

DEVELOPMENT APPLICATION PROCESS

TYPICAL APPLICATION PROCESS

Applicant completes Development Application based on scope of proposed development

Office Assistant receipts payments, registers applications and assigns applications to Planning and Inspection staff for review. Applicant may be contacted for additional information as required

Planning staff review applications based on topics such as zoning, proposed use, and parking to determine compliance with Development Regulations and Municipal Plan

If no Development Permit is required, planning staff circulate a Planning Memo via email to required City staff and external stakeholders for information purposes

If a Development Permit is required Planning staff undertake an external referral and determine if an application requires public engagement and Council approval

If public engagement and Council approval are required, a background report is drafted with recommendations and provided to Council through the Planning, Engineering and Development Committee

The committee may decide to approve, modify or refuse the application. If approved, the application is presented to Council for a decision

Council decision may be subject to an appeal. If no appeals are received, the decision of Council is final and a Development Permit is issued

Inspection staff continues with application review and issues Building and Occupancy Permit(s) as required

PLANNING APPROVAL

Planning Approval requires Council and Committee decisions to be consistent with Mount Pearl's Municipal Plan, Urban and Rural Planning Act and the City's Development and Building Regulations

SITE DOCUMENTATION

Includes Site Plan, Floor Plans, Building Elevations, Land Survey, Landscaping Plan, Servicing and Grading as per the Site and Services Bulletin which can be found on the City's website.

APPLICATIONS

Planning, Engineering and Development applications are available on the City's website, and can be emailed to planning@mountpearl.ca, or dropped off at the Permit Counter at Mount Pearl City Hall.

CITY OF MOUNT PEARL MUNICIPAL PLAN

The Municipal Plan is a basis for the Development Regulations, which, in turn, implement and enforce the policies of the Plan. The Municipal Plan provides the legal basis for land use development schemes and development control regulations. As such, it provides a measure of consistency and a rationale for the administration of these regulations.