

## Information Sharing Methods and Infill-related Initiatives

Table 1 - Summary of Current Information-Sharing Methods in Edmonton

Source	Timing and type	Information included	Delivery method
City of Edmonton Maps	At submission  All applications (Class A and B)	<ul style="list-style-type: none"> <li>Property address</li> <li>Description of development</li> <li>File number for development permit</li> <li>Name of applicant</li> <li>Status of application</li> </ul>	Available online (maps.edmonton.ca)
Open access to plans and elevations	At submission  All applications (Class A and B)	<ul style="list-style-type: none"> <li>Site plan</li> <li>Elevation drawings</li> </ul>	Available for viewing at Edmonton Service Centre during office hours
Development Permit Notification Signs	Within 14 days of a Development Permit becoming valid  All new residential buildings within the Mature Neighbourhood Overlay and Established Neighbourhoods (Class A and B)	<ul style="list-style-type: none"> <li>Property address</li> <li>Description of development</li> <li>File number for development permit</li> <li>Contact information for applicant</li> <li>Contact information for City</li> <li>Elevation drawing of approved development</li> </ul>	Visible at the front of the property
Class B Notices (letters and Edmonton Journal)	Within 7 days of development permit decision  Class B only	<ul style="list-style-type: none"> <li>Property address</li> <li>Description of development</li> <li>File number for development permit</li> <li>Appeal period</li> <li>Approved variances</li> </ul>	Letter sent by ordinary mail to owners of property within 60 m and published in a newspaper
Consultation on Variances in Overlays	Prior to decision  Class B only	<ul style="list-style-type: none"> <li>Property address</li> <li>Description of development</li> <li>File number for development permit</li> </ul>	Applicant consults with owners of property within 60 m, Community Leagues, and Business

		<ul style="list-style-type: none"> <li>• Proposed variances</li> <li>• Site plan and elevation drawings</li> </ul>	<p>Improvement Areas</p> <p>Administration also mails letters at the start of the consultation period</p>
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## Description of Current Information-Sharing Methods in Edmonton

### *City of Edmonton Maps*

Information related to all development permit applications is made available through the online City of Edmonton Maps platform at the time of submission. The file number, property address, description of the proposed development, name of applicant, and status of application are made available. Users can search by date range, neighbourhood, street, and application type. Users can also conduct a spatial search by selecting their property and generating a list of development permit applications within a specified distance from their property, from 20 metres to 200 metres. This listing of applications is required through Zoning Bylaw 12800.

Administration will be adding resources to the residential infill website to link users to the City of Edmonton Maps webpage, make the webpage more prominent on edmonton.ca, and provide how-to guides for using this resource. This is anticipated to be available by fall 2017.

### *Online Notification*

Administration has explored multiple options to provide online notification to interested parties as a new method for information sharing. Initial cost estimates ranged from \$200,000 to \$350,000, and were not considered viable. Exploration of other more cost effective approaches are underway and, as outlined below, a new method of providing more searchable data is being undertaken.

### *Open Data Catalogue*

Administration is currently in the process of making both Class A and B development permit data available through the online Open Data Catalogue. The information available would include the file number, property address, description of proposed development, status of application, zoning, and neighbourhood name and classification for submitted applications, starting from January 1, 2017. The data is anticipated to be available through the Open Data Catalogue in quarter three of 2017.

*Edmonton Service Centre*

Individuals seeking further details on proposed development can visit the Edmonton Service Centre to view site plan and elevation drawings for any proposed development during business hours.

*Development Permit Notification Signs*

On April 1, 2016, Bylaw 17487 came into effect, requiring that signs be posted on properties where either Class A or Class B development permits have been issued for new Apartment Housing, Duplex Housing, Garage Suite, Garden Suite, Row Housing, Semi-detached Housing, Single Detached Housing, or Stacked Row Housing within mature, established, and core neighbourhoods. The signs include contact information for the applicant, contractor, or property owner, contact information for the City of Edmonton, the municipal address of the approved development permit, a description of the approved development, including the use, and the City of Edmonton file number for the development permit. The sign must be posted on the property prior to the start of any demolition or construction. Development Permit Notification Signs are required by Zoning Bylaw 12800.

*Class B Notification*

Within seven days of the issuance of a development permit for a discretionary use or development requiring a variance, notice is sent by ordinary mail to each assessed owner of land within 60 metres of the site and the President of each Community League and Business Revitalization Zone operating within 60 metres of the site. Recipients are notified of the Development Authority's decision, and their right to appeal the decision at the Subdivision and Development Appeal Board within 14 days. Within 10 days of issuance, a notice of the decision is published in the Edmonton Journal. Class B notification is required by Zoning Bylaw 12800 and fulfills the notification requirements of the Municipal Government Act.

*Community Consultation in Overlays*

In addition to Class B notification, seven overlays in Zoning Bylaw 12800, including the Mature Neighbourhood Overlay, require that owners of neighbouring properties are notified of any development that does not comply with the regulations of the Overlay in order to solicit their feedback on the variances, prior to issuance of a development permit. The Development Authority must wait 21 days from the notification of neighbours before rendering a decision. Following this process, the Class B notification occurs, again notifying neighbours of the development and providing 14 days to appeal the application to the Subdivision and Development Appeal Board.

### **Infill-related Initiatives**

#### *Educational Initiatives for Applicants*

Administration now offers pre-application meetings for small-scale infill development proposals. Through these meetings, applicants are encouraged to follow best construction practices, which includes communication with neighbours. A Residential Infill Construction Guide has also been created and provides applicants with information on permits, regulations, and neighbourhood communication. See Figure 1 for a list of further infill resources available.

#### *Educational Initiatives for Neighbours of Infill*

Administration has developed a Neighbours of Infill brochure that provides general information about infill, advice on how to prepare for the construction process, and directs recipients to the Residential Infill website. Administration will be sending this brochure to neighbours of proposed residential developments along with the required notification letters. A brochure that provides citizens with information about when and why Administration asks for feedback through processes such as rezoning and community consultation in overlays and how they can effectively share their thoughts with the right people, is available to the public. Administration has also created a What is Zoning? booklet that gives citizens an understanding of what zoning is, and how it shapes their neighbourhoods and city. See Figure 1 for a list of further infill resources available.

#### *Residential Infill website*

The Residential Infill website launched in May 2016 and consolidates information in one location to help inform residents, communities, builders and other groups about infill rules, practices and activities, and answering common questions. New resources are being added to the website and work is underway to provide development permit information in the Open Data Catalogue.

#### *Infill Liaison Team*

The Infill Liaison Team launched in August 2016. The team's role is to advance the City's infill conversations through outreach and education, coordinate internal infill work, analyze infill issues and concerns, serve as a point of contact for complex infill questions and support ongoing policy development.

#### *Infill Compliance Team*

The Infill Compliance Team is a multi-disciplinary team that ensure that all types of issues can be addressed on site. The team responds to citizen complaints and conducts proactive inspections and monitors active infill sites.

*Infill Action Conversation Toolkit*

The Infill Action Conversation Toolkit is a document designed for both applicants and neighbours to support infill conversations that are held outside formal consultation processes led by Administration.

*Neighbourhood Postcard for Builders*

Administration has developed a neighbourhood postcard for applicants to fill out and deliver to neighbours. This is being distributed to industry organizations, and to individual applicants at pre-application meetings and other information sessions. It includes information about project timelines, unique features of the new home and has a placeholder for a business card.

Figure 1 - Key infill resources

# INFILL EDUCATIONAL TOOLS




**RESIDENTIAL INFILL  
CONSTRUCTION GUIDE**



**CONSTRUCTION  
PRACTICES VIDEO  
SERIES**



**INFILL BUILDER  
POSTCARD**



**NEIGHBOURS OF  
INFILL**



**CONSTRUCTION  
RESOURCES BOARD**



**WORKSITE CODE OF  
CONDUCT**



**PROTECTING TREES**



**LANDSCAPING  
REQUIREMENTS**



**INFILL SIGNAGE  
GUIDELINES**



**WHAT IS ZONING**



**PLANTING  
SUCCESSFUL TREES  
AND SHRUBS IN  
EDMONTON**



**HOW TO RESPOND TO  
A LAND  
DEVELOPMENT  
APPLICATION**



**INFILL DRAINAGE  
GUIDE**



**GOOD NEIGHBOUR  
GUIDE**



**INFILL ROADMAP**



**INFILL CONVERSATION  
GUIDE**



**INFILL STORIES VIDEO  
SERIES**



**INFILL ROADMAP  
SUMMARY**



**INFILL EDUCATIONAL  
VIDEO SERIES**