

## Outline:

### 1. **Pre-Application Meeting with Town Staff:**

Town Staff will meet with the applicant and discuss the proposal. Town Staff will also determine if there are any potential issues and address them before submission.

### 2. **Application:**

After the Pre-Application Meeting, the applicant will prepare and submit the Land Use Bylaw Amendment Application.

### 3. **Review:**

#### a. Circulation:

Town Staff will circulate the completed application and supporting documents that have been submitted. The application may also be circulated to external agencies and departments at the discretion of the Approving Authority. Any comments and/or revisions will be forwarded to the applicant.

#### b. First Reading:

Town Council will be presented with the proposed Land Use Bylaw Amendment. At First Reading, the date for the Public Hearing will be scheduled.

#### c. Advertisement & Notification

Town Staff will advertise the proposed Land Use Bylaw Amendment once a week for 2 consecutive weeks in a local newspaper and notify any affected persons or agencies.

#### d. Public Hearing

A Public Hearing will be held by Town Council and any affected persons or agencies can address the proposed Land Use Bylaw Amendment.

#### e. Second and Third Reading

After the Public Hearing, Town Council will give Second and Third Reading to the proposal. Further amendments and/or revisions may be needed before adoption.



Town of Strathmore

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4. Adoption:

The Land Use Bylaw #14-11 will be amended after the amending bylaw has received Second and Third reading from Town Council.

Information on the associated fees regarding a Land Use Bylaw Amendment can be found in the Town of Strathmore Fee Schedule Bylaw #13-21.

For more information on Land Use Bylaw Amendments, or the Land Use Bylaw Amendment process, please contact the Director of Planning & Development at 403-934-3133.



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