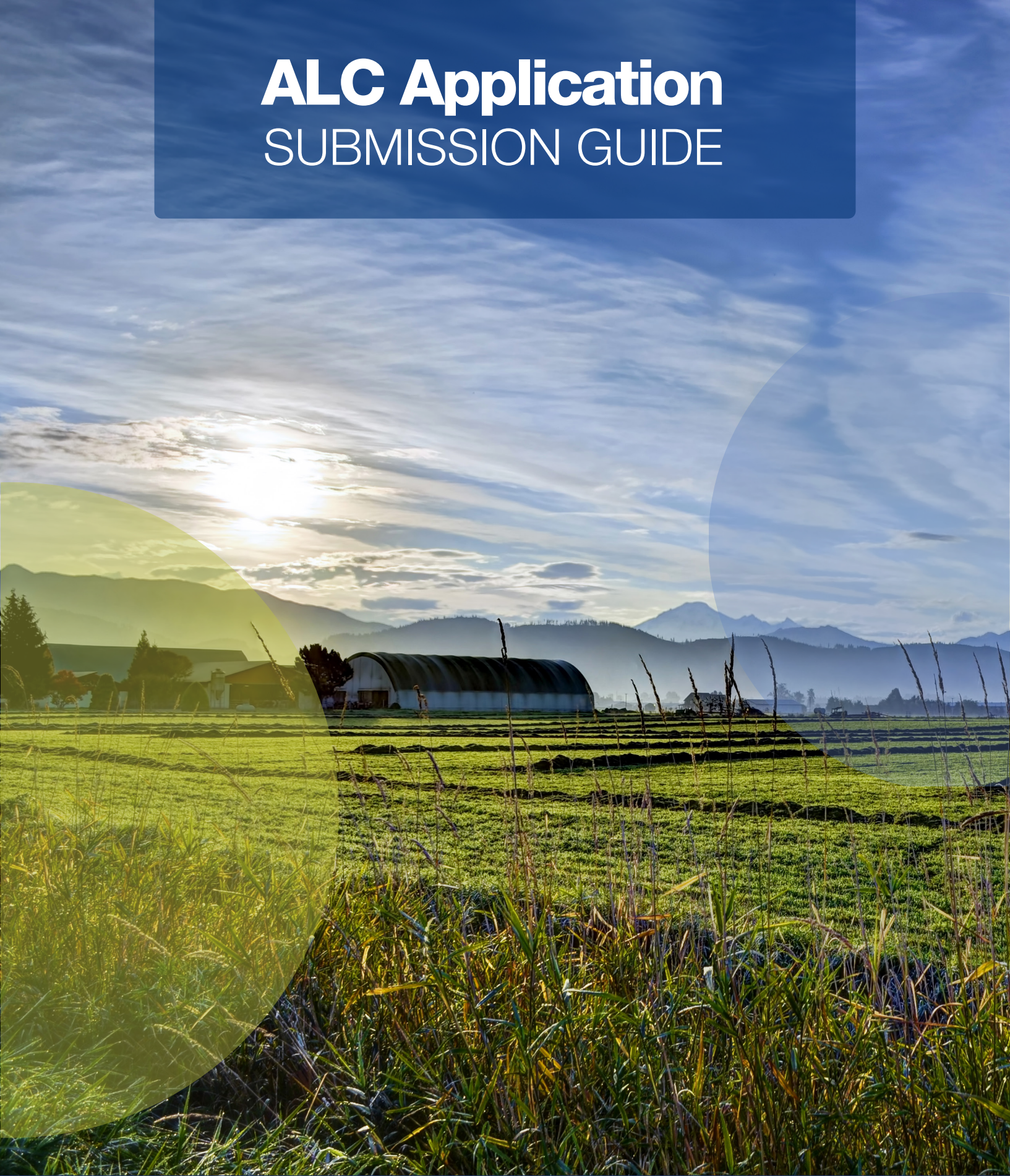


ALC Application SUBMISSION GUIDE



PLANNING & DEVELOPMENT SERVICES

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WHEN DO I NEED AN ALC APPLICATION?

An Agricultural Land Commission (ALC) Application is needed for a non-adhering residential use (NARU), non-farm use, subdivision, or homesite severance of properties within the Agricultural Land Reserve (ALR). An overview of the City of Abbotsford's ALC Application process is on page 2 of this Guide. If you have questions about non-farm uses, please reach out to the ALC [directly](#). If you have questions about the Abbotsford Zoning Bylaw, 2014 (Bylaw No. 2400-2014), please contact planning-info@abbotsford.ca.

To make an ALC application, you will need to first submit an application to the Provincial ALC via their Online Application Portal, and then submit an application to the City of Abbotsford Planning Services Division. Please refer to page 3 for more information on application requirements.

Please review our Fees & Charges document for applicable application fees.

APPLICATION TYPES

Common types of ALC Applications include:

Non-Adhering Residential Use (NARU)

When the applicant is proposing a residential use that does not adhere to the residential use of agricultural land, as outlined in the Agricultural Land Commission Act. Examples include a Full Time Farm Worker Residence, a Temporary Farm Worker Residence, a Principal Dwelling greater than 500m², and an Accessory Farm Dwelling Unit greater than 90m².

Non-Farm Use

When the applicant is proposing a non-farm use of land within the Agricultural Land Reserve (ALR). A non-farm use includes any use not defined as an agricultural use in the ALR Use Regulation. For more information, please see the City's Zoning Bylaw, ALR Use Regulation, and ALC Act.

Subdivision in the ALR

When the applicant is proposing any subdivision of land. All subdivisions have to be approved by either the City's Approving Officer or the ALC.

Homesite Severance

When the applicant proposes to retain a homesite, and subdivide the property to do so, in situations when the property under application has been the principal residence of the applicant as owner-occupant since December 21, 1972. Please refer to the City's Zoning Bylaw, and to ALC Policy Bulletin No. 11 "Homesite Severance on ALR Lands", for more information.



ALC APPLICATION PROCESS

Applicant Completes ALC Applicant Submission on the ALC Application Portal

The ALC Website has an [Application Portal](#) where you will initiate your application. Before you start this Application, be sure to review the [Making an Application](#) webpage on the ALC Website.

Applicant Completes & Submits ALC Application to the City of Abbotsford

The applicant completes the application form, including all required documentation and additional information sections (as applicable).

Once the City's ALC Application is complete, you can submit the ALC Application Form and pay the application fee.

Staff Review Completed Application

Staff review the completed application and determines whether the application meets the Council Resolution¹ to forward the Application directly to the ALC with support as per the City Standing Resolution, or if the application must be presented to the Agricultural Advisory Committee (AAC) and Council.

Meets Council Resolution?

YES

NO

Application does not meet Council Resolution

The applicant's proposal does not meet Council Resolution, and the File Manager prepares a report for an Agricultural Advisory Committee (AAC) Meeting.

Internal and External Referrals are sent. The application is referred for comment internally and to external agencies. Any concerns and follow up are addressed in the First Review Letter to the applicant.

Application is reviewed by AAC

The applicant's proposal is presented to the Agricultural Advisory Committee (AAC) for comments.

Staff Present Application to Council

A report is prepared requesting a Council resolution to do one of the following:

- | | |
|---|---|
| 1. Forward the application to the ALC with support; | 2. Forward the application to the ALC without comment; |
| 3. Forward the application to the ALC with a recommendation for denial; | 4. Deny the application, and not forward the application to the ALC |

Application Meets Council Resolution

Pursuant to the requirements of the *Agricultural Land Commission Act*, the application is forwarded to the ALC with support.

¹A Council Resolution dated August 29, 2022, outlines the specific criteria that must be met in order to forward these types of applications directly to the ALC with support. Please review [PDS091-2022](#) for more information.

REQUIRED APPLICATION DOCUMENTS

Copy of the ALC Applicant Submission	<p>Before submitting the ALC Application to the City of Abbotsford, please complete the ALC Applicant Submission on the Application Portal. The Making an Application webpage provides additional information on how to complete this step.</p> <p>Once you've completed the ALC Applicant Submission on the ALC's application portal, you will receive a confirmation email. As part of the ALC Application to the City of Abbotsford, a copy of the confirmation email from the ALC is required.</p>
Title Search(es)	<p>A Title Search is obtained through the Land Title and Survey Authority (LTSA). This can be done by the applicant, through a lawyer/notary, hired professional, or by the City of Abbotsford at the time of application for a fee.</p>
Copies of covenant(s), right of way(s) etc. documents	<p>Copies of any covenants, easements and rights-of-way registered on title as a charge or listed as a legal notation & modifications to those, and any charges on other parcels in favour of the subject property can be retrieved through the Land Title and Survey Authority (LTSA), by a notary/lawyer on your behalf, or for a fee by the City of Abbotsford at the time of application.</p> <p>(Note: this does not include mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents).</p>
Letter of Intent	<p>As part of the application submission, include a Letter of Intent, outlining the proposed application and rationale (ex: how this will be a benefit to farming).</p>
Site Sketches	<p>All Site Sketches submitted must be submitted using a minimum paper size of 8 1/2" x 11", and include:</p> <ul style="list-style-type: none">• All existing Buildings on the lot and what the Building is being used for, total floor area of Buildings (excluding Basements as defined by the ALC)• The dimensions of the property (m²)• The Site Area (m²)• The Setbacks (distance in m) between Buildings and Property Lines
Building Drawings	<p>If converting a single detached dwelling to another use, provide building drawings that illustrate compliance to the Zoning Bylaw requirements.</p>

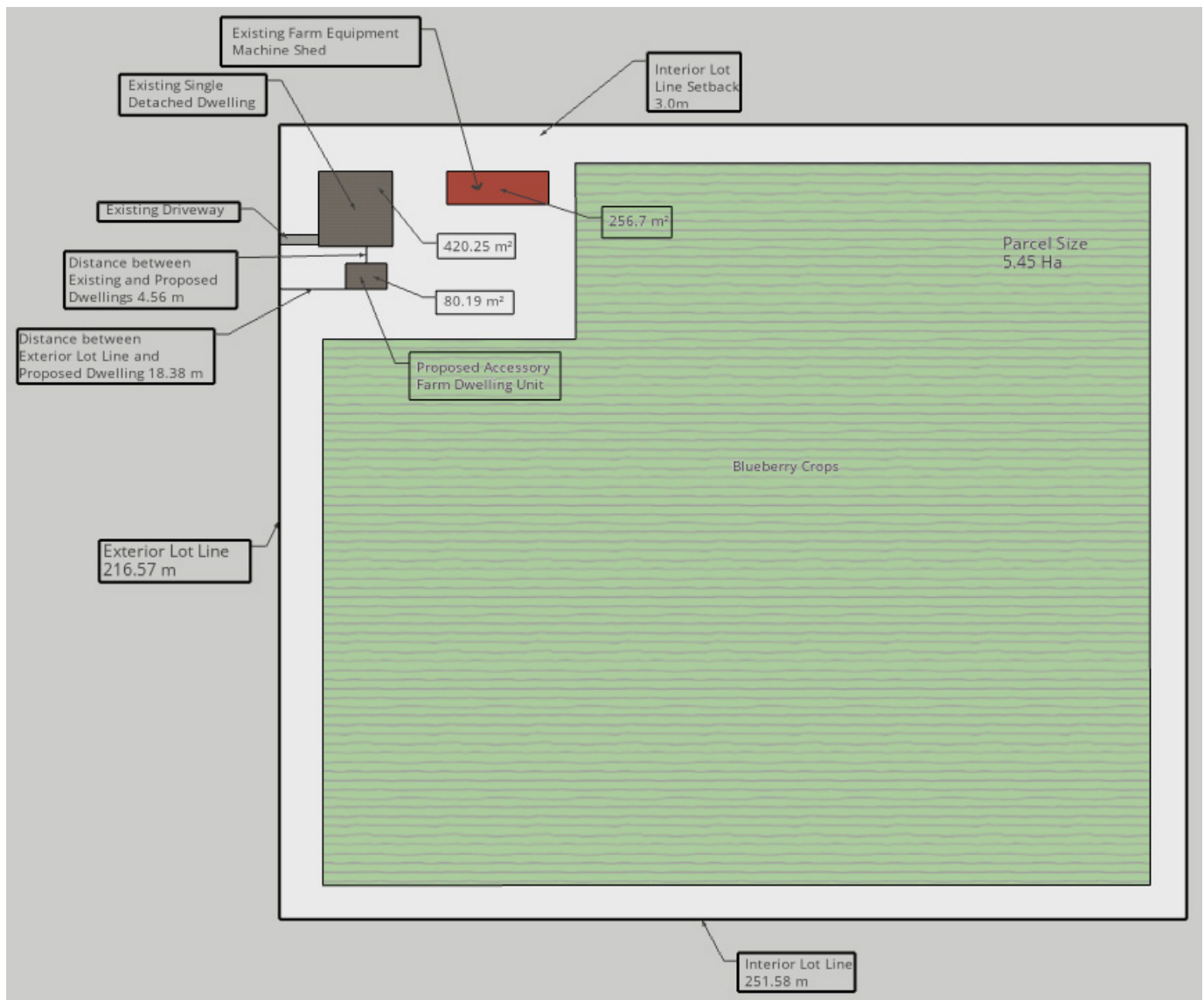
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APPLICATION SUBMISSION

Once ready to submit, please send a digital copy of your application to planning-applications@abbotsford.ca so that the application can be reviewed for completeness. Once the application has been reviewed, a hard copy submission is required, which can be dropped off at Planning Services, on the 2nd floor of City Hall. Application intake is between 8:30am - 4:00pm.

PLEASE NOTE: All applications must be submitted before 4:00pm to allow for processing. Questions about the Development Application Form can be sent to planning-applications@abbotsford.ca

EXAMPLE SITE SKETCH



The [Minister's Bylaw Standards](#) provides additional guidance on the siting, maximum floor areas, and size of residential footprint.

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ADDITIONAL INFORMATION

<u>Abbotsford Zoning Bylaw</u>	Agricultural Zones can be found in Section 200 of the Abbotsford Zoning Bylaw (see Section 120 for definitions).
<u>Official Community Plan (OCP)</u>	Please see Part 2 of the OCP for Land Use Designation information.
<u>Soil Removal & Deposit Permit</u>	Prior to removing or placing soil in the ALR, please review City permit requirements.
<u>Building Permit Information</u>	Please visit the City’s website for more information on Building Permit requirements.
<u>ALC Act and ALR Regulations</u>	Prior to submitting an application, please review the ALCA and ALR Regulations that are relevant to the application.
<u>ALC Policies and Bulletins</u>	Prior to submitting an application, please review relevant ALC Policies and Bulletins.
<u>Minister’s Bylaw Standards</u>	Applications reviewed by the Ministry will refer to this document.

NOTES

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**FOR MORE INFORMATION:
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