

## DEVELOPMENT PLAN AMENDMENT PROCESS

### Information required with your application:

- Application fee plus advertising fee: Payable to Brandon and Area Planning District
- Status of Title: Available from Brandon Land Titles Office, 705 Princess Avenue
- Letter of Authorization: From registered owner(s) of the land whose name(s) appear on the title
- Detailed Letter of Intent
- Detailed site plan
- Copy of Offer to Purchase, access agreements, easements or any other related or supporting documents if applicable

*\*\*Applications may not be accepted for processing until all required information is submitted\*\**

### What happens to your application after it is submitted:

- A draft by-law to amend the Development Plan is prepared
- The application, draft by-law and map are sent to the Brandon & Area Planning District Board for First Reading.
- Following First Reading, a date is set for the Public Hearing at the Board where people may make a presentation for or against the proposal.
- The proposal is advertised in the Brandon Sun for two consecutive Saturdays indicating the date of the Public Hearing. A notice is sent to neighboring property owners within 100m (328') of the subject property indicating the proposed change. A notice is also posted on the property for 14 days prior to the Public Hearing.
- Following the Public Hearing, the Board may do one of the following;
  - a) Grant 2<sup>nd</sup> Reading.
  - b) Reject the application.
- If 2<sup>nd</sup> Reading is given, the amendment is submitted to the Minister of Intergovernmental Affairs and Trade for approval.
- If there are objections when the Board grants 2<sup>nd</sup> Reading, the objectors may file further objection with the Minister of Intergovernmental Affairs and Trade. The Minister may choose to refer an objection to a Municipal Board hearing.
- After the Minister approves the by-law (and an Appeal Hearing by the Municipal Board, if necessary) Council may then grant 3<sup>rd</sup> Reading to complete the By-law.