



DEVELOPMENT AGREEMENT / RE-ZONING / LAND-USE BY-LAW (LUB) APPLICATION PROCESS

1.

Step 1: Application is Made—Planning Advisory Committee (PAC) Meeting

In Preparation for the Meeting:

- Application meets with the Development Officer and CAO.
- Application is made.
- Payment of fee is made.
- The report is made available to be viewed on the PAC agenda on the Town's website.

At the Planning Advisory Committee Meeting:

- Development Officer presents report to PAC.
- Developer may address PAC.
- PAC members and the Development Officer are expected to give feedback to the Developer.
- Developer may commit to revise the initial report to address concerns raised at this meeting.
- PAC makes recommendation to Council.

2.

Step 2: Initial Public Engagement—2nd PAC Meeting and Recommendation to Council

In Preparation for the Meeting:

- Developer and the Development Officer discuss any changes arising from the 1st PAC meeting.
- Development Notice Sign is posted on subject property.
- Application details available on Town's Website.
- Advanced PAC agenda lists the development application.

At the Planning Advisory Committee Meeting:

- Development concept, with any revisions, is presented to PAC.
- Development Officer present staff report and recommendation.
- Developer may address PAC.
- The public are invited to comment on the development proposal.
- PAC members, Staff, and the Development Officer may give additional feedback to the Developer.
- Developer may commit to revise their development concept to address concerns raised at this meeting.
- PAC may decide to switch to expanded application process, see Expanded Process.
- PAC makes recommendation to council.

3.

Step 3: Public Hearing and Decision by Council (2nd Reading)

In Preparation for the Meeting:

- Two (2) hearing notices published in the local newspaper, on the Town's website, and Facebook page. First ad placed 14 days before the Public Hearing meeting. Report is attached to the website and Facebook notices.
- The report is made available to be viewed on the Public Hearing Agenda on the Town's website.
- Notice of Application mailed out to all property owners within 30m of subject property.
- Final report and recommendation sent to Council.

At the Public Hearing / Council Meeting (2nd Reading):

- The Public are invited to comment on the report.
- The Developer may address any issues the public may have.

4.

Step 4: Following the Public Hearing / Council Meeting (2nd Reading)

In Preparation for the Public Hearing:

- Notice of Approval published in the local newspaper, on the Town's website, and Facebook page / or refusal notice sent to the Developer.

5.

Step 5: Updating the Land Use By-law (LUB) / Registration of Agreement / Building and Development Permits

Updating the Land Use By-law / Building and Development Permits:

- Once the appeal period has expired, or all appeals have been exhausted, the Development Agreement is signed.
- A notification is sent to the Developer.
- Building and Development Permits may be issued.

Registration of Development Agreement:

- Once the appeal period has expired, or all appeals have been exhausted, the Development Agreement is signed.
- The Development Agreement gets registered at the Registry of Deeds as an encumbrance against the property.
- Building and Development Permits may be issued once the Development Agreement is registered.