

**Application – Land Use By-law Amendment**



Town of Swan Hills  
Box 149, T0G 2C0  
Phone: 780-333-4477  
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For Office Use Only  
Application No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Fee Received: \_\_\_\_\_

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE **REGISTERED OWNER OF THE LAND OR BY AN AUTHORIZED PERSON** ACTING ON BEHALF OF THE OWNER.

1. Name of registered owner of land to be re-zoned: \_\_\_\_\_  
Address, postal code and phone number(s): \_\_\_\_\_  
\_\_\_\_\_

2. Name of agent (person authorized to act on behalf of registered owner), if any:  
\_\_\_\_\_  
\_\_\_\_\_

3. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED  
All/part of the \_\_\_\_\_ ¼ sec. \_\_\_\_\_ twp. \_\_\_\_\_ range \_\_\_\_\_ west  
of the \_\_\_\_\_ meridian. Being all/parts of lot \_\_\_\_\_ block \_\_\_\_\_  
reg. plan No. \_\_\_\_\_ C.O.T. No \_\_\_\_\_ Area of the above parcel of land to be  
subdivided \_\_\_\_\_ hectares.

4. If applying for an **amendment to zoning map**, please indicate the proposed change in  
land use district: **From** \_\_\_\_\_ **to** \_\_\_\_\_



5. Registered owner or person acting on his/her behalf,

I, \_\_\_\_\_ hereby certify that I **a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)**, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application. I hereby give my consent to allow Council, or a person appointed by it, the right to enter the above land with respect to this application only.

\_\_\_\_\_  
Signature of Registered Owner / Agent

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date \_\_\_\_\_

Authorization from registered owner(s) of land subject to rezoning

Registered owner's signature \_\_\_\_\_

\_\_\_\_\_

Checklist - For Office Use Only

- Fully completed application form
- Application fee
- Complete right-of-entry / applicants authorization
- Current photocopy of certificate of title (if zoning map amendment)
- Attachment of proposed plan (if zoning map amendment)

THE TOWN OF SWAN HILLS WILL ONLY ACCEPT AN APPLICATION WHEN ALL OF THE FOLOWING INFORMATION HAS BEEN SUBMITTED.

1. Application fee. Please see fees schedule for applicable fee.

2. Application form

- a) The application for Land use By-law Amendment form must be completed in full
- b) The name, address, and telephone number(s) of the registered owner and authorized person acting on behalf of the registered owner must be printed in the proper areas on the application form. The application must be signed by the above mentioned person. If a person is acting on behalf of the registered owner, it is essential that the owner sign the authorization portion of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back of the certificate of title, please submit a copy of the signed agreement of sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.

3. Current copy of certificate of title (if zoning map amendment)

- a) A current copy of the title as it now exists at the Alberta Land Titles Office can be obtained from any **licenses and regulations office**.
- b) If there are any caveats or easements registered on the title pertaining to the Town of Swan Hills, please submit copies of these documents along with the application.

4. If applying for a zoning map amendment, attach a proposed plan showing the location, dimensions, and boundaries of the land to be amended.