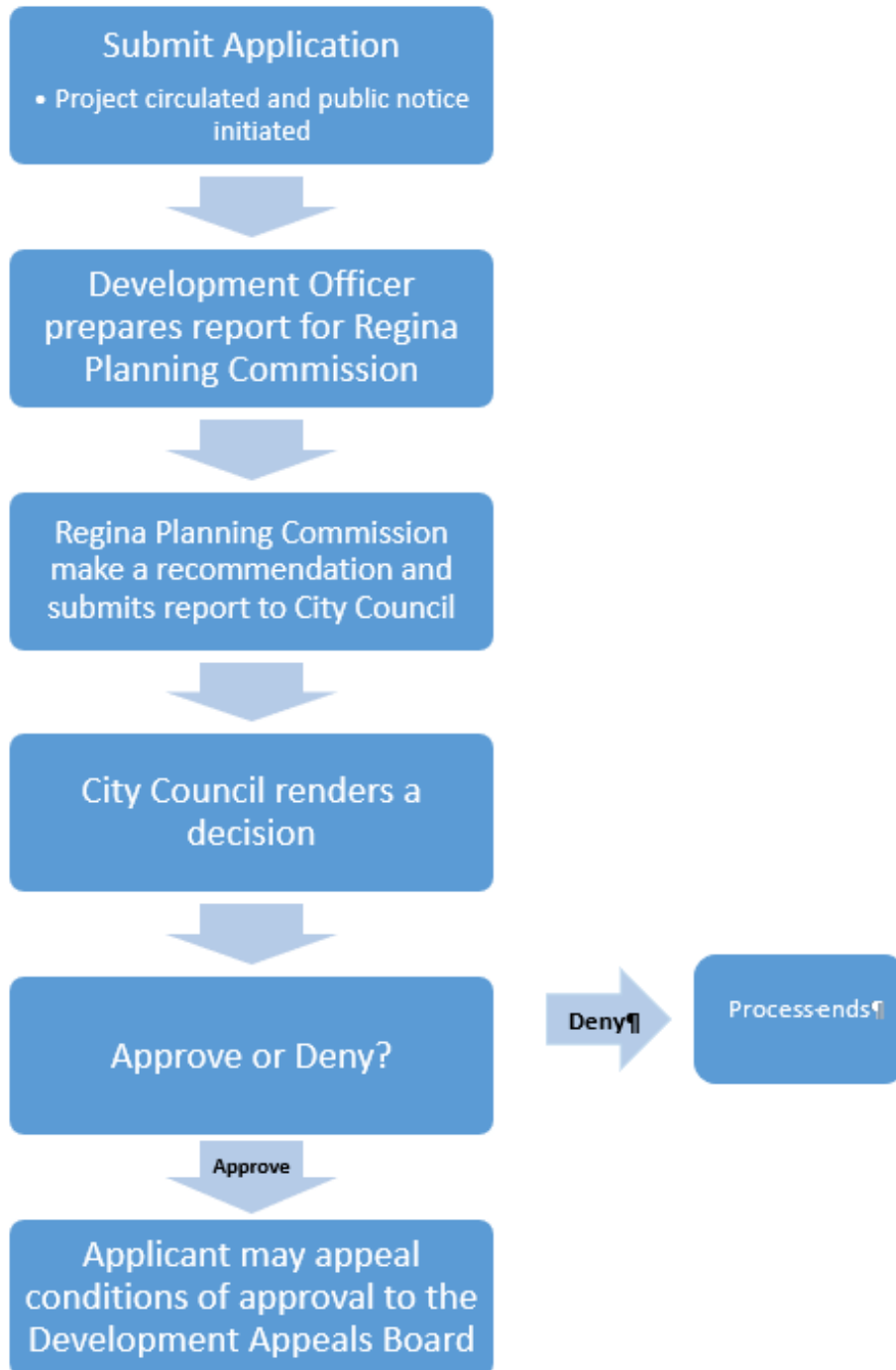


Current Discretionary Use Process – Applications Considered by Council



Discretionary Use -Applications Delegated to the Development Officer

1. Application intake and initial review (approximately two weeks)
<ul style="list-style-type: none">• Application submitted and is entered into the system• Reviewed for completeness and quality, and approval authority delegated to Development Officer.• Initial technical review to identify any initial zoning or policy concerns.• Application prepared for circulation to technical and public stakeholders.
2. Technical and Public Circulation (four weeks)
<ul style="list-style-type: none">• Application is circulated to technical stakeholders, including internal departments, and external agencies for review. Technical concerns• 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.• Notice is also prepared for Community Associations, Business Improvement Districts, and members of Council.• Change of uses may require less extensive circulation and notice period.
3. Preparation for Decision (weeks)
<ul style="list-style-type: none">• Planner prepares a technical report summarizing aspects of the applicant's proposal including zoning compliance, OCP policy summary, context analysis, and public notice summary.• Report is signed by Branch Manager, and forwarded to Development Officer for decision
4. Follow-up (timing is variable)
<ul style="list-style-type: none">• 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.• In cases of denial of application, an appeal may be submitted by the applicant, which triggers a hearing by City Council.