

# Town of Truro – Policy & Procedure Manual

**Subject:** Planning Application Referrals  
**Policy Number:** P160-005  
**Approval Date:** April 4, 2005  
**Departments:** Planning & Development

## **POLICY STATEMENT**

It is the policy of the Planning and Development Department to receive and process planning applications in a timely and efficient manner while giving due consideration to the interests of the applicant, The Town and residents of Truro.

## **PURPOSE**

The purpose of this Policy is to establish a referral system for planning applications (ie. Rezoning, LUB amendments, and development agreements).

## **PROCESS**

Planning staff will receive applications and determine referral process as follows:

**Municipal Planning Strategy Amendments** – received by Planning and Development and referred directly to Council for consideration. If Council determines an amendment warrants further consideration it shall be forwarded to the Planning Advisory Committee and Planning Staff for study and recommendation to Council.

**Land Use By-law Amendments/Rezoning** – received by Planning and Development and referred directly to the Planning Advisory Committee for recommendation to Council. Council will be advised of all Land Use By-law amendment/Rezoning applications received at their next regular meeting.

**Development Agreements** – received by Planning and Development and referred directly to Town Planning Advisory Committee for recommendation to Council. Council will be advised of all development agreement applications received at their next regular meeting.