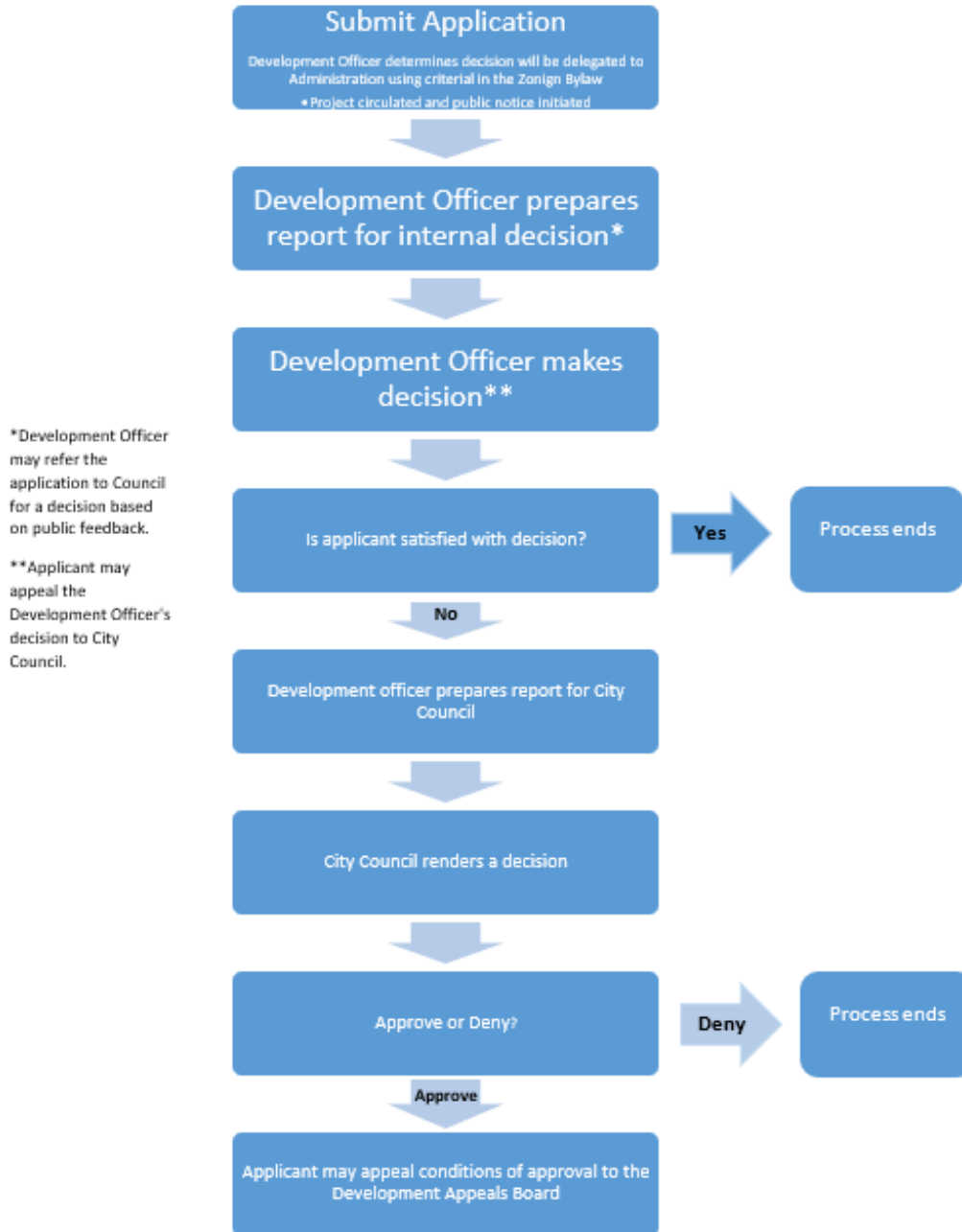


## Proposed Discretionary Use Process – Applications Delegated to Development Officer



<p><b>1. Application intake and initial review (approximately two weeks)</b></p>
<ul style="list-style-type: none"> <li>• Application submitted and is entered into the system</li> <li>• Reviewed for completeness and quality, and approval authority delegated to Development Officer.</li> <li>• Initial technical review to identify any initial zoning or policy concerns.</li> <li>• Application prepared for circulation to technical and public stakeholders.</li> </ul>
<p><b>2. Technical and Public Circulation (4 weeks)</b></p>
<ul style="list-style-type: none"> <li>• Application is circulated to technical stakeholders, including internal departments, and external agencies for review. Technical concerns</li> <li>• Public notice is provided to property owners at least 75 metres of the surrounding property owners and on the City’s website. Comments are collected during this time.</li> <li>• Notice is also prepared for Community Associations, Business Improvement Districts, and members of Council.</li> <li>• Change of uses may require less extensive circulation and notice period.</li> </ul>
<p><b>3. Preparation for Decision (2 weeks)</b></p>
<ul style="list-style-type: none"> <li>• Planner prepares a technical report summarizing aspects of the applicant’s proposal including zoning compliance, OCP policy summary, context analysis, and public notice summary.</li> <li>• Report is signed by Branch Manager, and forwarded to Development Officer for decision</li> </ul>
<p><b>4. Follow-up (timing is variable)</b></p>
<ul style="list-style-type: none"> <li>• Planner follows up to close the discretionary use application file. This involves request to remove public notice postings, issuance of a development permit, closing technical comments and advising interested parties of the decision.</li> <li>• In cases of denial of application, an appeal may be submitted by the applicant, which triggers a hearing by City Council.</li> </ul>