

**TOWN OF LUNENBURG**  
**Process for a Land Use By-law Amendment Application**  
**March 2006**

The Town of Lunenburg has established policy in its Municipal Planning Strategy (MPS) that sets out how Land Use By-law (LUB) amendments may be considered by Council.

The requested amendment must meet the policy intent of the MPS in order to be approved.

**Land Use By-law Amendment Application Process Summary:**

1. Discuss your development proposal and application requirements with the planner (optional);
2. An application is submitted in the form of a letter to the planner, requesting consideration of your proposed amendment. An advertising deposit and application fee must accompany the application. Further information regarding the proposal will be requested by the planner, who may request comments from other departments or Committees. Fees are outlined at the bottom of the Planning and Development web page: <https://townoflunenburg.ca/planning-and-development.html>
3. If the request is straight forward and is not likely to need changes, clarification or expansion, a report is prepared by the planner and given to Council. Council directs PAC to hold or not hold a public information meeting.

If the request is likely to need changes, clarification or expansion, a report is prepared by the planner and given to PAC. Once the proposed amendment has been clarified by PAC, PAC will request authorization from Council to hold a public information meeting.

4. The public information meeting is advertised once.
5. The public information meeting is held by PAC. The applicant usually attends to explain the proposal and to respond to any questions from PAC. A report of the meeting is given to Council along with a recommendation to hold or not hold a public hearing regarding the amendment.
6. Council reviews the information and refuses further action or by resolution announces its intention to amend the Land Use By-Law in a specific manner and sets the date of public hearing.
7. The public hearing is advertised twice, with the first ad being a minimum of fourteen (14) days before the public hearing, and the owners of properties within 100' of any site-specific amendment are notified by mail of the proposed amendment.
8. Council holds the public hearing and makes its decision, usually the same night.
9. If the amendment is refused, the applicant is notified in writing, and has fourteen days in which to appeal Council's decision to the Nova Scotia Utilities and Review Board.

If the amendment is approved, one advertisement is placed in the newspaper, and a 14 day appeal period follows the ad.

**NOTE: DEVELOPMENT PERMITS AND BUILDING PERMITS ARE ALSO REQUIRED**