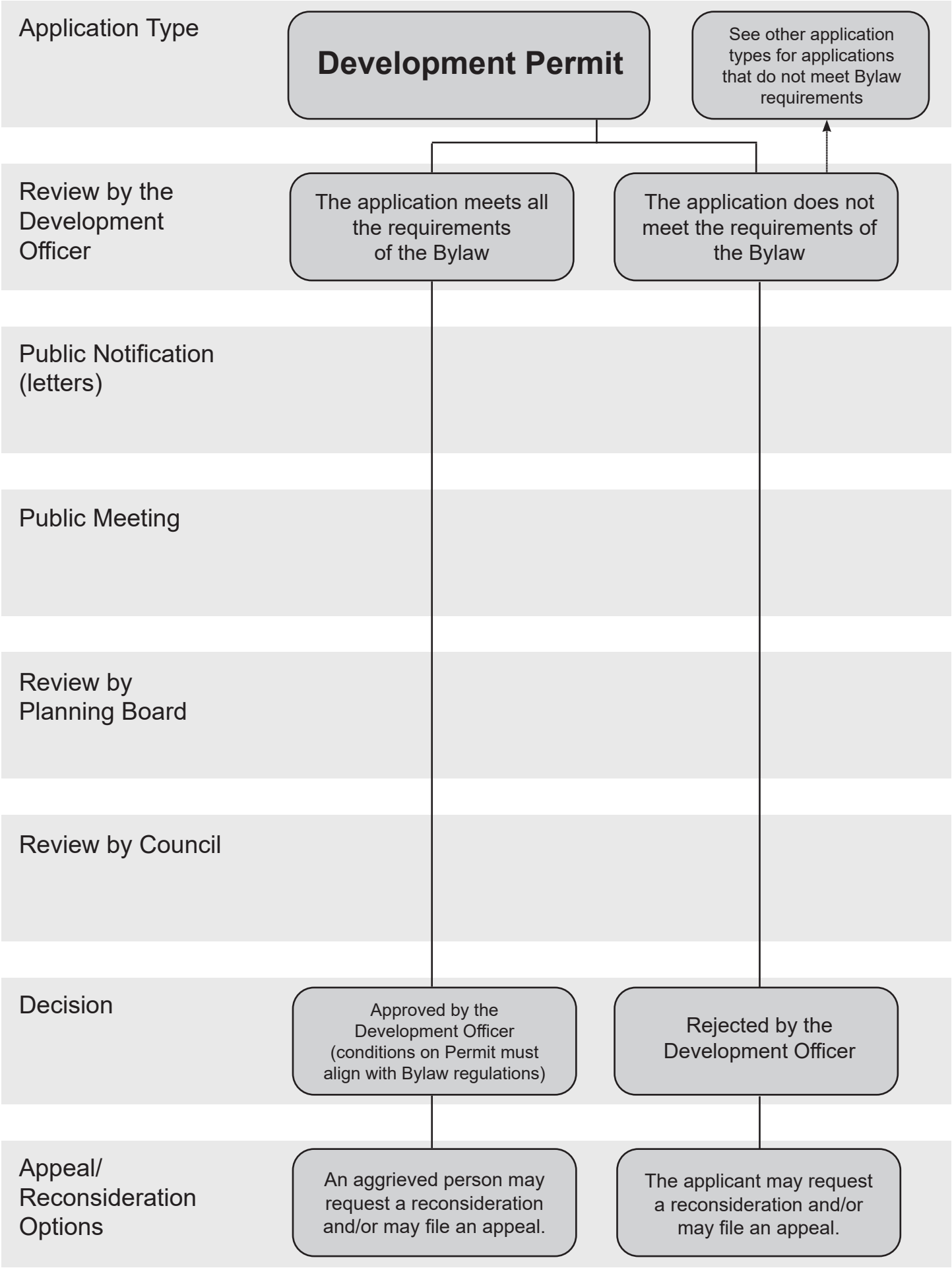
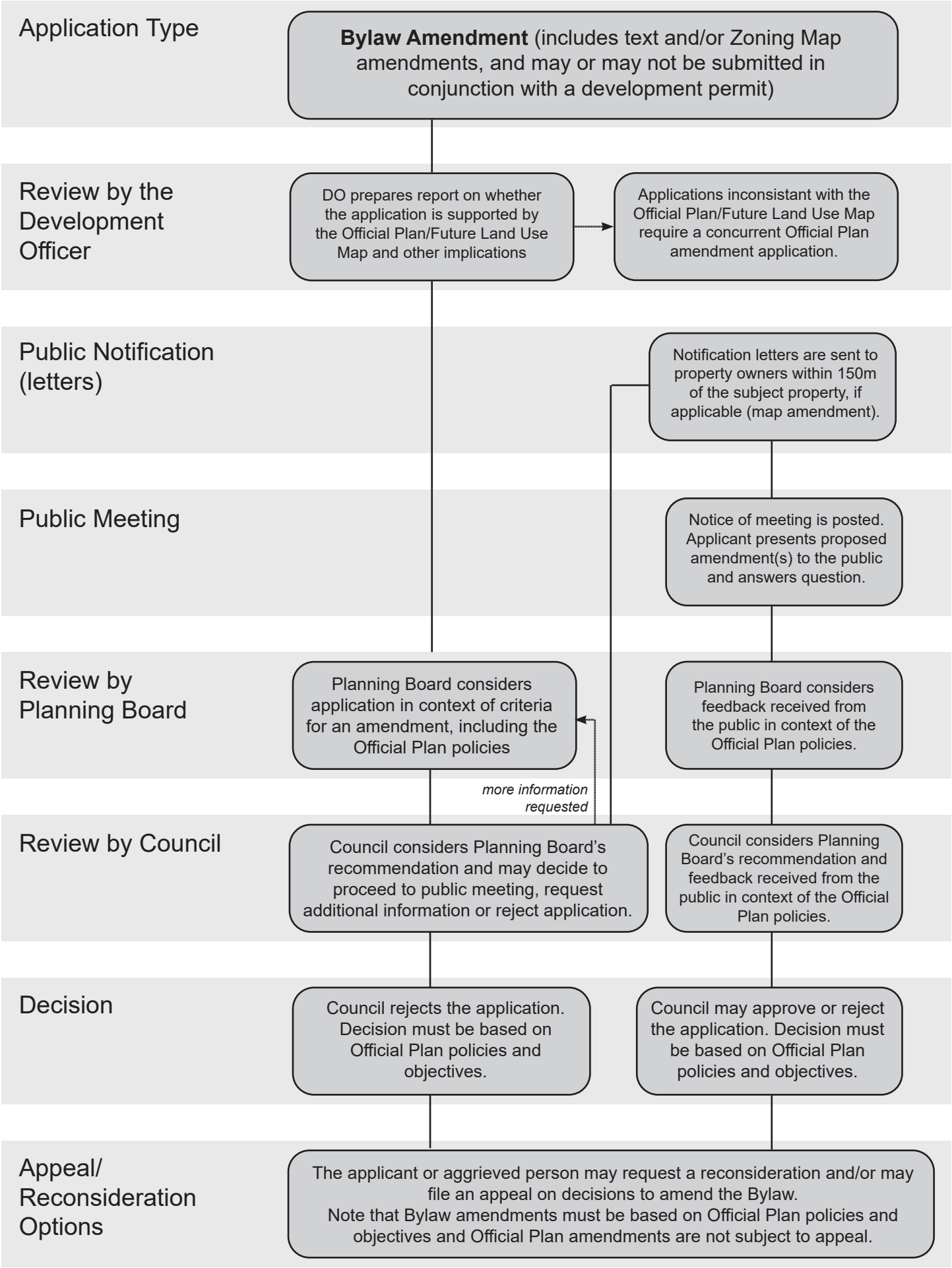
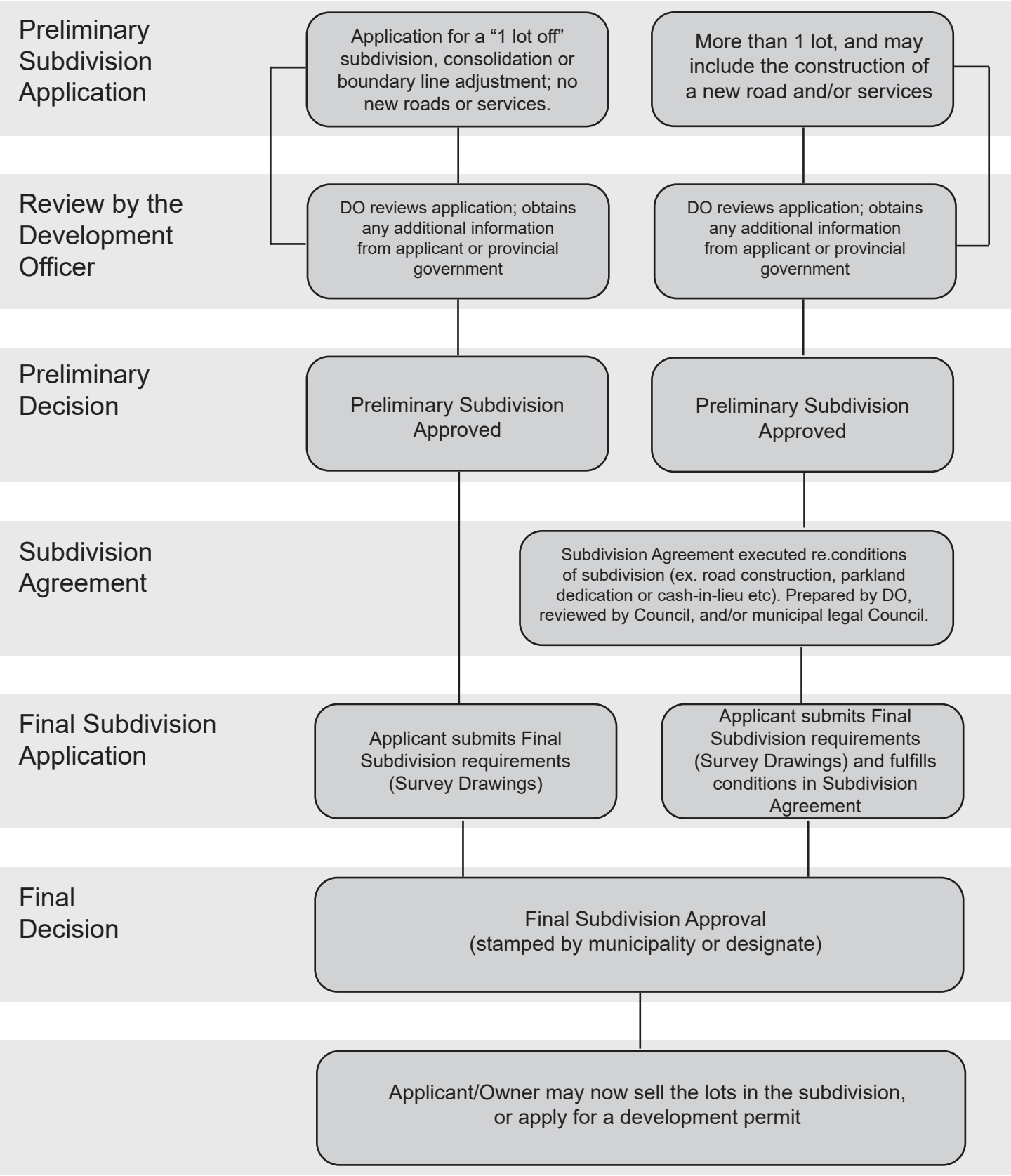

Application Type
Development Permit
See other application types for applications that do not meet Bylaw requirements
Review by the Development Officer
The application meets all the requirements of the Bylaw
The application does not meet the requirements of the Bylaw
Public Notification (letters)
Public Meeting
Review by Planning Board
Review by Council
Decision
Approved by the Development Officer (conditions on Permit must align with Bylaw regulations)
Rejected by the Development Officer
Appeal/ Reconsideration Options
An aggrieved person may request a reconsideration and/or may file an appeal.
The applicant may request a reconsideration and/or may file an appeal.

Application Type	**Variance -** must be submitted in conjunction with a development permit application; only applies to a proposed development that does not meet the requirements for minimum front, rear, side and/or flankage yard setback(s); lot area, coverage, frontage; and/or building height.	
Review by the Development Officer	Minor Variance request is less than 10%	Major Variance request is 10% or more
Public Notification (letters)		Notification letters are sent to property owners within 150m of the subject property.
Public Meeting		
Review by Planning Board	Planning Board considers the application based on criteria to support a variance in the By-law and Official Plan policies.	Planning Board considers the application, based on criteria to support a variance, public feed-back and Official Plan policies.
Review by Council	Council considers the application, based on the recommendation of Planning Board, public feedback and the Official Plan policies	
Decision	Council may approve, approve with conditions, or reject the application. Conditions that align with regulations in the Bylaw should be stated on the develoment permit; any additional conditions negotiated due to the variance should be described in a registered development agreement.	
Appeal/ Reconsideration Options	The applicant or an aggrieved person may request a reconsideration and/or may file an appeal against the development permit that is subject to the variance.	


Application Type
Bylaw Amendment (includes text and/or Zoning Map amendments, and may or may not be submitted in conjunction with a development permit)
Review by the Development Officer
DO prepares report on whether the application is supported by the Official Plan/Future Land Use Map and other implications
Applications inconsistant with the Official Plan/Future Land Use Map require a concurrent Official Plan amendment application.
Public Notification (letters)
Notification letters are sent to property owners within 150m of the subject property, if applicable (map amendment).
Public Meeting
Notice of meeting is posted. Applicant presents proposed amendment(s) to the public and answers question.
Review by Planning Board
Planning Board considers application in context of criteria for an amendment, including the Official Plan policies
Planning Board considers feedback received from the public in context of the Official Plan policies.
more information requested
Review by Council
Council considers Planning Board's recommendation and may decide to proceed to public meeting, request additional information or reject application.
Council considers Planning Board's recommendation and feedback received from the public in context of the Official Plan policies.
Decision
Council rejects the application. Decision must be based on Official Plan policies and objectives.
Council may approve or reject the application. Decision must be based on Official Plan policies and objectives.
Appeal/ Reconsideration Options
The applicant or aggrieved person may request a reconsideration and/or may file an appeal on decisions to amend the Bylaw.
Note that Bylaw amendments must be based on Official Plan policies and objectives and Official Plan amendments are not subject to appeal.


Preliminary Subdivision Application
Application for a “1 lot off” subdivision, consolidation or boundary line adjustment; no new roads or services.
More than 1 lot, and may include the construction of a new road and/or services
Review by the Development Officer
DO reviews application; obtains any additional information from applicant or provincial government
DO reviews application; obtains any additional information from applicant or provincial government
Preliminary Decision
Preliminary Subdivision Approved
Preliminary Subdivision Approved
Subdivision Agreement
Subdivision Agreement executed re.conditions of subdivision (ex. road construction, parkland dedication or cash-in-lieu etc). Prepared by DO, reviewed by Council, and/or municipal legal Council.
Final Subdivision Application
Applicant submits Final Subdivision requirements (Survey Drawings)
Applicant submits Final Subdivision requirements (Survey Drawings) and fulfills conditions in Subdivision Agreement
Final Decision
Final Subdivision Approval (stamped by municipality or designate)
Applicant/Owner may now sell the lots in the subdivision, or apply for a development permit