

## Procedure for a Municipal Plan Amendment



### Please note:

✓ The commission will hear the proposal and make a recommendation on the amendment to council. The final decision is that of council and not the commission.

✓ Applicants are invited, although not required, to attend the commission meeting and speak on their proposal. The applicant may wish to attend so they are able to provide any additional information the Commissioners may need regarding their application.

✓ The public hearing is held so that members of the public have an opportunity to provide written or verbal comments and opinions for or against the proposal. Council may use these comments and opinions to modify the by-law before it is adopted.

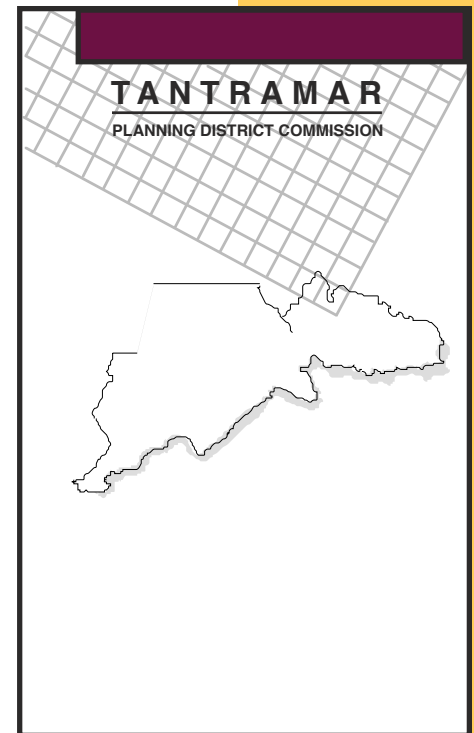
✓ All by-laws adopted by council must go through three readings. Under the Municipalities Act, these three readings must be done at two separate meetings. The Minister must also approve any municipal plan amendment. Upon approval of the Minister the by-law(s) may be registered.

This brochure is designed to give the applicant an overview and basic information about Municipal Plan amendments. Where this brochure conflicts with existing legislation, the latter prevails. For further information on detailed procedures or specific applications contact the:

*Tantramar Planning District Commission.*

# Municipal Plan Amendments

## Guide to Development Procedures



## Municipal Plan Amendment

### Definition of a Municipal Plan Amendment

A municipal plan is the main document used in community planning. It contains the policies set out to reflect the future goals and needs of the community. The plan does not consist of detailed solutions to problems, but offers an overview of what the community wants to achieve on a short and long term basis. Each municipal plan is accompanied by a future land use map which separates the community into various designations.

Sometimes a development request does not conform to the municipal plan, yet may be a reasonable request. When such a request occurs, an application may be made to amend the municipal plan.

### Types of Municipal Plan Amendments

There are two types of municipal plan amendments: a text amendment and a map amendment.

#### *Text Amendment*

When the written policies do not reflect the needs and goals of the community, a text amendment is necessary. This would be the adding, removing or changing of words in the policy.

#### *Map Amendment*

When the future land use map or a development request does not reflect the view of the community, a map amendment is necessary. This would be the altering of a designation on the future land use map.

### Municipal Plan Amendment Requirements

When an applicant wishes to amend the municipal plan, they must complete the appropriate application form. For a map amendment, the application must be accompanied by a building location survey plan prepared by a licensed New Brunswick Land Surveyor, or a plan considered suitable by the Director.

The plan must contain:

- (a) the parcel of land in question, with the dimensions,
- (b) the location, size and use of existing buildings on the property, and
- (c) a preliminary site plan showing all proposed buildings, features and uses.

Staff may require additional information if it is felt that more information is required to process the application. There is an application fee associated with a municipal plan amendment which is used to cover the cost of advertising and the processing of the amendment.

The Community Planning Act requires that council request the views and comments of the planning commission for amendments. All municipal plan amendments are presented at a commission meeting and views and comments are presented to council at the first council meeting following the commission meeting.

It is important that any and all information requested for the processing of the application be received in a timely fashion, so there are no unnecessary delays with the application.

For further information on  
**Development Procedures**  
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