

# Municipal Plan Amendment and Rezoning Process Timeline

**Timeline:**  
4-6 months  
– see page 2  
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**LEGEND (Action by)**

- Applicant
- GMRSC
- External Departments and Agencies

**Application Preparation and Submission**

- Pre-application meeting \* and/or Development Assistance Committee Meeting (if warranted/requested)
- Complete application package\* and ensure fee payment received by GMRSC

**Application Review**

- \*Technical review of Application by GMRSC based on applicable regulations, including external department and agency review
- GMRSC prepares Staff Report for PRAC
- PRAC meeting; PRAC's views (forms basis of proposed by-laws) forwarded to City Council

**Plan Amendment**

- 1<sup>st</sup> Reading of By-law at Council Meeting
- Council Passes Resolution of Intent to Amend Plan
- Notice of Public Presentation
- Public Presentation at Council Meeting
- Public Review (within 30 days of presentation)
- Public Hearing of Comments or Written Objections
- 2<sup>nd</sup> and 3<sup>rd</sup> Reading Adoption by Council
- Minister Approval
- File registration of By-law
- Notice of Ministerial Approval and Registration Published

**Rezoning**

- 1<sup>st</sup> Reading of By-law at Council Meeting
- Council Passes Resolution to Schedule Public Hearing
- Notice of Public Hearing
- Public Review of Proposed By-law
- Public Hearing of Comments or Written Objectives
- 2<sup>nd</sup> and 3<sup>rd</sup> 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)\*

*Public notices, presentations, review, and hearings could be combined along with the adoption by Council of both plan amendment and zoning at the same meetings (presentation, hearing, and adapting the plan before the zoning)*

\* Refer to page 2

# Municipal Plan Amendment and Rezoning Process Timeline Roles, Responsibilities, and Procedures

**LEGEND (Action by)**

- Applicant
- GMRSC
- External Departments and Agencies

**Passing or Rejecting the Plan Amendment/ Rezoning**

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.**

**Plan Amendment**

-The Municipal Plan is the municipality's main document used for community planning. The Plan's legal authority is granted and governed by the New Brunswick *Community Planning Act*. The Plan describes the policies and proposals (actions) in place to meet community goals and objectives. The Plan directs how and where future development should be encouraged and divides the community into a series of land use designations that are graphically represented on the "Future Land Use Map" that accompanies the Plan. These designations determine where particular land uses will be encouraged to develop.

**-An amendment to the Plan's text or maps becomes necessary when new issues or concerns arise that were not considered during the adoption or review of the Plan. The process to amend the Plan is the same as the process to adopt it.**

-*Note:* A Plan Amendment is not required where a proposal conforms with the Plan Designation; these applications may proceed only through the rezoning process.

**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.**

**Municipal Council & Staff Responsibilities, Roles & Procedures**

- 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

**Applicant Responsibilities, Roles & Procedures**

*If Required:*

- \*Schedule a pre-application meeting/discussion (by phone, email, virtually, or in person with COVID-19 protocols) with GMRSC Staff (may include Building Inspectors, Planners, Municipal Staff, and/or Development Officers) to identify submission requirements
- Schedule a Developer's Assistance Committee meeting with GMRSC Staff and Municipal Officials to navigate application process and possible incentives
- Obtain the services of an engineer, architect, planning consultant or other professional to assist with preparation/submission of amendment

*Responsibilities:*

- Obtain written 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 available online or at GMRSC office (including indicating the nature of the amendment) 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
- \*Further application submission and review is possible once a required plan amendment and rezoning is completed; Applicant may apply for required building/development permit - see processes 1 (Site Plan Review/Approval), 4 (Development Permit), 5 (Building Permit)

**GMRSC Responsibilities, Roles & Procedures**

**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.

**Timeline**

**4-6 Months** -- Timeline is variable but is lengthy due to minimum periods between certain stages (public notice, public presentation and hearing), as required by provincial legislation

*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.*