

# Process Timeline

## Plan Amendment and Rezoning

4-6 Months

Note: Timeline is variable but is lengthy due to minimum periods between certain stages (public notice, public presentation and hearing), as required by provincial legislation

### Application Preparation and Submission

Pre-application meeting and/or Development Assistance Committee Meeting (if warranted/requested)

Complete application package and fee payment received by GMRSC

### Application Review

Technical review of Application by GMRSC and other agencies

GMRSC prepares Staff Report for PRAC

PRAC meeting; PRAC's views (which form basis of proposed by-laws) forwarded to City Council

### Plan Amendment

1<sup>st</sup> Reading of By-law

Notice of Public Presentation

Public Presentation

2<sup>nd</sup> and 3<sup>rd</sup> Reading  
Adoption by Council

Minister Approval

File registration of By-law

Notice of Ministerial Approval and Registration Published

### Rezoning

1<sup>st</sup> Reading of By-law

Notice of Public Hearing

Public Hearing

2<sup>nd</sup> and 3<sup>rd</sup> Reading  
Adoption by Council

File Registration of By-law

Notice of Registration Published

### Subsequent Development Approvals

Further application submission and review is possible once a required plan amendment/rezoning is completed; Applicant may apply for required building/development permit (see processes 1, 4, 5 as required)

## Roles, Responsibilities, and Procedures

### Passing or Rejecting the Plan Amendment / Rezoning

The Greater Miramichi Regional Service Commission (GMRSC) and Planning Review and Adjustment Committee (PRAC) offer support and recommendations to Municipal Council, but the final decision on whether to accept the amendment rests with Council.

### The Applicant is responsible for:

- If necessary, scheduling a pre-application meeting/discussion with GMRSC to identify submission requirements
- If necessary, scheduling a Developer's Assistance Committee meeting with GMRSC staff and Municipal Officials to navigate application process and possible incentives
- If necessary, obtain the services of an engineer, architect, planning consultant or other professional
- Obtain authorization from the property owner (if not the Applicant) to act on their behalf
- Submit complete application and pay the required fee
- At minimum, a completed application form (including indicating the nature of the variance) and site plan is required; usually also require floor plans and elevation drawings
- Revise application or submission materials based on GMRSC and external agency input as required

### GMRSC is responsible for:

- Processing the application and fee payment;
- Liaising with the applicant to clarify outstanding details and seek comments from agencies including local fire, police, and engineering services regarding concerns with the development proposal;
- Providing a Staff Report to PRAC detailing the technical review of the application with recommendations;
- Presenting the application at a public presentation and/or hearing; and
- Providing relevant maps to PRAC and Council.

### PRAC is responsible for:

- Discussing the development proposal and forming a recommendation to Council on whether the application should be accepted or rejected, and under what terms and conditions should apply, if any.

### Municipal Council and Staff is responsible for:

- Passing a resolution to decide whether or not to proceed with the application, set a date for public presentation and/or hearing, ask PRAC for its recommendation regarding the application;
- Publishing notices of public presentation and/or hearing;
- Drafting a proposed by-law amendment;
- Hearing public objections;
- Giving three readings to the proposed by-law amendment;
- Passing or rejecting the amendment;
- Registering the by-law;
- Submitting the By-law to the Minister of Environment and Local Government (if Plan Amendment); and
- Notifying the applicant of Council's decision.

### Plan Amendment

The Municipal Plan is the municipality's main document used for community planning. The Plan's legal authority is granted and governed by the New Brunswick *Community Planning Act*. The Plan describes the policies and proposals (actions) in place to meet community goals and objectives. The Plan directs how and where future development should be encouraged and divides the community into a series of land use designations that are graphically represented on the "Future Land Use Map" that accompanies the Plan. These designations determine where particular land uses will be encouraged to develop.

**An amendment to the Plan's text or maps becomes necessary when new issues or concerns arise that were not considered during the adoption or review of the Plan.**

Note: A Plan Amendment is not required where a proposal conforms with the Plan Designation; these applications may proceed only through the rezoning process.

### Rezoning

The Zoning By-law is used to guide development and regulate land use within the community. The By-law implements the policies and proposals contained in the Municipal Development Plan at the individual property level.

**An amendment to the Zoning By-law's text or maps becomes necessary when a development proposal does not conform to the Zoning By-law.**