

**PROCEDURE FOR PROCESSING
AN APPLICATION FOR A ZONING BY-LAW
MUNICIPALITY OF DYSART ET AL**

1. The applicant submits an application for a zoning by-law amendment, accompanied by the prescribed information and the applicable fee, to the Municipality.
2. Within 30 days of receipt of the application, the application is reviewed by the Municipal Planner to determine if it is complete.
3. The Planning Act prescribes the information required for a complete application. If the application is not complete, the application is returned to the applicant for further information. If the applicant does not agree with the Municipality's position, he/she has 30 days to make a motion to the Local Planning Appeal Tribunal for direction on the Municipality's position.
4. Once the application is determined to be complete, *Notice of Completeness* will be sent to the applicant.
5. Council conducts a preliminary review of the application at the next Council meeting. Direction is given to staff to schedule the application for a public meeting.
6. Council reviews zoning by-law applications at their meeting held on the fourth Tuesday of each month. Applications must be received and deemed to be complete at least two weeks in advance of this Council meeting to accommodate the required processing and notification requirements.
7. If directed by Council (see item 5 above), the file is scheduled for a public meeting at the next month's meeting of the Public Meeting Committee. The Public Meeting Committee meets on the first Monday of each month. If this Monday is a holiday, the meeting is held on the first Tuesday.
8. Public notice of the application, including the date, time and location of the public meeting is given in compliance with the provisions of the Planning Act. Specifically:
 - an advertisement is placed in the Haliburton County Echo, at least 20 days in advance of the public meeting;
 - written notice is sent directly to all agencies required by regulation; and
 - written notice is sent directly to all owners of land within 120 metres of a proposed zone boundary.
9. The file is available for public review prior to the public meeting. Written comments are accepted at the Municipal office at any time before the hearing. The Public Meeting Committee receives a copy of all written comments.

Note: All applications are processed according to the provisions of the Planning Act R.S.O., 1990, c.P. 13, as amended. This sheet is a generalized description of the process, intended for the lay person only, and is not intended to be a complete listing of the requirements of the said Act.

10. Anyone may attend the Public Meeting to express his or her views about the application. You may be represented by counsel for that purpose, if you so choose. If you do not attend at the public meeting, the Committee may proceed in your absence.
11. The Public Meeting Committee hears the application. If there are several files at the same meeting, the Committee generally hears the applications in the order shown on the agenda. The meeting will generally proceed as follows:
 - The Chairman will introduce the Committee members and give a general explanation of the procedure that will be followed during the meeting.
 - The Chairman will then announce the file that is being heard.
 - The Municipal Planner will give a brief explanation of the proposed by-law and the notification process.
 - The owner (or his/her agent) will be asked to explain the proposal.
 - The Chairman will then ask if there is anyone in attendance who would like to comment on the file.
 - The Committee is able to ask questions at any time during the meeting.
 - The Committee will make a recommendation to Council at the end of the meeting or will defer their decision if a site inspection or additional information is required to assist them with their decision.
12. Council considers the recommendation of the Public Meeting Committee at their next regularly scheduled meeting.
13. If all information is complete and the proposed by-law is deemed advisable by Council, the by-law is passed.
14. Within 15 days of passing the by-law, the Municipality will mail a copy of the *Notice of Passing*, to the owner, his/her agent, all persons and agencies required by regulation and to anyone who has filed a written request to be notified of the Council's decision. The *Notice of Passing* will include a copy of the by-law and information on how to appeal Council's decision to the Local Planning Appeal Tribunal. It will specify the final date to appeal the decision.
15. Any person has the right to appeal Council's decision to the Local Planning Appeal Tribunal. The appeal period extends for 20 days following the mailing of the *Notice of Passing*. An appeal is initiated by filing a *Notice of Appeal*, accompanied by the required fee of \$300.00, with the Municipality. The Municipality will forward the file to the Local Planning Appeal Tribunal.
16. If no appeal is received by the Municipality at the end of the 20 day appeal period, the by-law is in full force and effect. The by-law is deemed to have come into effect on the date of passing.

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