

- Sidewalks, patios, playgrounds
  - North arrow
  - Any additional information deemed necessary by Council or the Development Officer
- c. The Development Officer may require written evidence that the sewage disposal method has been approved/application has been made to the Health District before a development permit can be issued.

### **3.3 Referral of Application**

- a. The Development Officer may refer any application to Council for a decision on the interpretation of the Bylaw or regarding special conditions provided for in the Bylaw, and shall inform the applicant of the date and time when Council will consider the matter. Council or the Development Officer may require the applicant to provide further information necessary to render a decision.
- b. The Development Officer may refer the application to any internal or external departments or organizations for review or comment prior to issuing a development permit. Any recommendations received may be applied as conditions to the development permit.
- c. The Development Officer shall make available a copy of all approved Development Permit application involving installation of water and sanitary services should such information be requested by provincial officials under the *Public Health Act and Regulations*.

### **3.4 Issuing Permits**

Upon completion of the review of an application for development, the Development Officer shall determine if the proposed development is either:

- a. Permitted Use:
  - i. The Development Officer will issue a development permit when the application conforms to the Zoning Bylaw, incorporating any special regulations, performance standards or development standards authorized by this Bylaw
  - ii. The Development Officer will issue a refusal, when the application does not comply with a provision or regulation of this Bylaw and write a letter to the applicant stating the reason for refusal.

**b. Discretionary Use:**

- i. The Development Officer will prepare a report for Council on the proposal discussing or examining the criteria for consideration of that discretionary use and submit the application to Council for a decision.
- ii. At least 7 days before the application is to be considered by Council, the Development officer shall provide notice to the public for the discretionary use application. The notice must be provided to:
  - a. The assessed owners of property within 75 metres of the boundary with the applicant's land; and
  - b. Any other owners the Development Officer feels should be notified or who may have an interest in the lands.
- iii. Council shall make a decision on a discretionary use, by resolution, that approves, approves with development standards or conditions, or refuses the discretionary use on that site and that instructs the Development Officer to:
  1. Issue a development permit incorporating any specific development standards set by Council, where the development complies with the standards of this Bylaw
  2. Issue a notice of refusal to the applicant stating the reasons for the refusal, referencing the specific discretionary use criteria the application did not meet
  3. All applicants shall be provided the effective date of the decision and information on their right of appeal.

**c. Prohibited Use**

- i. If the proposed development is not listed as a Permitted or Discretionary Use, it is considered a prohibited use.

**d. A new development permit approval is required when:**

- i. The approved use ceases and is replaced by another use
- ii. The approved use ceases for a 12 month period
- iii. The development or use is not started within 12 months