

The Decision Making Process

How are Decisions Made?

In Three Rivers the Development Officer holds the authority to administer the Development Bylaw. Most proposals are assessed at desk level; however, there are some types of development that are presented to Planning Board and Town Council. Some proposals have extra notification requirements, such as written consultations to neighbouring properties or adverts in the local press. On occasion a dedicated public meeting is required for 'rezoning' or an amendment to the Development Bylaw or Official Plan.

All proposals are assessed for conformity with the provisions of the Town of Three Rivers Official plan and the Development Bylaw. Then follows a recommendation for approval or refusal.



The Process

The applicant contacts the Three Rivers Planning Department for initial advice and guidance

Applications received via email or in paper format. Fee payment made.

Planning staff review the documents for completeness, ask for additional or missing information if necessary

When all documents in place, the application is registered as 'complete' and then assessed

Planning staff will make enquiries, departmental consultations and undertake site visits

Reports and recommendations are prepared for desk level decisions and those referred to Planning Board and Council for decisions

Development Permit or Preliminary/Final approval Granted

Decisions are posted on the Town's website and are available to view in the Town Hall

...is a consultation or public meeting required?

Variance proposals require written notice letters for neighbours:

- *Minor Variance*, under 10%. Letters to neighbours within 30.5m of proposal site. A desk level decision unless an objection is received.
- *Major Variance*, over 10%. Letters to neighbours within 100m of proposal site. Proposal is presented to Planning Board and Town Council.

Rezoning proposals require:

Advert in local paper 7 days prior to the meeting. Presented to Planning Board and Town Council, in addition to a public meeting.

Development Bylaw amendments require:

Advert in local paper 7 days prior to the meeting. Presented to Planning Board and Town Council, in addition to a public meeting.

Official Plan amendments:

Advert in local paper 7 days prior to the meeting for two consecutive weeks. Presented to Planning Board and Town Council, in addition to a public meeting.



Three Rivers
• WHERE HISTORY IS MADE •