

## **Re-Zoning Application Process:**

1. Application for a Permit received from developer (For example to construct a structure for Commercial use in Residential zone), which does not fit the allowable uses within that lands zoning. The request could also be for a proposed development.
2. The application is reviewed by Council regarding it's compliance with Provincial regulations ie: Roads Act, Environmental Protection Act, Planning Act, etc., this is the first step, since any application must first comply with Provincial regulations before being reviewed by Council as to the Communities Official Plan and Bylaws. For example, if an application were determined to not meet Provincial regulations it would not proceed further.
3. If the application is deemed by the Community to comply with Provincial regulations the next step would be to contact any applicable Provincial Departments for comments/concerns. Provincial Departments would then respond back with positive or negative concerns. If any Provincial concerns are negative the process stops and the applicant must either modify the application to address these concerns, or application is withdrawn. If Provincial response is positive then the process continues....
4. Council then reviews all information complied and decides if the application can proceed or would require modification of the Official Plan, Zoning Map or Bylaws. The community would then respond back to the applicant with the option of, either modifying the application to comply or submitting a request for modification of the communities zoning map, Official Plan or Bylaws. This request for rezoning would include a deposit fee to cover the costs involved in completing this re-zoning process. Our Official Plan suggests an amount of \$200.00, but council can request a larger sum if required. **(Remember it is the responsibility of the developer to bear all costs associated with any modification of the Plan, map or bylaws as the developer, is the one to benefit from the modification.)** A receipt is written for the deposit to the developer and the expenses are tracked and any funds not used are returned to the developer. However, if the process costs more then the deposit covered an invoice is issued to the developer to cover the additional costs. The costs involved are typically advertising the public meeting to advise residents of this proposed development, rental of a meeting space, printing maps and/or other information required for presentation at the public meeting, mailing notifications to residents and any other expenses associated with the public meeting.
5. Following the public meeting and/or public consultation process. Council would review all the information compiled on this application and make a decision.
6. If the decision of Council is positive the Official Plan or Bylaws are amended, (The amendment requires first and second reading of Council on two separate dates and formal adoption, then approval by the Minister responsible for Municipal affairs) thus, making the application compliant and the permit is issued. If Councils decision is negative the permit is denied and the applicant would be advised of the appeal process.
7. Due to the timeline regulations under the Planning Act a plan/bylaw modification generally could take several weeks to months **(it may be longer)** to complete the process correctly.