

## Rezoning Application Procedure

Receive letter of intent changing land use zoning (MGA s.640 and s.692) from \_\_\_\_\_ to \_\_\_\_\_ with drawings and purposed uses with a \$500.00 non-refundable application fee.

Staff reviews letter of intent and attachments – copies of proposals are forwarded to Municipal Planning Services (Bill Dolman, Planner) and Stewart Weir (County engineers) for comment – if not acceptable staff requests further data – if acceptable staff prepares proposed new amendment bylaw and advertisement for public hearing with proposed date for next scheduled Council meeting.

- List of adjacent landowners and utilities is compiled – inclusive of Alberta Transportation

When Council gives first reading and sets down the Public Hearing (MGA s.230) date, the Applicant, adjacent landowners and utilities letters are sent out in the mail and advertisement (MGA s. 606) is sent to The Review for advertising for two (2) consecutive weeks.

Council requires an Open House prior to the scheduled Public Hearing.

At the Public Hearing, the Applicant presents the proposal to Council and the public – both Council and the public have the chance to ask questions and state their opinions – Council could ask for additional information – if additional information required – the information collected would be made available to all parties at a later public hearing setting.

If no additional information is required, Council could give 2nd and 3rd Reading at the next scheduled Council Meeting.

### Public Hearing Agenda

- Call Public Hearing to Order
- Introduction of Council, Staff and Public
- Overview by County Staff
- Applicant's Presentation – should include results of Open House
- Other presenters, if any
- Questions and answer by Council and public
- Closing Comments
- Adjourn Public Hearing