

Process Timeline

Development Permit

1-5
Days

Application Preparation and Submission

Pre-Application Meeting (if warranted/requested)

Complete application package and fee payment received by GMRSC

Application Review

Technical review of Application by GMRSC and other agencies

Staff review application against applicable regulations

Review Completed Successfully

If permit can't be issued

Site Plan Review/Approval process is completed and forms completed

Permit is created in database, printed, signed and sent to Applicant, along with Site Plan Approval documents

Notes are sent to Applicant (usually by email) with list of application deficiencies and further required documents (outstanding)

Where appropriate, Development Officer may interact with contractors/designers to clarify or ask questions

Development Officer awaits required revisions

Inspection

Staff complete inspection upon completion of development to ensure site plan compliance

Roles, Responsibilities, and Procedures

- Possible pre application meeting with staff to discuss regulations and which documents to submit for required permit (over the phone, by email, or in person)
- At minimum, a completed application form (including description of the development) and site plan is required; usually also require floor plans and elevation drawings
- A development permit is required for any project that is exempt from a building permit, or as otherwise specified in a Zoning By-law/Rural Plan
- If staff determine that the project does not comply with the Zoning By-law and/or Municipal Plan, they may guide the Applicant to the relevant/required process (Variance, Plan Amendment & Rezoning, or Rezoning); see processes 2-3

- Staff and Applicant consult with provided checklists to determine which plans and documents are required for a complete application package, depending on their type of development
- Staff create an ALT # (application tracking number) to assign to the application, to input into the database and enter fees

-Application (including site plan, floor plan, etc) details are reviewed to confirm conformance with Zoning By-law/Rural Plan zone provisions, along with general provisions
-Application may also be reviewed against Provincial Building Regulation, Provincial Setback Regulation, Watercourse and Wetland Alteration Regulation, etc.
-Site plan review/approval is required; see process 1

-Possible documents/consultation with outside departments, depending on the application: NB Department of Environment regarding wetlands, wellfield protection areas, City of Miramichi Engineering/Public Works, NB Department of Transportation and Infrastructure regarding setbacks/access, City Fire, Police, Economic Development

-Applicant will be notified if further documents are needed, or if changes to plans are needed

-fees differ by jurisdiction and the type of development (residential, commercial, industrial); usually either \$20, \$40, or \$60
-timeline can vary depending on the proposed development and complexity (can range from a fence or signage, to a larger commercial development)
-the denial or granting of a permit may be appealed to the Assessment and Planning Appeal Board (by the Applicant/Public)
- Schedule A Conditions of Approval Form (where necessary) is to be signed and returned by Applicant prior to permit issuance
-Applicant is required to post the permit document in a visible place on the property