

APPLICATION FOR A MUNICIPAL DEVELOPMENT OR RURAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

NOTE TO APPLICANTS:

This application form is to be used to request amendments to the land use designation(s) and/or zones for a specific property. In this form, the term “subject land” means the land that is subject of the proposed amendment. This form is also to be used for any proposal to amend existing approved Rural Plan or Municipal Development Plan policy and/or Zoning By-law text.

N.B. In order to expedite the process, the applicant is advised to consult with Greater Moncton Planning District Commission staff (Pre-Consultation Meeting) prior to competing and submitting the application.

All of the attached information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, legible and precise. Items listed in the checklist must be included with the completed application form provided by the applicant.

Please be advised that if the all required information herewith is not provided, the Greater Moncton Planning District Commission will return the application or refuse to further consider the application until the information and the fee are provided. In the absence of the required information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result the proposal may be **denied**.

This information will be used to consult with various interested agencies. Where the scale or nature of the land use change appear to require a large number of agencies to be consulted, additional information may be required.

To set up a Pre-consultation Meeting, please contact the Greater Moncton Planning District Commission.



Greater Moncton Planning
District Commission
Commission du district
d'aménagement
du grand Moncton

Greater Moncton Planning District Commission - Commission du district d'aménagement du grand Moncton

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Checklist of Information Required for a Complete Application for a Municipal Development or Rural Plan Amendment and/or Zoning By-law Amendment

- 1. Nature of application or approval requested;
- 2. Application fee of \$_____;
- 3. Civic address of subject property;
- 4. Property Identification Number (PID) of subject property;
- 5. Name and address of registered property owner(s), including Certificate of Registered Ownership or a registered deed;
- 6. Name and address of property owner(s) **or** agent / applicant other than property owner(s);
- 7. A description of the existing use and the intended use(s) of the property;
- 8. A Site Plan, drawn to scale, showing size and lot dimensions, footprint of existing and proposed buildings including stairways and wheelchair ramps and their setback from property lines and other buildings, the general location of buildings on abutting lots, easements or right-of-ways, surface drainage method, watercourses or bodies of water on or adjacent to the property, the location of driveways and parking / loading areas, location and details of all signs and exterior lighting as well as any existing vegetation and proposed landscaping;
- 9. Building plans need not be working drawings for construction purposes, but must be drawn to an appropriate scale to show the project concept and include floor plans and elevation drawings. Floor plans to show rooms and room sizes and the use or intended use of each room - elevation drawings to show windows, and door locations, types of materials used for cladding, roof materials, height of walls and overall height of building(s);
- 10. A tentative project completion dated;
- 11. Where applicable, any other information or material requested by the Development Officer, as determined at the Pre-Consultation Meeting:
 - Copy of *Watercourse Alteration Permit* from the Department of Environment;
 - Copy of a *Setback Certificate* from the Department of Transportation;
 - A copy of a septic tank approbation from the Department of Health and Wellness;
 - Copy of an *Environmental Impact Assessment* or other environmental related report;
 - Copy of any hydrology study
 - A traffic impact study
 - Topographical information / cut and fill
 - Other information:
