



Official Use Only

Date Received: \_\_\_\_\_ File No: \_\_\_\_\_  
\_\_\_\_\_

1. PLAN TYPE

- ☐ Area Structure Plan  
☐ New ☐ Amendment

Name of Plan: \_\_\_\_\_

2. APPLICANT AND LANDOWNER INFORMATION

Applicant Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: (By providing email address you authorize planning and development services to contact you via email) \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. LEGAL DESCRIPTION OF THE PLAN AREA(S)

Lot: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W6M

Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Lot: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W6M

Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Lot: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W6M

Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Total Area of Land: \_\_\_\_\_

4. DESCRIPTION OF THE PROPOSED PLAN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. FUNDING

Total Estimated Cost: \$ \_\_\_\_\_

Total Funding Requested: \$ \_\_\_\_\_

6. DECLARATION

I, \_\_\_\_\_ hereby certify that  
☐ I am the registered owner, or  
☐ I am the agent authorized to act on behalf of the registered owner  
And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.  
☐ I have read and agreed to the terms of submission requirements for all applications

- ☐ I understand applications that have been inactive for a period of six (6) months from the date of application will be deemed expired and the file will be closed.
- ☐ I understand the personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used to process the application, and the names and addresses may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Coordinator at 780-532-9722

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Signature of Registered Owner/Agent

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Date of Application



APPLICANT(S) AUTHORIZATION

I, \_\_\_\_\_ being the registered owner (s) of  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
\_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W6M  
do hereby authorize \_\_\_\_\_ to submit a land use application for  
the above-described property.

\_\_\_\_\_  
Registered Owner  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Registered Owner  
\_\_\_\_\_  
Mailing Address

RIGHT OF ENTRY AUTHORIZATION

Owners consent to the Right of Entry by an authorized person of the County of Grande Prairie for the purpose of a land site inspection relative to a proposed land use application.

In accordance with the Municipal Government Act of Alberta, and the County's statutory and non-statutory application requirements, it is necessary that this form be completed and returned together with your application submission.

I, \_\_\_\_\_ Grant consent for an authorized person of the County of Grande Prairie No 1 to enter upon subject land for the purpose of site inspection and evaluation in respect to the proposed application.

Legal Description  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
\_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W6M  
\_\_\_\_\_  
Date Signature



10001 - 84 Avenue  
Clairmont, AB  
T8X 5B2  
Email: [plan@countygp.ab.ca](mailto:plan@countygp.ab.ca)



APPLICATION REQUIREMENTS

The following information must be included with your completed application form. If this information is not provided at the time the application is submitted, your application will be deemed incomplete, and it will not be processed until the information is provided:

☐ **Application Form**

- Completed **Application Form** (signed by the applicant and/or registered owner).

☐ **Terms of Reference**

- Completed **Terms of Reference** for the proposed Area Structure Plan.

☐ **Land Ownership Information**

- Copy of the **current Land Title Certificate(s)** (dated within 30 days of submission).
- Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days)
- Authorization letter from the registered owner(s) if the applicant is not the landowner.

☐ **Written quote from the company that will be preparing the Plan or Amendment.**

- This shall be on the company’s letterhead.