



## SITE PLAN APPROVAL PROCESS

1.

### Step 1: Application for Site Plan Approval Submitted to the Development Officer

- Payment of fee to accompany application for the proposed Site Plan.
- Negotiation of the Site Plan between the Development Officer and the Applicant.

2.

### Step 2: Development Officer Approves or Does Not Approve the Site Plan

#### *If approved:*

- Applicant agrees in writing to carry out the approved Site Plan.
- Notices are sent out within seven (7) days of the decision to all assessed property owners within 30m of the Applicant's property.
- An assessed property owner has 14 days, after receipt of notice, to appeal to Council.

#### *If not approved:*

- Applicant is notified.
- Applicant has seven (7) days after receiving notice to appeal to the CAO.
- Development Officer or CAO must give seven (7) days written notice of the date of the appeal to all assessed property owners within 30m of the Applicant's property.

3.

### Step 3: Appeals

#### *Appeal of the approval of the Site Plan by the assessed owner:*

- Council hears appeal.
- Council grants assessed owner's appeal.
- Site Plan not approved and no Development Permit is issued.

#### *Council upholds Development Officer's decision to approve:*

- Development Officer issues the Development Permit.

#### *Appeal for refusal of Site Plan by the Applicant:*

- Council hears appeal.
- Council grants Applicant's appeal.
- Development Officer approves the Site Plan and issues the Development Permit.

#### *Council upholds the Development Officer's decision to refuse:*

- Site Plan is not approved and no Development Permit is issued.