

Process Timeline

Rezoning

3-4 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;
PRACs views (which form basis of proposed by-laws) forwarded to City Council

Rezoning

1st Reading of By-law

Notice of Public Hearing

Public Hearing

2nd and 3rd 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 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 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 Development 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.

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.