

## **BYLAW AMENDMENT APPLICATION PROCEDURES**

### **HOW TO APPLY**

#### **HOW AND WHERE TO APPLY:**

Complete a bylaw amendment application. These are available from the RM of Wilton office and on our website at [www.rmwilton.ca](http://www.rmwilton.ca). Application must be submitted at least one week prior to the council meeting.

#### **INCLUDE THE FOLLOWING:**

1. A completed Bylaw amendment application.
2. A detailed sketch of your property showing all buildings, well, septic system, access and physical features. A Real Property Report may be required at the discretion of the RM.
3. A title search print dated no more than 30 days prior to the date your application is submitted. These are available from the Information Services Corporation (ISC).
4. An explanation of your proposal and any other information in support to your application, such as photographs, proposed property development plan etc.
5. Payment for the bylaw amendment application as per the Rural Municipality of Wilton No. 472 Planning and Development Fee Bylaw – Bylaw No. 21-2013

Please note that a rezone in the Zoning Bylaw or designation change in the Official Community Plan does not guarantee the approval of a subdivision later on.

We recommend you discuss your proposal with the RM of Wilton prior to submitting the request to council.

## **WHAT HAPPENS TO YOUR APPLICATION**

### **REVIEW:**

The RM of Wilton staff will review your application to make sure it meets requirements of RM of Wilton plans, policies, and bylaws.

### **A BYLAW WILL BE PREPARED**

To approve your application, a change to a bylaw will be needed. The RM of Wilton staff will prepare an amending bylaw to change, repeal, or introduce your proposed bylaw amendment.

### **YOUR APPLICATION AND THE AMENDING BYLAW WILL BE SENT TO COUNCIL**

The RM of Wilton Council will examine your application, the amending bylaw, and any comments or recommendations made by staff. If the Council needs more information or if there are major concerns about your proposal, your application may be deferred or turned down.

### **IF COUNCIL HAS ENOUGH INFORMATION TO CONSIDER YOUR APPLICATION, THESE ARE THE STEPS:**

1. At the council meeting, the amending bylaw will be given first reading and a public hearing date will be set.
2. Municipal staff will mail notices to affected and adjacent landowners to advise them of your proposal and the public hearing. The public hearing will also be advertised in the local newspaper, once a week for two (2) consecutive weeks.
3. The public hearing will be held. At the public hearing anyone who believes that they may be affected by your development is allowed to speak. Letters will also be accepted from anyone who wishes to comment on your proposal. Submissions cannot be accepted after the public hearing.
4. After the hearing the Council will again consider your application and the comments made at the public hearing. Council will either give a second or third reading to the bylaw or turn it down.
5. If the bylaw receives third reading, it will be sent to the Minister for approval.
6. The Bylaw will not take effect until it is returned from the minister.
7. The municipal staff will then send a certified copy of the bylaw to the Community Planning Branch.

### **IF THE BYLAW IS ADOPTED**

You may apply for subdivision if a subdivision is not required, you may apply for your building permit.

### **IF THE BYLAW IS TURNED DOWN**

At any point in the process, Council may turn down your application by voting not to proceed with the amending bylaw. If your application is turned down, you may re-apply to the Municipality for the same proposal after six months has passed. You may apply for a different proposal at any time after the Council has turned down your application.

### **QUESTIONS**

Office Hours: 8:00AM - 4:00PM Monday – Friday, excluding holidays

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