


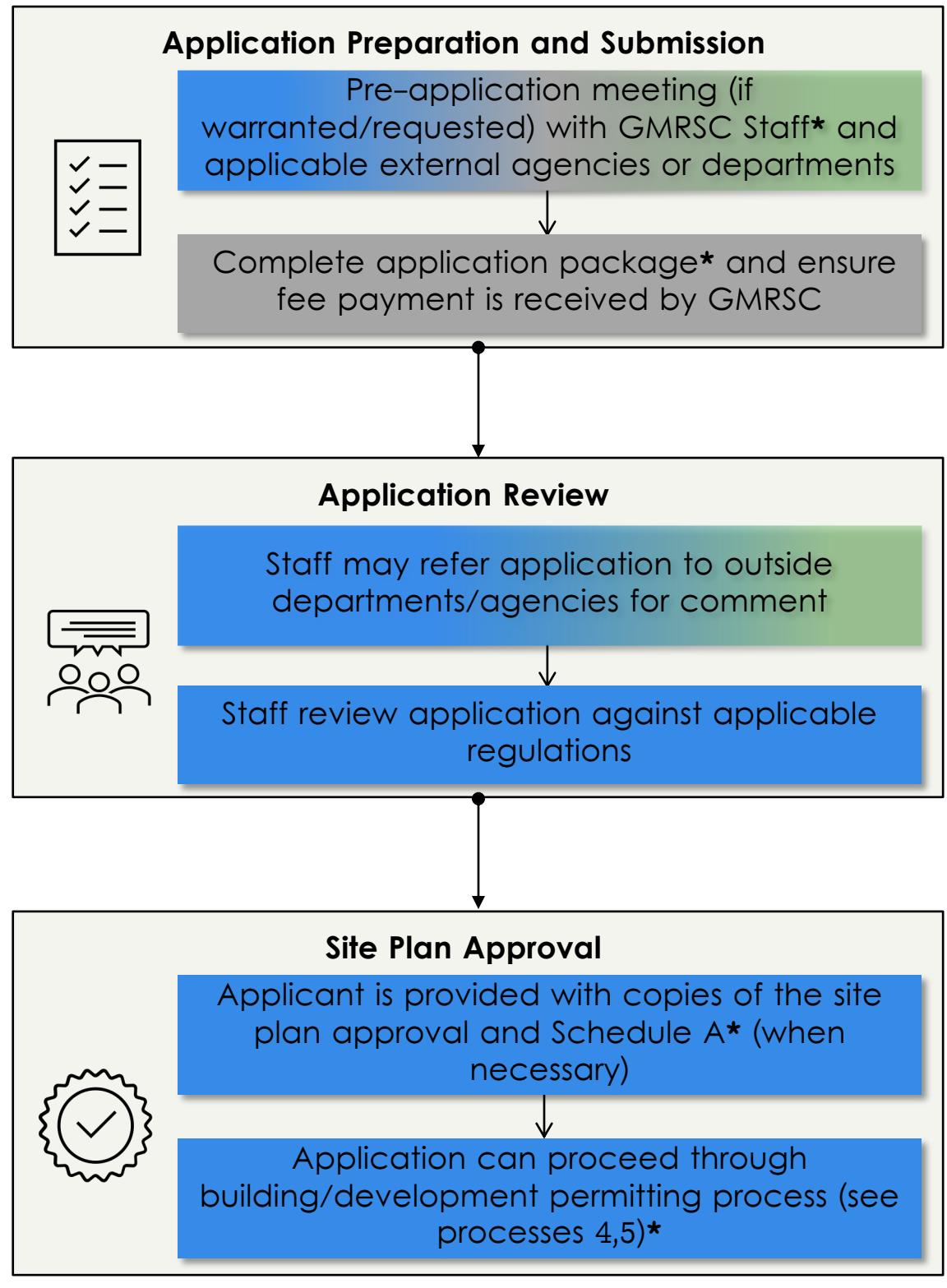


Site Plan Review/Approval Process Timeline

Timeline:
1 to 5 days

LEGEND (Action by)

 Applicant	 GMRSC	 External Departments and Agencies
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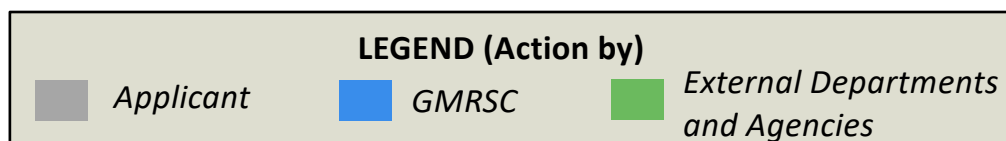


* Refer to page 2

Site Plan Review/Approval

Process Timeline

Roles, Responsibilities, and Procedures



Applicant Responsibilities, Roles & Procedures

Specific Roles and Procedures

- Sometimes the Applicant will schedule a meeting to drop off the application and required documents (with COVID-19 protocols)
- *At minimum, a completed application form with project description (available online or at GMRSC office), site plan, and fee payment is required; usually also require floor plans and elevation drawings for more complex applications
- *Pre-application meetings are possible (over the phone, by email, virtually, or in person with COVID-19 protocols) depending on the overall complexity of the project with GMRSC Staff (may include Building Inspector, Planners, Development Officer, and/or Municipal Staff) and, when required applicable external agencies or departments



GMRSC Responsibilities, Roles & Procedures

Specific Roles and Procedures

- 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, or any other applicable Provincial or Federal Government regulation
- 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 (in which case, a site plan approval is not required as part of the Building Inspectors review)
- 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 are obtained, approved, or granted
- A Site Plan Review/Approval is always a component of the Development Permit/Building Permit review process

Responsibilities

- Extent of review and timeline can vary greatly depending on the proposed development and complexity (can range from a fence or signage, to a larger commercial development)
- Application can proceed through Building/Development Permitting process – see process 4 (Development Permit), 5 (Building Permit)
- Applicant is provided with copies of the site plan approval and Schedule A* (when necessary) – Schedule A is Additional Conditions of Permit Approval (typically done over email, but could be done in person with COVID-19 protocols)

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.