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) Preliminary Concept presented 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.

g) PAC may decide to switch to expanded application process, see Form B | Expanded Process

STEP 2: Initial Public Engagement | 2nd PAC Meeting and Recommendation to Council

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) Development Concept with any revisions is presented to PAC.

f) Planning Staff present Staff Report and Recommendation.

g) Applicant may address PAC.

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 their development concept to address concerns raised at this meeting.

k) PAC may decide to switch to expanded application process, see Form B | Expanded Process

l) PAC makes recommendation to Council.

STEP 3: Main Public Engagement | 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 the Public Hearing Date.

c) Application Details on Town’s Website are updated.

d) On-line survey made available on Town’s Website.

e) Notice of Application mailed out to all property owners within 150 m (492 ft) of subject property.

f) Public Hearing advertised in local newspaper.

At the Public Hearing/Council Meeting

g) Planning Staff present public survey results along with final staff report and recommendation.

h) The applicant may present their development proposal to Council.

i) Council may give additional feedback to the applicant based on information raised at the hearing.

j) Applicant may commit to revise development concept to address concerns raised at this meeting.

k) Council makes its decision.

Following the Public Hearing/Council Meeting

m) Notice of approval published in local newspaper or refusal notice sent to applicant.

n) Decision may be appealed to the Nova Scotia Utility and Review Board up to 14 days following notification.

STEP 4: Registration of Development 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) For a rezoning, the Land Use By-law is updated.

d) Building & Development Permits may be issued once agreement is registered.