

# **VILLAGE OF BLACKS HARBOUR**

## ***GUIDELINES AND APPLICATION FORM FOR REZONING OR AMENDMENT REQUEST(s)***

**Information will not be used or disclosed for purposes other than the identified purpose except with the consent of the individual(s), or as required by law**

**By-law No. 03-91 - Blacks Harbour Rural Plan**

**Drafted by: Deanna Hunter  
Development Officer  
October 6, 2004  
Revisions: July 16, 2007  
Revisions: July 29, 2009**

**Village of Blacks Harbour**  
**65 Wallace Cove Road, Blacks Harbour, NB E5H 1G9**

**APPLICATION FORM**



<b>Office file</b>	
<b>Application Date:</b>	
<b>Approval Date:</b>	
<b>Application Fee:</b>	<b>Payment Received:</b> _____ <b>Fee Waived:</b> _____

The New Brunswick Community Planning Act sets out the following procedures for all municipalities when considering amendments to Rural Plans.

If a Plan amendment is required:

- (a) The Village will publish in the local newspaper a Public Notice 10 to 14 days prior to a Council meeting advising that the proposed amendment will be presented.
- (b) Village Staff present to Council the proposed Plan amendment based on your application.
- (c) There is a 30-day period in which objections to the Plan amendment can be sent to the Clerk.
- (d) If Council decides to proceed with the Rural Plan Amendment and Rezoning application, they set a date and authorizes advertising for a Public Hearing and refers the application to the Planning Advisory Committee for report and recommendation. If Council does not wish to consider the application further, processing ceases and no further steps are carried out.
- (e) A Public Notice will be prepared by the Village and published in the newspaper twice: the first between 21 and 30 days before the Public hearing, the second between 4 and 7 days before the Public Hearing.
- (f) The Planning Advisory Committee sends a form letter advising property owners (in the area surrounding the site of the proposed rezoning) when and where the Committee will review the application. (This process is also used for variances)
- (g) A report is prepared by the Clerk based on the application proposal.
- (h) The Planning Advisory Committee holds a meeting (or meetings) to discuss the application in light of Staff report and recommendation, written responses from neighbouring property owners and presentations made by the applicant and other groups or individuals. A Committee recommendation is then made.
- (i) Council holds the advertised Public Hearing and hears from the applicant and others who support the application, as well as groups or individuals who oppose the application. The Planning Advisory

Committee recommendation is usually available for this meeting. First and Second Readings to By-Law amendment (s) can be given at this time if Council is favorable to the application.

- (j) Third reading of By-Law amendment (s) is usually undertaken at the next Council meeting.
- (k) The amendment (s) (By-Law) as passed by Council is forwarded onto the Minister of Environment & Local Government in Fredericton for approval.
- (l) The approved By-Law(s) is returned to the Clerk and registered in the Registry Office by the Village and the By-Law(s) becomes into effect.

The total time required to complete an amendment varies. As a minimum, 3 months is required for rezoning applications involving amendments to the Rural Plan. If no Plan amendment is required then the rezoning process may take a minimum of 6 weeks.

Assistance in completing this application can be obtained from the Municipal Office at 456-4870.

**APPLICATION FOR REZONING  
And/Or RURAL PLAN AMENDMENT  
VILLAGE OF BLACKS HARBOUR**

**Please Print or Type**

**1. Applicant**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **(home)** \_\_\_\_\_ **(work)**

**2. Property subject of this application:**

**(a) Location:**

**Civic No.** \_\_\_\_\_

**N.B.G.I.C. No.** \_\_\_\_\_

**(b) Description:**

**Street Frontage** \_\_\_\_\_ **Depth** \_\_\_\_\_

**Area** \_\_\_\_\_

**(c) Existing Buildings:**

**Size** \_\_\_\_\_ **Stories** \_\_\_\_\_

**(d) Existing Use:** \_\_\_\_\_

**(e) Applicant's Interest in Property:**

**Own** \_\_\_\_\_ **Lease** \_\_\_\_\_

**Option** \_\_\_\_\_

**Other (explain)** \_\_\_\_\_

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**(f) If applicant is not Owner:**

**Name of Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**3. What is your proposal?**

**Note: You must provide a fully dimensional drawing or plan which illustrates your proposal. The plan should include measurements of the property, all buildings (including proposed buildings) and distances between buildings and property lines, proposed driveways, parking areas, landscaped areas and signs.**

**(a) Describe proposed use providing details**

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**(b) New Buildings or Additions:**

Size \_\_\_\_\_ Stories \_\_\_\_\_

Type of Construction \_\_\_\_\_

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**(c) When will development begin and when will it be completed?**

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**(d) How do you think your proposal will affect near by properties?**

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**4. Is a Rural Plan Amendment required? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Check with Municipal Staff)**

*If Yes:*

**(a) Existing Land Use Designation \_\_\_\_\_**

**(b) Proposed Land Use Designation \_\_\_\_\_**

**(c) What reasons (other than the undertaking of your proposed development) can you offer to justify amending the Plan?**

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**5. Amendment to the Rural By-Law #03-91**

**(a) Present Zone**

\_\_\_\_\_

**(b) Proposed Zone**

\_\_\_\_\_

**(c) What reasons can you give to justify proposed change in zoning?  
(If insufficient space, please submit on separate sheet)**

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

**(d) The By-Law amendment fee of \$400.00 is enclosed in the form of a Cheque \_\_\_\_\_  
or Money Order \_\_\_\_\_ made payable to the Village of Blacks Harbour.**

**6. Is there any other information about your proposal that would be helpful?**

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

**The undersigned does hereby request that the above application be considered by Council**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

**The signature of the owner or authorized agent of the owner must be included.**

*Information required for Amendment to By-Law #03-91:*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**A. DESCRIPTION OF LAND**

**1. Location and Size**

**2. Surrounding Land Use**

**3. Access (enter on to the property \_\_\_\_ civic number and/or street address)**

**4. Physical Traits (*Site Plan*)**

<b>5. Environmental Constraints:</b>	<b>Hydric soil</b>	<b>YES</b> ____	<b>NO</b> ____
	<b>Endangered Species</b>	<b>YES</b> ____	<b>NO</b> ____
	<b>Floodplain</b>	<b>YES</b> ____	<b>NO</b> ____
	<b>Wetland</b>	<b>YES</b> ____	<b>NO</b> ____
	<b>Other</b>	<b>YES</b> ____	<b>NO</b> ____

**B. SERVICING**

**Municipal Service**

*If you provide your own service, please give details*

YES \_\_\_\_ NO \_\_\_\_

**C. PRECEDING APPLICATIONS**

**D. RURAL PLAN AND ZONING STATUTES**

**E. PROPOSED USE**

**COMPLETED APPLICATIONS INCLUDING CHEQUE OR MONEY  
ORDER ARE TO BE RETURNED TO THE DEVELOPMENT OFFICER**

**Village of Blacks Harbour  
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Blacks Harbour, NB E5H 1G9**

**Incomplete applications could be returned causing a delay in the application process.**