

3 • Administration

3.1 Planning Advisory Committee (PAC)

- a) Town Planning Advisory Committee is appointed by Town Council in conformity with Section 200 of the Municipal Government Act and shall be herein referred to as the Committee.
- b) Duties of the Committee include:
 - i) at the direction of Council, hold public hearings, advise Council regarding planning and zoning matters;
 - ii) advise the Council as to the intent of the Municipal Planning Strategy; and
 - iii) assist Council in the periodic review of the official plans and Land Use By-law in conformity with the Municipal Government Act.

3.2 Development Officer

- a) Council shall appoint a Development Officer pursuant to the provisions of the Municipal Government Act who shall issue development permits and carry out such duties as are prescribed by the Municipal Government Act or by this by-law and shall perform such other duties as Council may direct.
- b) Council may appoint a Deputy Development Officer who, when the Development Officer is unable to do so by reason of absence or other cause, shall carry out the duties of the Development Officer and may make any decision he/she could have made.

3.3 Development Permit

- a) No development shall be undertaken unless a development permit has been granted by the Development Officer.
- b) No development permit shall be issued unless the provisions of this by-law have been complied with.
- c) Every development permit is valid for 12 months from the date of being issued.
- d) A development permit may be renewed for an additional 12 month period provided:
 - i) the development permit has not been renewed previously; and
 - ii) the Development Officer is satisfied that the development permit is consistent with the existing Land Use By-law and any proposed amendments.

3.4 Application for Development Permits

- a) Every application for a development permit shall be in duplicate and shall be accompanied by such plans and copies drawn to an appropriate scale and showing the following such as the Development Officer may require:
 - i) the true shape and dimensions of the lot to be used, and upon which it is proposed to erect any building or structure;
 - ii) the proposed location, height, and dimensions of the building, structure, or work in respect of which the permit is applied for;
 - iii) the proposed location and dimensions of parking spaces, loading spaces, driveways;

- iv) natural land features such as wetlands, watercourses, slope by topography; and
 - v) such other information as may be necessary to determine whether or not such development, reconstruction or redevelopment conforms with the requirements of this by-law.
- b) The application shall be signed by the owner of the lot or by the owner's duly authorized agent and shall set forth in detail the present and proposed use of the lot and each building or structure, or part of each building or structure, together with all information necessary to determine whether or not every such proposed use of land, building or structure conforms with the requirements of this by-law.
- c) Where the Development Officer is unable to determine whether the proposed development conforms to this by-law and other by-laws and regulations in force which affect the proposed development, he/she may require that the plans submitted under clause 3.4(a) be based upon an actual survey by a Nova Scotia Land Surveyor.