

1

1-5
Days

Process Timeline

Site Plan Review/Approval

Application Preparation and Submission

Pre-Application Meeting (if warranted/requested)



Complete application package and fee payment received by GMRSC



Application Review

Staff may refer application to outside departments/agencies for comment



Staff review application against applicable regulations



Site Plan Approval

Applicant is provided with copies of the site plan approval and Schedule A (where necessary)



Application can proceed through building/development permitting process (see processes 4, 5)

Roles, Responsibilities, and Procedures

- Pre-application meetings are possible (over the phone, by email, or in person) depending on the overall complexity of the project
- Site Plan Review/Approvals are required as a step in the development/building permitting process, for any type of development other than a single unit dwelling/accessory building
- A Site Plan Review can occur simultaneously with the building permitting review process
- The Site Plan Review/Approval can only be issued once any required variances or plan amendment/rezoning
- A Site Plan Review/Approval is always a component of the Development Permit/Building Permit review process

Applicant is Responsible For:

- Sometimes the Applicant will schedule a meeting to drop off the application and required documents
- 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
- Timeline and amount of review can vary greatly depending on the proposed development and complexity (can range from a fence or signage, to a larger commercial development)

-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

-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.