

**#69. Town of Lunenburg Procedural Policy:
Planning Applications Procedure**

I. Purpose

The purpose of this policy is to clarify the process for applications for Municipal Planning Strategy and Land Use By-law amendments and development agreements and development agreement amendments.

II. Procedural Policy: Initial Process

1. Municipal Planning Strategy

All applications for an amendment to the Municipal Planning Strategy shall be referred immediately on receipt to Council. Council shall determine whether a report will be prepared and an application considered.

2. Land Use By-law: Map

Upon receipt of an application for an amendment to the map of the Land Use By-law, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

3. Land Use By-law: Text

(a) Upon receipt of an application for an amendment to the text of the Land Use By-law which is straightforward in nature, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

(b) Upon receipt of an application for an amendment to the text of the Land Use By-law for which a number of alternatives are possible, the planner shall prepare a report and forward the report to the Planning Advisory Committee for discussion and recommendation regarding a public information meeting to Council.

4. Development Agreements and Development Agreement Amendments

(a) Upon receipt of an application for a development agreement or amendment to a development agreement which is straightforward in nature, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

(b) Upon receipt of an application for a development agreement or amendment to a development agreement within which a number of alternatives are possible or "fine-tuning" may be required, the planner shall prepare a report and forward the report to the Planning Advisory Committee for discussion and recommendation regarding a public information meeting to Council.

III. Procedural Policy: Remaining Process

The processes set out both in the Public Participation Program approved by resolution of Council and in the Municipal Government Act shall govern all of the remaining process for a planning application.