

Department: Administration	Policy Number: D00-01535
Subject: Municipal Planning Services	Effective Date: 11/11/08
Bylaw No: 2070/08	Revision Date:
	Version #: 1

Purpose:

To outline the services the municipality will provide to the residents and applicants in processing applications & planning matters subject to the Planning & Municipal Acts.

It is the Corporation’s intent to provide professional planning services to our citizens with staff coordinating the planning process prior and subsequent to any decisions being adopted by Council.

It is the objective of Council to recover planning costs related but not limited to the processing of an application.

Scope:

The Planning Services being provided will include but not be limited to the following:

Applications:

- Site Plan Agreements
- Official Plan Amendments
- Zoning Amendments
- Subdivision Agreements
- Minor Variances
- Consents
- Other Applications as determined by the Planning Act.
- General Information

Procedures:

1. Pre-Consultation will be considered in the following manner;
 - 1.1 The Municipality will advise applicant of the availability of forms, document requirements and process with potential time frames and cost apportionment. Applicant will be given Official Plan, Zoning Bylaw, list of Professional Planning Firms and other documentation the municipality may deem appropriate based on the information provided in the initial contact with the applicant.
 - 1.2 If applicant requests further information relating to the potential for a successful application, the municipality then; may engage their Professional Planning firm for an opinion with applicable costs to be borne by the municipality.
 - 1.3 If the information as noted in 1.2 increases in complexity and requires a formal opinion the municipality may engage their Professional Planning Firm to provide this opinion with the costs to be borne by the applicant.

2. The application process will be conducted as follows;
 - 2.1 Municipality will advise applicant to have their agent fill out their application and/or documentation.
 - 2.2 Planning advice will not be imparted by staff with respect to the applications except to clarify the process.
The advice will extend to the provision of general information as it may apply to individual circumstances related to land use and its regulations. Staff will not state in definitive terms the status or potential status of land use and the impact on local and provincial regulations. Inquiries will be qualified with the information and records as adopted by Council and available to the Corporation and not a definitive opinion as to the applicability.
 - 2.3 Applicants respecting formal applications as noted above will be advised to retain a professional planner to complete their forms. Staff will not comment or aid in the completion of the application.
3. The fees and costs will be allocated as follows;
 - 3.1 The Applicant will bear all costs for the planning related services required these being, but not limited to administration, engineering, legal, landscape architectural, and/or external planning consulting services incurred by the Corporation in the processing of the application.
 - 3.2 Fees will be established as stated in the Tariff of Fees bylaw unless in the opinion of staff the nature and complexity of the application requires a deposit.
 - 3.3 No application will be deemed complete unless it has been accounted for with the proper application fee and/or Cost Acknowledgment Agreement.
4. A Cost Acknowledgment Agreement will be entered into if the application costs are estimated by staff to be greater than the fees as noted in the Tariff of Fees schedule as follows;
 - 4.1 The agreement will be entered into by the applicant and the Corporation prior to the processing of an application with the applicable deposit.
 - 4.2 If deposit exceeds costs a refund will be issued to the applicant after a proper accounting for the application.
 - 4.3 If deposit does not exceed costs an invoice will be prepared and sent to the applicant subsequent to an accounting for the application.
 - 4.4 Any non payment of account for planning costs being invoiced will be subject to standard collections procedures as deemed appropriate by the Corporation.

- 4.5 The agreement shall not be construed as acceptance or approval by the Corporation of the application.
- 4.6 The agreement shall not stand in lieu of or prejudice the rights of the Corporation to require others agreements as the Corporation may deem necessary in processing an application.