

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 2nd Reading.
 - b) Reject the application.
- If 2nd 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 2nd 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 3rd Reading to complete the By-law.

Brandon & Area Planning District Refund Policy

(for application made for property located within the RMs of Cornwallis or Elton)

- Phase One-First Reading (includes draft by-law & notice of hearing and 1st reading report to Board) If defeated at First reading (without merit)-Refund 75% and full advertising deposit
- Phase Two-passes First reading and is circulated for comment. On basis of comments applicant consents to withdrawal of application prior to advertising- Refund 50% and full advertising deposit
- Phase Three- Advertising, Notification, Public Hearing and Consideration of Second Reading- No further opportunity of Refund.