

# Development Permit Application Process Timeline

**Timeline:**  
1 to 5 days

**LEGEND (Action by)**

- Applicant
- GMRSC
- External Departments and Agencies

**Application Preparation and Submission**

- Pre-application meeting with GMRSC Staff\* and applicable external agencies or departments
- Complete application package\* and ensure fee payment is received by GMRSC

**Application Review**

- Technical review of Application by GMRSC based on applicable regulations, including external department and agency review

**Review Completed Successfully**

- Site Plan Review/Approval process is **completed**, and forms are completed
- Permit is created in database
- Permit is printed, signed and sent to Applicant, along with Site Plan Approval documents

**If Permit Cannot be Issued**

- Notes are sent to Applicant with list of application deficiencies and outstanding documents
- 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

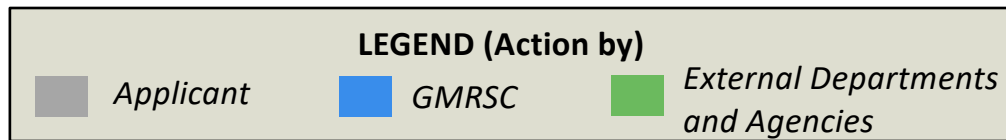
*This process has been independently reviewed by a third-party professional engineering and planning consultant and is found to be consistent with the requirements of the Community Planning Act, Local Governance Act, and with the processes used in other jurisdictions across the Province of New Brunswick.*

\* Refer to page 2

# Development Permit Application

## Process Timeline

### Roles, Responsibilities, and Procedures



#### Applicant Responsibilities, Roles & Procedures

##### Specific Roles and Procedures

- \*Possible pre-application meeting with GMRSC Staff (also may include Development Officers, Planners, Building Inspector, Municipal Staff) to discuss regulations and which documents to submit for required permit (over the phone, by email, virtually, or in person with COVID-19 protocols)
- \*Applicants consult with Staff and use provided checklists to determine which plans and documents are required for a complete application package, depending on their type of development
- \*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
- Applicant may be guided to the relevant/required process (Variance, Plan Amendment & Rezoning, or Rezoning); see processes 2-3 by Staff if it is determined that the project does not comply with the Zoning By-law and/or Municipal Plan
- The denial or granting of a permit may be appealed to the Assessment and Planning Appeal Board (by the Applicant/Public)

##### Responsibilities

- Applicant will be notified if further documents are needed, or if changes to plans are needed
- Applicant is required to post the permit document in a visible place on the property
- Schedule A Conditions of Approval Form (where necessary) is to be signed and returned by Applicant prior to permit issuance



#### Fees

- Fees differ by jurisdiction and the type of development (residential, commercial, industrial); usually either \$20, \$40, or \$60



#### GMRSC Responsibilities, Roles & Procedures

##### Specific Roles and Procedures

- 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 AIT # (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 (Site Plan/Approval)
- 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

##### Responsibilities

- if Staff determine that the project does not comply with the Zoning By-law and/or Municipal Plan, then the Applicant may be guided to the relevant/required process (Variance, Plan Amendment & Rezoning, or Rezoning); see processes 2-3
- Applicant will be notified if further documents are needed, or if changes to plans are needed



#### Timeline

- Timeline can vary depending on the proposed development and complexity (can range from a fence or signage, to a larger commercial development)

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