

TOWN OF LUNENBURG
Process for a Land Use By-law Amendment Application
August 2016

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 on the form provided requesting consideration of your proposed amendment. The fee of \$934.50 (includes an advertising deposit of \$700.00 and an application fee of \$234.50) must accompany the application. Further information regarding the proposal will be requested by the planner, who may request comments from other departments or Committees.
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

Town of Lunenburg Planning Application for Land Use By-Law Amendment

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name	Name
Company Name	Company Name
Mailing Address	Mailing Address
Email	Email
Phone	Phone
Cell	Cell

PLEASE NOTE: If you are not the registered owner of the property, include a letter of authorization from the owner with your application.

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address	<input type="checkbox"/> Copy of Deed <input type="checkbox"/> Survey Plan or Equivalent <input type="checkbox"/> A Letter Explaining the Proposal <input type="checkbox"/> Application and Advertising Fees \$934.50 (\$234.50 + \$700.00)
PID #	
Present Use of Property	
Proposed Use of Property	

EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation)

By submitting this application I affirm that the facts set forth are true and complete.

Name (printed): _____ Signature: _____ Date: _____

OFFICE USE ONLY: Type of LUB Application:

Date received: