



**REGION OF QUEENS MUNICIPALITY
LAND USE BYLAW AMENDMENT &
DEVELOPMENT AGREEMENT APPLICATION**

For Internal Use Only

Acceptance Date: _____
Processing Date: _____



1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property – _____

Property Identification Number (PID) – _____

Present use of subject property – _____

Proposed use of subject property – _____

Existing Lot Size - _____

Existing Lot Frontage - _____

3. Property Owner Information:

Name – _____

Applicant is:

- Owner
- Agent of Owner

Civic Address - _____

Mailing Address (If different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

Existing Zoning - _____

Proposed Zoning - _____

5. Property Servicing Information:

Water Services –

- Municipal System - Existing Proposed
- Drilled Well - Existing Proposed
- Dug Well - Existing Proposed
- Other - _____

Sewer Services –

- Municipal System - Existing Proposed
- On-site System - Existing Proposed
- Other - _____

Access –

- Public Road - Existing Proposed
- Private Road - Existing Proposed
- Other - _____

6. Declaration:

- Registered Owner of Property (Please print)

I / We _____ do solemnly declare that I / We are the current registered owner(s) of the property described in this application. I / We have examined the contents of this application and certify that the information submitted is accurate.

Registered Owner _____
Signature _____
Date _____

Registered Owner (if more than one) _____
Signature _____
Date _____

- Authorization of Registered Owner (Please print)

I / We _____ authorize _____
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) _____ and identified as PID# _____.

Notes:

1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make cheques payable to the Region of Queens Municipality. Following completion of the amendment process, the unused balance will be returned to the applicant. However, should the deposit be insufficient to cover the cost of advertising, the applicant will be responsible for the difference.
3. It is recommended that an applicant have a pre-consultation meeting with staff of the Planning Department prior to submitting this application.



Region of Queens Municipality

REGION OF QUEENS MUNICIPALITY LAND USE BYLAW AMENDMENT & DEVELOPMENT AGREEMENT APPLICATION CHECKLIST

For application for amendments to the Region of Queens Municipality Land Use Bylaw or applications for development agreement, Council and the Planning Advisory Committee will take a number of matters into consideration prior making a decision on an application. Below is an excerpt from the Municipal Planning Strategy dealing with proposed amendments to the Land Use Bylaw.

Policy 12.5.2

It shall be the intention of Council, when considering amendments to the Land Use Bylaw, to have regard to the following:

- a. *that the proposal conforms with the intentions of this MPS and to the requirements of all other Region Bylaws and regulations.*
- b. *that the proposal is not inappropriate, or could create potential problems in relation to:*
 1. *the financial capability of the Region to absorb any costs relating to the development;*
 2. *adequacy of sewer, water, and fire protection services to support the proposed development;*
 3. *adequacy and proximity of recreational and other community facilities;*
 4. *the adequacy of road networks in, adjacent to, or leading to the proposed development in terms of ability to handle traffic that the proposed development will generate;*
 5. *the potential for the contamination of watercourses or the creation of erosion, sedimentation and /or flooding; and*
 6. *the potential for damage to or destruction of designated historical buildings and sites.*
- c. *that adequate requirements are contained in the Land Use Bylaw to reduce conflict between the proposed development and any adjacent or nearby land uses by reason of:*
 1. *type of use;*
 2. *height generation, access to and egress from the site and parking provisions;*
 3. *traffic generation, access to and egress from the site and parking provisions;*
 4. *outdoor storage;*
 5. *signs;*
 6. *provision is made for buffering, landscaping, screening and access control to reduce potential incompatibility with adjacent land uses and traffic;*
 7. *development is located so as not to obstruct any natural drainage channels or watercourses;*
 8. *the adequacy of the building separations to provide sufficient space to permit access for firefighting equipment and to prevent the spread of fire; and*
- d. *site suitability in terms of percentage of slope, soil and geological conditions and other environmental and physical constraints; and*
- e. *potential for buffer areas, landscaping and screening to reduce potential incompatibility with adjacent land uses and transportation networks.*

Below is a checklist for submission requirements to be completed and attached to your application for amendments to the Land Use Bylaw or applications for development agreement. Depending on the nature of the application, some of the requirements may not be necessary.

Submission Item	Description	Included (Y / N)
Cover Letter	The applicant shall provide a detailed written description of the proposal, including any relevant information to be considered by the Municipality.	
Application Form	The application form shall be completed in its entirety.	
Application Fee	Applicable fee as set out in the Municipality's Fees for Planning Services Policy.	
Site Plan Drawings	<p>The following shall be included on the site plan drawings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property boundary, including dimensions <input type="checkbox"/> Street (s) <input type="checkbox"/> Existing buildings and structures <input type="checkbox"/> Proposed buildings and structures <input type="checkbox"/> Setbacks of existing and proposed buildings and structures <input type="checkbox"/> Existing development within 250 feet of subject property <input type="checkbox"/> Easements <input type="checkbox"/> Wetlands and watercourses <input type="checkbox"/> Parking area(s) <input type="checkbox"/> Outdoor storage <input type="checkbox"/> 	
Landscaping Plan		
Building Elevation Drawings		
Photographs of existing site and buildings		



REGION OF QUEENS MUNICIPALITY LAND USE BYLAW AMENDMENT OR DEVELOPMENT AGREEMENT APPLICATION PROCESS

Amendments to a land use bylaw or a development agreement are undertaken in accordance with provisions of the municipal planning strategy, as required by the Municipal Government Act. It does not require the approval of the Minister of Service Nova Scotia & Municipal Relations, but requires that a public hearing be held prior to Council making its decision, and Council's decision may be appealed to the Nova Scotia Utility & Review Board.

- 1) Application for a land use bylaw amendment or a development agreement is filed with the office of the Planning Department.
- 2) Draft bylaw reflecting amendment(s) or draft policy and development agreement prepared by the Planning Department.
- 3) Application, draft amendments or development agreement and Staff report sent to the Planning Advisory Committee (P.A.C.) for consideration.
- 4) P.A.C. makes recommendations to Council.
- 5) Council, if approved, sets date for public hearing (first reading).
- 6) Notice of public hearing placed in paper (2 ads for the public hearing must appear in the local newspapers. The first ad appearing 14 days prior to the public hearing.)
- 7) Public hearing.
- 8) Council approves or denies land use bylaw amendments or development agreement (second reading).
- 9) If approved, notice of passing placed in paper. (Notice sets out a 14 day appeal period from time of publication of notice of passing.) One certified copy of amendments filed with Minister of Municipal Affairs.
- 10) Applicant appeal provision, should council decide not to amend land use bylaw or enter into a development agreement.

* The average time frame for the land use bylaw amendment or development agreement process is three (3) months.

A deposit of \$700.00 must accompany an application for a land use bylaw amendment or development agreement, which is used to pay for the costs of the required advertising. Any money remaining after all advertising has been placed, will be returned to the applicant upon completion of the process. However, should the deposit be insufficient in covering costs of the advertising, the applicant shall be responsible for the difference.