

Confirmation of Zoning

Process Timeline

Timeline:
1 to 3 days

LEGEND (Action by)

- Applicant
- GMRSC
- External Departments and Agencies

Application Preparation and Submission

✓ —
 ✓ —
 ✓ —
 ✓ —

Complete request and fee payment received by GMRSC

Research and Letter Drafting

GMRSC Staff research zoning designation and permitted uses on property

Letter is drafted outlining the zoning designation and permitted uses of the property

Property location map is prepared as an attachment, along with zoning by-law excerpt as attachment

Zoning Confirmation

Confirmation is provided to the Applicant by email, fax, mail, or in person

Roles, Responsibilities, and Procedures

Applicant Responsibilities, Roles & Procedures

- Fee is \$100 per Parcel Identifier Number (PID)
- Request is always informal, over the phone or by email; the Applicant is asked to confirm that they want the service, and then will be asked to provide the PID of the property in question, plus contact information
- If the Applicant identifies an inquiry about a specific land use, that can be incorporated into the letter
- A Zoning Conformity Letter, requested to confirm the conformity of an existing use with the zoning by-law, can also be issued (if required) for \$200 per PID; the burden is on the Applicant to demonstrate/identify any legal non-conforming use rights, if applicable

GMRSC Responsibilities, Roles & Procedures

- GMRSC Staff confirms the fee
- Staff tells the Applicant what the letter will include
- During the request from the Applicant, Staff take down the property information and contact information and send it to the Applicant once payment is received
- Staff research zoning designation and permitted uses on property
- Letter is drafted outlining the zoning designation and permitted uses of the property
- Property location map is prepared as an attachment, along with zoning by-law excerpt as attachment
- The zoning confirmation letter is sent to the Applicant

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.