STEP 1: Application is Made | 1st Planning Advisory Committee (PAC) Meeting

In Preparation for the Meeting:

a) Developer meets with Planning Staff.
b) Application is made.

At the Planning Advisory Committee Meeting

c) Staff present Preliminary Concept to PAC.
d) Applicant may address PAC.
e) PAC members & Staff are expected to give feedback to the developer.
f) Applicant may commit to revise initial development concept to address concerns raised at this meeting.

STEP 2: Initial Public Engagement | 2nd Planning Advisory Committee (PAC) Meeting

In Preparation for the Meeting:

a) Applicant and Planning Staff discuss any changes arising from the 1st PAC meeting.
b) Development Notice Sign is posted on subject property.
c) Application Details available on Town’s Website.
d) Advertised PAC Agenda lists the development application.

At the Planning Advisory Committee Meeting

e) Staff present Development Concept with any revisions to PAC.
f) Applicant may address PAC.
g) The public are invited to comment on the development proposal.
h) PAC members & Staff may give additional feedback to the developer.
i) Applicant may commit to revise the development concept to address concerns raised at this meeting.

STEP 3: Main Public Engagement | 3rd Planning Advisory Committee (PAC) Meeting & Recommendation to Council

In Preparation for the Meeting:

a) Applicant and Planning Staff discuss any changes arising from the 2nd PAC meeting.
b) Application Details with any revisions arising from 2nd PAC meeting available on Town's Website.
c) Advertised PAC Agenda lists the development application.
d) Notice of Application mailed out to all property owners within 150 m (492 ft) of subject property.
e) On-line survey made available on Town’s Website.

At the Planning Advisory Committee Meeting

f) Development Concept, with any revisions, presented to PAC.
g) Planning Staff present report and recommendation including results of public survey.
h) The public are invited to comment on the development proposal.
i) PAC members & Staff may give additional feedback to the developer.
j) Applicant may commit to revise development concept to address concerns raised at this meeting.
k) PAC makes recommendation to Council

STEP 4: Public Hearing & Decision by Town Council

In Preparation for the Public Hearing:

a) Applicant finalizes development proposal in consultation with Planning Staff.
b) Council sets a hearing date.
c) Application Details, with any revisions arising from 3rd PAC meeting, made available on Town's Website.
d) Hearing Notice published in local newspaper.

At the Public Hearing/Council Meeting

e) Planning Staff Present Final Report and Recommendation to Council
f) Applicant may present their proposal to Council.
g) Public are invited to comment on the development proposal.
h) Council makes decision.

Following the Public Hearing/Council Meeting

i) Approval notice published in local paper or refusal notice sent to applicant
j) Decision may be appealed to the Nova Scotia Utility and Review Board up to 14 days following notification.

STEP 5: Registration of Agreement | Building & Development Permits

a) Once appeal period has expired or all appeals have been exhausted, Development Agreement is signed.
b) Development Agreement gets registered at the Registry of Deeds as an encumbrance against the property.
c) Building & Development Permits may be issued once agreement is registered.