Use Bylaw

*This section describes how the Plan Area is currently zoned in the LUB and how the future land uses will be accommodated in the LUB.*

3.5 County Planning and Development Policies

*This section describes the County Planning and Development Policies applicable to the development of the Plan Area.*

### 4. Public Engagement

*This section summarizes the public engagement plan, the resulting input, and how the feedback was incorporated into the ASP. The section is based on the Public Engagement Summary Report.*

### 5. Development Concept

5.1 Vision and Objectives

*This section describes the overall vision of the plan and how it aligns with the MDP and County priorities and objectives.*

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#### 5.2 Land Use Plan *(required subsections below will be determined by the land uses proposed)*

##### a. Residential

*This section outlines each of the proposed land uses with the plan area.*

##### i. Objectives

*Under each land use list the objectives to be achieved by the land use.*

##### ii. Policies

*Under each land use list the policies that will ensure the objectives are achieved.*

##### b. Commercial

*This section outlines each of the proposed land uses with the plan area and intended land use district from the LUB.*

##### i. Objectives

*Under each land use list the objectives to be achieved by the land use.*

##### ii. Policies

*Under each land use list the policies that will ensure the objectives are achieved.*

##### c. Industrial

##### d. Institutional

##### e. Recreational

##### f. Other land uses, etc.

#### 5.3 Environment

*This section describes the natural environment within the Plan Area, and the appropriate means of either mitigating impact or incorporating it into the development. An environmental report (ie. Slope stability report, biophysical assessment, environmental site assessment, riparian setback matrix study, etc.) may be required to support the ASP.*

#### 5.4 Reserve Dedications

*This section outlines the dedication requirements for municipal, environmental and/or conservation reserves within the Plan Area, and how they will be incorporated into the development.*

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### 5.5 Land Use Statistics

*This section will summarize in a table the distribution of the proposed land uses and infrastructure within the Plan Area. A sample table is provided below:*

Table - Land Use Statistics (example ¼ section)

Land Use	Area in Ha (ac)	%	# of lots
Gross Area	64.7 (160)		
Environmental Reserve	3.7 (9.1)		
Road Widening	0.4 (1.0)		
Gross Developable Area	60.6 (149.9)	100%	
Residential	43.5 (107.5)	71.8	36
Commercial	7.33 (18.1)	12.1	1
Municipal Reserve	6.06 (14.99)	10.0	
Public Utility Lots	1.25 (3.1)	2.0	
Roads	2.46 (6.1)	4.1	
Population	Lots	Household Size	Total Population
Residential (CR)	36	2.5 persons	90

## 6. Transportation

### 6.1 Traffic Generation

*This section describes the traffic generated by the development, in conjunction with surrounding development, and assesses the impact on adjacent roads and the surrounding transportation network. A traffic impact assessment may be required.*

### 6.2 External Roadways

*This section describes the transportation network surrounding the Plan Area and the plans for access to the site. Details of any required upgrades to adjacent County roads or Alberta Transportation highways are discussed in this section. Upgrades or the addition of turning lanes, etc. will require preliminary engineering drawings.*

### 6.3 Internal Roadways

*This section describes the transportation network internal to the Plan Area and the standards required by the County Engineering and Design Guidelines at complete buildout of the development. Preliminary engineering design drawings will be required.*

### 6.4 Per Lot Road Contribution

*This section outlines the County’s Per Lot Road Contribution policy and acknowledges the requirement for the payment of the contribution.*

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## 7. Servicing

### 7.1 Water Supply

*This section describes the method of water supply: individual wells, communal well, trucked in water, or municipal servicing. The method of supply will be supported by the appropriate studies confirming the availability of potable water for the plan area. A Groundwater Supply Assessment may be required. Where sites will be connected to a municipal or communal system an engineering design brief will be required.*

### 7.2 Sewage Disposal

*This section describes the method of sewage disposal: private sewage disposal or municipal servicing. For on-site septic systems, a technical report is required to confirm the land will support private sewage disposal systems and the type of PSD system recommended. Where sites will be connected to a municipal system an engineering design brief will be required. Further, this section outlines, where applicable, the Off-site Levy Bylaw for sewage treatment and acknowledges the requirement for the payment of the levy.*

### 7.3 Storm Water Management

*This section describes the plan for the management of stormwater generated by the development. A storm water management plan will be required.*

### 7.4 Shallow Utilities

*This section describes the availability of other utilities required to serve the development such as gas, electricity, telephone, etc.*

## 8. Subdivision and Development Criteria

*This section lists the criteria that may be applicable at the time of subdivision and/or development to ensure compliance with requirements of County bylaws, policies, engineering standards, or recommendations from technical reports/studies.*

## 9. Implementation

*This section outlines the plans for implementation of the ASP.*

### 9.1 Phasing

*This section outlines the phasing/staging plan of the development if more than 1 phase/stage is proposed. A phasing map would be provided under section 11.*

### 9.2 Commencement

*This section indicates the date the development is intended to occur.*

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## 9.3 Expiry

*This section states the expiry period of the ASP should the development not commence within a certain time frame.*

## 10. Related Documents

*This section outlines the technical reports/studies and any other information used to inform the development of the ASP. Note that the documents do not need to be attached to the final ASP bylaw, but must be submitted with the ASP application for review and to be maintained on file by the County.*

### 10.1 Technical Reports and Studies

*This section lists the technical reports/studies prepared and how they were used in the development of the ASP.*

### 10.2 Others - as required by the County

*This section outlines the any other information or documents used to inform the development of the ASP.*

## 11. Maps

*At a minimum the following maps will be required. Additional may be required depending on the proposal. All maps shall be prepared by a qualified professional. Hand drawn maps will not be acceptable.*

### Map 1 Location Map

*Regional map showing the location of the land that is the subject of the ASP. The map should be of a scale to include a regionally significant site such as a hamlet, major highway intersection, or lake.*

### Map 2 Plan Area Map

*Map showing outline of plan area including all the parcels to be included in the Plan.*

### Map 3 Existing Conditions Map

*Map showing all the features within and adjacent to the plan area, including but not limited to parcel boundaries, buildings, vegetation, tree stands, agricultural capability, rights-of-way, lease sites, pipelines, approaches, driveways, contours\*, waterbodies, drainage courses, adjacent roads, CFO's, existing zoning, existing services (water/wastewater), overlays, etc.*

### Map 4 Concept Plan

*Map of proposed concept showing land uses, reserves, road network, development features, etc.*

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Map 5 Servicing Map(s) – Water, Sewer, Stormwater, Transportation

Map(s) showing proposed servicing and transportation network.

Map 6, 7, ...Other Maps

Any other map(s) required in support of the ASP.

14. Appendix 3 - Technical Reports

The following is a list of technical reports that may be required to support and inform an ASP. The list is not comprehensive and additional reports may be required by the County. Further, the requirements for each report are the minimum. Additional information may be required at the discretion of the County depending on the nature of the development proposed in the ASP. A hard copy and digital copy of report required must be provided with the application package.

1. GEOTECHNICAL ASSESSMENT

The purpose of the technical report is to confirm the land is developable and will support foundations and private sewage disposal systems. The report must be prepared by a professional engineer or professional geologist or geophysicist. The assessment shall include the following where applicable:

- a. Test hole location plan and soil logs for each test hole;
b. Results of the tests noted above;
c. Water table contour map;
d. Comments on the soil bearing capacity and recommended setbacks from escarpments for various types of building foundations;
e. Plan of the developable area of each proposed parcel with a water table that is 2.13m (7 ft) or deeper below ground surface;
f. Recommendation on the appropriate on-site septic system(s) based on the existing soil conditions;
g. Recommendations with regard to trench excavation, backfill specifications, and road structure requirements; and,
h. Recommendation on the suitability of the site(s) for the proposed development.

2. SLOPE STABILITY ASSESSMENT

The purpose of the technical report is to confirm the land stability of the land in support of development. An assessment is required for slopes 15% or greater. The consultant must be a professional engineer, professional geologist or professional geophysicist.

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The assessment shall include:

- a. a field site assessment that includes a survey of the location of the crest and toe of the slope;
- b. the potential for slope failure caused by septic fields, irrigation, access construction, stormwater erosion and other like conditions;
- c. clear and concise recommendations on the suitability of slopes for the intended use and on any safe setback distances from the crest and toe if required; and,
- d. post development conditions and recommended means and methods of mitigating any potential problems.

### 3. GROUNDWATER SUPPLY ASSESSMENT

The purpose of the technical report is to confirm the availability of groundwater to support the development of the land where water supply is proposed to be from wells. The consultant must be a professional engineer, professional geologist or professional geophysicist. The assessment shall identify the:

- a. quantity and quality of groundwater available to households within the plan area;
- b. potential interference with existing groundwater users in the area; and
- c. consistency with applicable legislation, plans, bylaws or policies.

The assessment shall include:

- a. collection, summary and assessment of existing local groundwater data;
- b. aquifer testing if existing local groundwater data insufficient; and
- c. the following three conclusions:
  - i. whether groundwater in the plan area can supply water for household purposes to each proposed lot and associated household during peak demand periods and over the long term (where each household has its own water well; each household can use a maximum of 1250 cubic metres of water per year);
  - ii. whether the diversion of 1250 cubic metres of water per year for household purposes under section 21 of the Water Act for each of the households within the subdivision will interfere with any household users, licensees or traditional agriculture users who exist when the subdivision is approved; and
  - iii. whether the diversion of groundwater by the proposed subdivision's households is consistent with applicable legislation, plans, bylaws or policies.

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### 4. WASTEWATER SYSTEM EVALUATION

The purpose of the technical report is to confirm the capacity of the municipal system to receive wastewater from the development. The consultant must be a professional engineer, professional geologist or professional geophysicist. The report must:

- a. address the available capacity in the downstream receiving system;
- b. delineate the proposed drainage basin;
- c. address potential staging of the infrastructure; and,
- d. include an analysis of the both the interim and ultimate servicing conditions.

### 5. HISTORICAL RESOURCE IMPACT ASSESSMENT

If a plan area of an ASP contains or has a high potential to contain historic resources a Historical Resources Impact Assessment may be required in accordance with the Historical Resources Act. The Historical Resources Impact Assessment shall meet all the requirements and standards of Alberta Culture, including, but not limited to:

- a. historical resource inventory review;
- b. survey observations and results;
- c. historic resource sites; and
- d. recommendations for protection.

### 6. TRAFFIC IMPACT ASSESSMENT

The purpose of the technical report is to determine the traffic generated by the development, in conjunction with surrounding development, and assess the impact on adjacent roads and the surrounding transportation network. The consultant must be a professional engineer, whose area of competence lies within the Transportation field. The Traffic Impact assessment shall include:

- a. location plan of the subject property;
- b. property description;
- c. owner/consultant contact;
- d. transportation context for horizon year and time periods for analysis;
- e. estimate of travel demand generated by different development scenarios;
- f. evaluation of transportation impacts of site-generated traffic demands;
- g. identification of transportation system improvements required to mitigate adverse impacts;
- h. assessments of parking and access issues; and

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- i. supporting data used in the analyses.

### 7. GRADING PLAN/STORMWATER MANAGEMENT REPORT

The purpose of the technical report is to plan for the management of stormwater generated by the development ensuring it does not negatively impact adjacent lands or off-site infrastructure. The consultant must be a professional engineer, professional geologist or professional geophysicist, whose area of competence lies within the drainage field. The following shall be addressed in the Report(s):

#### Lot Grading Design requirements:

- a. Ensure that runoff does not flow onto adjacent lots and all runoff is managed through the appropriate major and minor conveyance systems
- b. Indicate all final design lot corners elevations, and intermediate lot elevations along property line as required
- c. Indicate minimum building floor elevation
- d. Indicate Lot grades, along property lines and within lots
- e. Use drainage arrows to indicate the direction of surface flow
- f. Indicate where cut and fill areas are required to achieve proper lot drainage
- g. Include, where required, any berming, ditching or swales
- h. Indicate bottom of drainage ditch and swale elevations, and top of berm elevations
- i. Show potential limits of flooding/high water level
- j. Indicate location, type, size and invert elevations of all culverts
- k. Indicate discharge points
- l. Show how runoff will be managed once it has left the development area

#### Stormwater management report requirements:

- a. Site description and design criteria
- b. Design objectives, predevelopment and post-development conditions,
- c. Catchment areas
- d. Analysis method
- e. Storm design calculations/computer modelling
- f. Retention requirements
- g. Description of major and minor systems
- h. Overland flows

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- i. Inlet design
- j. Outlet design
- k. Downstream/offsite analysis
- l. Storm pond design
  - i. Width, length, depth
  - ii. Sides slopes,
  - iii. Erosion protection
  - iv. Storage
- m. Recommendations
  - i. Water quality,
  - ii. Erosions and sedimentation control
  - iii. Best management practices
- n. Summary of findings and conclusions
- o. List of figures:
  - i. Site location/site plan
  - ii. Catchment areas
  - iii. Major and minor systems
  - iv. Inlet and outlet design and details
  - v. Storm pond design and details
- p. Include approval from Alberta Environment and Parks for the proposed storm water management plan

### 8. FLOODPLAIN (1:100 YEAR) ANALYSIS

Flood Plain (1:100 Year) Analysis is required for proposed multi-parcel and major development applications on sites located adjacent to a significant waterbody. The assessment shall be prepared by a qualified hydrologist, and shall:

- a. delineate the floodplain and flood-prone/fringe areas;
- b. indicate the frequency the floodplain will be covered by water;
- c. include the expected duration the floodplain will be covered by water; and
- d. identify the time of year flooding can be expected.

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## 9. ENVIRONMENTAL REPORT

The purpose of the technical report is to plan for the protection and conservation of environmentally sensitive areas such as lakes, water courses, steep slopes, flood plains, or protected species habitat. The environmental report shall address the suitability of the site for proposed development, the impact on wildlife and plant species habitat, and include conservation or mitigation measures and recommendations for lands to be designated Environmental Reserve. The report must be completed by a qualified professional in the environmental field.

An environment report will be required if:

- a. An Environmentally Significant Area is present within the Plan area;
- b. A waterbody is present within the Plan area (i.e. rivers, streams, watercourse, lakes and other natural bodies of water);
- c. Wetlands are present within the Plan area;
- d. The Plan area includes a ravine or slope in excess of 15%; or
- e. The presence of contaminated sites is likely.

The report will:

- a. Describe the proposed land use and provide rationale, including alternatives considered;
- b. Describe the applicability of Federal, Provincial and Municipal Legislation;
- c. Describe approach and assessment methods;
- d. Describe the existing environment through assessment of biological and physical elements;
- e. Predict and analyze the possible effects of the proposed land use on the environment;
- f. Include a Riparian Setback Matrix Study recommending the appropriate development setback from the environmentally sensitive areas;
- g. Recommend mitigation measures that would avoid, minimize or compensate for the environmental impacts of the proposed land use; and
- h. Describe how mitigation measures will be monitored over time to ensure effectiveness.
- i. Together with the geotechnical report on slope stability, recommend lands to be designated Environmental Reserves pursuant to the MGA.

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## 10. ENVIRONMENTAL SITE ASSESSMENT (Contaminated Lands)

The purpose of the technical report is to confirm the suitability of a site that may have been contaminated by a previous land use. The report shall be prepared by a qualified professional in the environmental field. The following assessments may be required:

### Phase 1 Environmental Site Assessment – Desktop Report

The Phase 1 ESA shall at a minimum contain the following:

- a. a records review, including but not limited to, a historical aerial photograph review, title search; regulatory information;
- b. a site visit;
- c. interviews;
- d. an evaluation of information and reporting; and
- e. shall conclude one of the following:
  - i. no evidence of contamination in connection with the property;
  - ii. evidence of potential contamination in connection with the property (listed and described);
  - iii. evidence of actual contamination in connection with the property (listed and described); or
  - iv. evidence of actual and potential contamination in connection with the property (listed and described).

If evidence of potential contamination is identified, the Phase 1 ESA shall recommend if a Phase 2 ESA is required.

### Phase 2 Environmental Site Assessment

The Phase 2 ESA shall at a minimum include:

- a. confirmation of Phase I ESA findings;
- b. identify contaminants that are present;
- c. develop a basic understanding of the site geology and hydrogeology, often referred to as developing a “hydrogeological conceptual site model.” The specific nature and level of detail required of such an understanding, and the level of effort required to achieve this depends on the specific study objectives and site conditions;
- d. identify the properties of media (e.g., soil texture classification) that will affect the generic or property-specific (i.e., as determined by a risk assessment) guidelines applicable to the property;

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- e. measure the concentration of each contaminant;
- f. understand the fate and transport mechanisms for contaminants of concern and delineate the nature and extent of any contamination. This will include determining the spatial distribution of the potential contamination. It includes characterization of the chemical composition of potential contaminants and the media in which the potential contamination may be found (i.e., soil, groundwater or other media), and identifying and describing the origin or source of the contaminants;
- g. complete spatial delineation of any contaminant plume, whether onsite or off-site;
- h. interpretation of the environmental impact(s), if any, based on comparison against relevant regulatory guidelines for the affected media;
- i. summary of risks posed by the onsite/offsite contaminants;
- j. recommendations regarding risks posed by any contaminants remaining and whether applicable risk-based criteria have been met; and
- k. recommendations for any further work required as to reduce or mitigate the impact of the contaminants.

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