



DEVELOPMENT AGREEMENT / RE-ZONING APPLICATION STANDARD PROCESS

1.

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

In Preparation for the Meeting:

- Developer meets with Development Officer and CAO.
- Application is made.
- Payment of fee is made.

At the Planning Advisory Committee Meeting:

- Preliminary concept presented 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 development concept to address concerns raised at this meeting.

2.

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

In Preparation for the Meeting:

- Developer and 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 presents development report and recommendation.
- Developer may address PAC.
- The public are invited to comment on the development proposal.
- PAC members, Staff, and 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: Main Public Engagement—Public Hearing and Decision by Town Council

In Preparation for the Public Hearing:

- Developer finalizes development proposal in consultation with the Development Officer.
- Council sets the public hearing date.
- Application details on Town's website are updated.
- Notice of application mailed out to all property owners within 150m of subject property.
- Public hearing advertised in local newspaper.

At the Public Hearing/Council Meeting:

- Development Officer presents public responses along with final development report and recommendation.
- The Developer may present their development proposal to Council.
- The public are invited to comment or ask questions regarding the development proposal.
- Council may give additional feedback to the developer based on information raised at the hearing.
- Developer may commit to revise development concept to address concerns raised at this meeting.
- Council makes its decision.

Following the Public Hearing/ Council Meeting:

- Notice of approval published in local newspaper or refusal sent to the Developer.
- Decision may be appealed to the Nova Scotia Utility and Review Board up to 14 days following notification.

4.

Step 4: Registration of Development Agreement—Building and Development Permits

- Once the appeal period has expired, or all appeals have been exhausted, the Development Agreement is signed.
- Development Agreement gets registered at the Registry of Deeds as an encumbrance against the property.
- For a re-zoning, the Land Use By-Law is updated.
- Building and Development Permits may be issued once the Development Agreement is registered.