

1

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*

2

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.

3

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) The public are invited to comment or ask questions regarding the development proposal.
- j) Council may give additional feedback to the applicant based on information raised at the hearing.
- k) Applicant may commit to revise development concept to address concerns raised at this meeting.
- l) 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.

4

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.