

Planning Application Process

Consult with
Planning Staff

Submit Complete
Application

Public Information Meeting*

Staff Review

Planning Advisory Committee

First Reading at Council

Public Hearing

Second Reading at Council^



MUNICIPALITY *of the*
COUNTY *of* KINGS

For more information,
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Planning Applications



Information and Process



What is a Planning Application?

A planning application is how members of the public can ask the Municipality to permit a proposed development that is not permitted in the Land Use Bylaw (LUB).

LUB Map Amendment (Rezoning)

The Municipality is divided into different zones. Each zone permits certain land uses and contains regulations for the development of land. In certain situations, the public can apply to change the zone that applies to a parcel of land.

LUB Text Amendment

The LUB contains the detailed regulations that indicate the types of land uses that are permitted in a particular zone, as well as other development requirements, such as building height and setbacks. In certain situations, the public can apply to change these regulations.

Development Agreement (DA) (new or amendment)

A development agreement (DA) is a legally binding contract between the Municipality and the landowner. It is used to allow land uses that would not normally be permitted. Development agreements place conditions on the location and design of development and are registered against the deed. In certain situations, the public can apply to enter into a development agreement to allow a specific land use.

How do you start the Planning Application process?

1. Consult with a Planner to see if your proposal is eligible for a planning application, learn about the options that may be available to you, and identify any issues.
2. Submit a complete application including:
 - Survey Plan or Equivalent
 - Letter explaining the Proposal Application Form
 - Fees
 - Permission of the property owner (if applicable)
3. As required, submit any other information needed to process the application. This may include (but not limited to)
 - Site Plan
 - Drainage Study
 - Traffic Study
 - Ground Water Study



Important Information about Planning Applications

- Planning applications take six (6) to twelve (12) months to complete but may take longer if it is complex or further information is required.
- Planning applications are public. Neighbouring property owners will be informed of the proposal and provided one or more opportunities to provide feedback to the Municipality. All information submitted as part of the application is accessible to the public.
- Municipal Council makes the final decision on whether to approve or refuse an application.
- Council's decision may be appeal to the Nova Scotia Utility and Review Board (UARB).

Fees

The fees associated with a planning application are dependent on the type of application.

- LUB Amendment - \$900.00
- Non-substantive Amendment to an existing DA - \$300.00
- New DA or substantial amendment to existing DA - \$1100.00