

# Amendment Application

## To Amend the Municipal Plan and/or Development Regulations

**Please Note:**

- Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application process with the Development Department to ensure that all required information has been supplied to facilitate application processing.
- The required Amendment fee is to accompany the application form. Refer to back for breakdown of fees.

**CONTACT INFORMATION (to be completed by the applicant)**

Applicant: _____	Property Owner(s): _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Postal Code: _____	Postal Code: _____
Telephone: _____	Telephone: _____
E-mail: _____	E-mail: _____

**AMENDMENT INFORMATION:**

Municipal Plan Amendment                      and/or                       Development Regulation Amendment

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Current Designation(s): _____</li> <li>• Proposed Designation(s): _____</li> <li>• Location of Subject Property:<br/>(indicate civic number &amp; street name)<br/>_____</li> <li>• Dimensions Property:<br/>(Attach copy of legal survey and/or relevant information)<br/>Frontage _____<br/>Depth _____<br/>Lot Area _____</li> </ul> | <ul style="list-style-type: none"> <li>• Current Zones(s): _____</li> <li>• Proposed Zone(s): _____</li> <li>• Existing Municipal Services to Site: <ul style="list-style-type: none"> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sanitary Sewer</li> <li><input type="checkbox"/> Storm Sewer</li> </ul> </li> <li>• Proposed Municipal Services to Site: <ul style="list-style-type: none"> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sanitary Sewer</li> <li><input type="checkbox"/> Storm Sewer</li> </ul> </li> </ul> |
|--|--|

Description of Proposed Development (attach any supporting documents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:** I do solemnly declare that the information herein contained in the said application are true and correct to the best of my knowledge.

**NOTE:** Where the Applicant and the Property Owner are not the same, the signature of the Property Owner is required before the application can be accepted for processing.

Applicant Signature: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Further Information and Staff Assistance**

Specific questions pertaining to rezoning can be directed to the Development Department.

Planning/GIS Technician  
Development Department  
5 High Street, P.O. 439  
Grand Falls-Windsor, NL  
A2A 2J8  
[planning@townofgfw.com](mailto:planning@townofgfw.com)

## AMENDMENT PROCESS

The legislated process in NL for **amending** a Town Plan and/or Development Regulations is captured within Sections 14 to 25 of the NL Urban and Rural Planning Act. Sections 10 to 13 also have relevancy. (<http://www.assembly.nl.ca/Legislation/sr/statutes/u08.htm>).

The Town will seek the services of a Professional Planner to assist with various Municipal Plan Amendments. The estimated length of time it takes for an amendment associated with a rezoning of land or with an amendment is between 4 to 8 + months. The length of time is difficult to gauge as some of the timeline is influenced by the length of time it takes for Provincial review and comment, and for final provincial review and registration.

### The Process

#### 1. Application For amendment

Submit completed Amendment Application to Council requesting to amend the Municipal Plan / Development Regulations.

The completed Amendment Application and any supporting documents will be submitted to Council. Council meetings are the 3rd Tuesday of each month.

Council then decides whether to accept the recommendations.

#### 2. Public consultation (section 14)

If Council decides to consider the application, the Town publishes a public notice (see fee structure) of the proposed amendment on the Town website and on social media sites. If it pertains to a particular area or address the Town may mail notices to property owners within a 150-metre radius of the subject property.

#### 3. Review of amendment (section 15)

After a consultation has taken place, Council will review any objections or representation, revise the document, if required, and approve. The proposed amendment is then submitted to the Department of Municipal Affairs & Community Engagement, Planning Division for review and/or recommendation.

#### 4. Adoption of amendment (section 16)

Following the review, Council may adopt the proposed amendment in accordance with the Department of Municipal Affairs & Community Engagement, Planning Division recommendation.

#### 5. Notice of adoption (section 17)

Where a proposed amendment have been adopted, Council shall give notice of that adoption by advertisement on the Town website and social media sites and also post at the Joe Byrne Stadium and Town Hall. The first advertisement shall be published not fewer than 14 days before the date fixed for the hearing (if necessary) of objections to and representations on the proposed amendment.

#### 6. Public Hearing (section 18) if required

Where a proposed amendment has been adopted, and if a public hearing is required (see fee structure), Council shall set a date, time and place for the holding of the public hearing to consider objections and representations. A commissioner will be appointed to complete a report on that hearing (section 19).

The general public is invited to send in written comments (section 20). In the event no written objections or concerns have been received by two (2) days before the date of the public hearing, the hearing may be cancelled (section 21).

#### 7. Approval of report by Council (section 23)

After the public hearing is held, the Commissioner submits a written report (section 22) to Council, normally within thirty (30) days. Council shall consider the report, make revisions if they so choose and approve or deny the amendment.

#### 8. Government policy review and registration (section 24)

Approved amendments are forwarded to the Minister of Municipal Affairs & Community Engagement, Planning Division for registration. The amendment comes into legal effect when the Minister's notice of registration is published in the Newfoundland and Labrador Gazette (<http://www.servicenl.gov.nl.ca/printer/gazette/>).

### Fees (non-refundable)

Amendment Process Fee - This fee could range from \$1000 - \$3000 +  
*Amendment fees can include Commissioner fees, consultant fees, advertising fees, etc.*

Municipal Plan Amendment Fee - \$1000 to be paid when Council accepts the zoning change request and before the amendment process begins. The remaining fee will be due at the adoption stage.

Zoning Amendment Fee - \$500 to be paid when Council accepts the zoning change request and before the amendment process begins. The remaining fee will be due at the adoption stage.