

**TOWN OF LUNENBURG**  
**Process for a Development Agreement Application and Substantial Amendment**  
**August 2016**

The Town of Lunenburg has established policy in its Municipal Planning Strategy (MPS) that sets out how development agreements may be considered by Council.

The requested development agreement must meet the policy intent of the MPS in order to be approved.

**Development Agreement Application Process Summary:**

1. Discuss your development proposal and application requirements with the planner (optional);
2. An application is submitted on the form provided requesting consideration of your proposal. The fee of \$934.50 (includes an advertising deposit of \$700.00 and an application fee of \$234.50) must accompany the application. Further information regarding the proposal will be requested by the planner, who may get comments from other departments or Committees.
3. A report is prepared by the planner and given to PAC. PAC requests any changes or further information, and asks Council to authorize PAC to hold a public information meeting.
4. Council considers the PAC recommendation and authorizes the public information meeting or requests further changes or information.
5. The public information meeting is advertised once.
6. The public information meeting is held by PAC. The applicant usually attends to explain the proposal and to respond to any questions from PAC.
7. PAC recommends Council hold or not hold a public hearing regarding the development agreement.
8. Council reviews the information and refuses further action or by resolution announces its intention to enter into the development agreement and sets the date of public hearing.
9. The public hearing is advertised twice, with the first ad being a minimum of fourteen (14) days before the public hearing, and the owners of properties within 100' of the site are notified of the proposed development agreement.
10. Council holds the public hearing and makes its decision, usually the same night.
11. If the development agreement is refused, the applicant is notified in writing, and has fourteen days in which to appeal Council's decision to the Nova Scotia Utilities and Review Board.

If the development agreement is approved, one advertisement is placed in the newspaper, and a 14 day appeal period follows the ad.

**NOTE: DEVELOPMENT PERMITS AND BUILDING PERMITS ARE ALSO REQUIRED**

# Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

| APPLICANT INFORMATION | REGISTERED OWNER OF PROPERTY |
|-----------------------|------------------------------|
| Name                  | Name                         |
| Company Name          | Company Name                 |
| Mailing Address       | Mailing Address              |
| Email                 | Email                        |
| Phone                 | Phone                        |
| Cell                  | Cell                         |

PLEASE NOTE: If you are not the registered owner of the property, include a letter of authorization from the owner with your application.

| PROPERTY INFORMATION     | APPLICATION CHECKLIST   |
|--------------------------|---|
| Civic Address            | <input type="checkbox"/> Copy of Deed<br><br><input type="checkbox"/> Survey Plan or Equivalent<br><br><input type="checkbox"/> A Letter Explaining the Proposal<br><br><input type="checkbox"/> Application and Advertising Fees<br>\$934.50 (\$234.50 + \$700.00) |
| PID #                    |   |
| Present Use of Property  |   |
| Proposed Use of Property |   |

## EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation)

By submitting this application I affirm that the facts set forth are true and complete.

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Type of DA Application:

Date received: