

## Pre-Consultation Guide

### Is pre-consultation a mandatory requirement?

The pre-consultation process is a voluntary process where a prospective applicant chooses to present a development proposal to Development Services for initial review and feedback prior to proceeding with a formal planning application.

### What is the purpose of a Pre-Consultation Application?

The submission of a Pre-Consultation Application is intended to allow Development Services to provide high-level feedback and direction on a development proposal, as well as communicating complete planning application requirements to a prospective applicant. The feedback provided through pre-consultation is intended to assist a prospective applicant with preparing for the submission of a complete formal planning application.

### What level of review is provided through the pre-consultation process?

The pre-consultation process is not intended to provide a comprehensive review of a development proposal at the same level of detail as would be completed through the submission of a formal planning application. There are two levels of review that can be provided through the pre-consultation process. The applicant may indicate a preference on their Pre-Consultation Application, however the type of review deemed necessary is entirely at the discretion of Development Services. The two levels of pre-consultation provided by Development Services are as follows:

- i. **Minor Review:** Development Services reviews the development proposal and provides a written response to the applicant confirming what planning application(s) are required, along with any preliminary comments and feedback with respect to what information and materials will be required to form a complete planning application.  
No internal and/or external agencies and departments circulation occurs. The written response will indicate agencies and departments that should be consulted with prior to submitting a complete formal planning application.  
No meeting between Development Services and the applicant is provided for a minor review.
- ii. **Major Review:** Development Services reviews the development proposal and provides a written response to the applicant confirming what planning application(s) are required, along with any preliminary comments and feedback with respect to what information and materials will be required to form a complete planning application.  
Internal and/or external agencies will be circulated a request to provide initial feedback and other helpful information as it relates to the development proposal.  
If necessary, a meeting will be arranged between Development Services and the applicant. Meetings related to major reviews may involve internal and/or external agencies and departments subject to their availability and ability to participate in the pre-consultation process.

### What fees are applicable to a Pre-Consultation Application?

In accordance with the Town's 2025 Fees Bylaw No. 24-25, the applicable fees for a Pre-Consultation Application are \$300.00 for minor review or \$600.00 for major review. If the full cost of a Pre-Consultation Application exceeds \$300.00 (minor) or \$600.00 (major), the Town's Fees Bylaw requires full recovery of additional costs. If a balance is owing, the written response from Development Services cannot be released until full payment is received.

### What are the minimum requirements for submitting a Pre-Consultation Application?\*

<input type="checkbox"/> Applicable Fees	<input type="checkbox"/> Pre-Consultation Application Form
<input type="checkbox"/> Cover Letter and/or Development Proposal Brief	<input type="checkbox"/> Concept Plan and/or Site Plan
<input type="checkbox"/> Preliminary Discussion Topics and Questions List	<input type="checkbox"/> Additional figures, plans, maps, and/or supporting materials (Optional)**

\* It is recommended that a prospective applicant utilize the checklist included in this guide to ensure that all required materials are submitted.

\*\* If ArcGIS/CAD digital files are available it is strongly recommended that these be submitted with the Pre-Consultation Application.

**Disclaimers:** Any feedback and/or comments provided by Development Services through the pre-consultation process is to be considered preliminary in nature. Any feedback and/or comments provided during the pre-consultation process are further not intended to imply or suggest any form or type of commitment or decision from Development Services should the applicant proceed with a formal planning application. The submission of a formal planning application is the only way to be provided with a decision from a delegated official or Town Council.

The information on this form is being collected in accordance with the [Municipal Government Act, R.S.A. 2000, cM-26](#) and will be managed in compliance with the [Access to Information Act, SA 2024, cA-1.4](#) (ATIA) and the [Protection of Privacy Act, SA 2024, cP-28.5](#) (POPA). If you have any questions about the collection of your information, please contact the Town of Strathmore's ATI Coordinator at 403-934-3133.

## Reason for Pre-Consultation

Area Structure Plan (New)	<input type="checkbox"/> Land Use Bylaw (Amendment)	<input type="checkbox"/> Subdivision (Amendment)	<input type="checkbox"/>
Area Structure Plan (Amendment)	<input type="checkbox"/> Municipal Development Plan (Amendment)	<input type="checkbox"/> Other	<input type="checkbox"/>
Development Permit (New)	<input type="checkbox"/> Subdivision (New)	<input type="checkbox"/> If Other, please specify: _____	

## Applicant(s) Information

Applicant(s) Name(s)		Municipal Address (Including City/Town, Province, and Postal Code)	
Business/Organization Name (If Applicable)			
Telephone (Primary)		Telephone (Secondary)	
Fax		Email (Required)	
Is further Applicant(s) Information being provided as an attachment to this application form? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Registered Owner(s) Information

Same as applicant(s)?	Yes <input type="checkbox"/> (If "Yes", do <u>not</u> complete the below fields.) No <input type="checkbox"/> (If "No", the below fields <u>must</u> be completed.)		
Registered Owner(s) Name(s)		Municipal Address (Including Town/City, Province, and Postal Code)	
Telephone (Primary)		Telephone (Secondary)	
Fax		Email (Required)	
Is further Registered Owner(s) Information being provided as an attachment to this application form? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Legal Description of Land

1/4 Section		Section	
Township		Range	
Meridian		Legal Subdivision	
Plan(s)		Block(s)	
Lot(s)		Additional Detail(s)	
Municipal Address (If Applicable)			

**What does a legal description look like?** An example of a legal description found on a document might be SW 1/4, Sec.14, Tp.24, Rge. 25, W. of 4<sup>th</sup> M, which may also be expressed as SW-14-24-25-W4. The legal description will also typically include a plan number with blocks and lots that form parts on the plan. For example, Strathmore Plan 2461K, Blocks 1-3, Lots 1-10.

**Helpful Tip:** Legal description of land may be found on an existing survey of the lands, through municipal property tax assessment notices, by using the [Alberta Land Titles and Surveys Spatial Information System](#), by visiting a Land Titles [registry agent](#) office, or by [emailing](#) the Town's taxation department.

## Parcel Information

Existing MDP Land Use Designation(s)		Existing Land Use Bylaw District(s)	
Description of Existing Land Use(s)			
<b>For Area Structure Plan (New)</b>		<b>For Area Structure Plan (Amendment)</b>	
Proposed Land Use(s)		Existing Area Structure Plan	
Brief Overview and/or Description of Proposed Area Structure Plan		Proposed Change(s)	
<b>For Development Permit (New)</b>		<b>For Land Use Bylaw (Amendment)</b>	
Proposed Land Use(s)		Proposed Land Use District(s)	
Does the development proposal require variances to LUB development standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Description of Land Use(s)	
If "Yes", please identify variance(s) that are required.			
<b>For MDP (Amendment)</b>		<b>For Subdivision (New)</b>	
Proposed Land Use Designation(s)		# of Proposed Block(s)/Lots(s)	
Proposed Policy Exception(s)		Size of Proposed Block(s)/Lot(s)	
<b>Subdivision (Amendment)</b>		<b>Other (If Applicable)</b>	
Existing Subdivision Plan #		Additional Details	
Reason for Amendment			

# Policy Review

The review of applicable municipal and provincial policy is required to verify that a development proposal aligns with all Town of Strathmore and related provincial policy documents.

1. Does the development proposal align with the Town's [Municipal Development Plan](#)? Yes  No
2. Does the development proposal align with an [Area Structure Plan](#) applicable to the lands? Yes  No
3. Does the development proposal align with applicable [provincial planning policy](#)? Yes  No
4. Has the development proposal been reviewed with respect to any other municipal or provincial documents? Yes  No

If "Yes," please identify which document(s) were reviewed:

**Important Note:** Please include the rationale for the above responses in the required cover letter or Development Proposal Brief. Development Services may be unable to proceed with a Pre-Consultation Application for certain types of development proposals where a policy review and rationale has not been completed and included.

## Registered Owner(s) Authorization to Apply

I/We \_\_\_\_\_

Being the Register Owner(s) for \_\_\_\_\_

Do hereby appoint and authorize \_\_\_\_\_

To act as my/our Authorized Applicant with regard to this application to the Town of Strathmore, including but not limited to receiving all correspondence, attending any hearings and/or meetings, fulfilling any conditions and/or providing any approvals and/or consents, and ratify, confirm and/or adopt as my/our own, the acts, representations, replies and/or commitments made by the agent on my/our behalf.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Witness

Registered Owner(s) or Signing Officer or Authorized Applicant

Print Name (Witness)

Print Name(s)

**Important Note:** Please complete this section only if you are the Registered Owner(s) of the lands and you intend to appoint an individual or party that is not a Registered Owner to submit a Pre-Consultation Application on your behalf.

## Right of Entry

I/We \_\_\_\_\_

Being the Register Owner(s)/Authorized Applicant(s) for \_\_\_\_\_

Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the development proposal described within this Pre-Consultation Application.

Registered Owner(s)/Applicant(s) Signature(s)

Date

## Registered Owner(s) or Applicant(s) Declaration

I/We \_\_\_\_\_

Being the Register Owner(s) or Authorized Applicant(s) for those lands described legally as being \_\_\_\_\_

In the Town of Strathmore, do solemnly declare that all the statements contained within this Pre-Consultation Application and in the supporting documentation and materials are true and complete, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Commissioner of Oaths

Registered Owner(s) or Signing Officer or Authorized Applicant

Print Name(s)

**Important Note:** The Registered Owner(s) or Applicant(s) Declaration must be completed and properly administered by an appropriately appointed and authorized Commissioner of Oaths. Subject to availability, Commissioner of Oaths may be available at the Strathmore Municipal Building (SMB) and provided on a courtesy basis during normal business hours, Monday to Friday between 8:30AM and 4:30PM.

FOR OFFICE USE ONLY	
<b>TAX ROLL #:</b>	<b>PRE-CONSULTATION FILE #:</b>
<b>DATE RECEIVED:</b>	<b>FEES PAID:</b>