

**1****STEP 1: Application is Made | 1<sup>st</sup> 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.

**2****STEP 2: Initial Public Engagement | 2<sup>nd</sup> Planning Advisory Committee (PAC) Meeting***In Preparation for the Meeting:*

- a) Applicant and Planning Staff discuss any changes arising from the 1<sup>st</sup> 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.

**3****STEP 3: Main Public Engagement | 3<sup>rd</sup> Planning Advisory Committee (PAC) Meeting & Recommendation to Council***In Preparation for the Meeting:*

- a) Applicant and Planning Staff discuss any changes arising from the 2<sup>nd</sup> PAC meeting.
- b) Application Details with any revisions arising from 2<sup>nd</sup> 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) Applicant may address PAC.
- i) The public are invited to comment on the development proposal.
- j) PAC members & Staff may give additional feedback to the developer.
- k) Applicant may commit to revise development concept to address concerns raised at this meeting.
- l) PAC makes recommendation to Council

**4****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 3<sup>rd</sup> 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.

**5****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.