

ZONING BY-LAW AMENDMENT PROCESS

Information required with your application:

- **Copy of Certificate of Title** for the affected property (available from Brandon Land Titles Office, 705 Princess Avenue, 204-726-6279);
- **Detailed Letter of Intent** describing the application and any reasons supporting it, and any other information that may help explain the proposal;
- **Detailed site plan** showing accurate dimensions of the parcel; location and dimensions of all existing and/or proposed buildings and structures including distances from property lines, traffic/parking layout, access, and landscaping;
- **Letter of Authorization** to apply if applicant is other than the property owner;
- **Copy of Offer to Purchase**, access agreements, easements or any other related or supporting documents if applicable; and
- **Application fee**: Payable to Keystone Planning District, see fee schedule
- **Advertising fee**: Payable to Keystone Planning District, see fee schedule

NOTE: Applications will not be accepted for processing until Planning District staff are satisfied that all necessary and required information is provided.

What happens to your application after it is submitted:

- Application is reviewed for conformance with the Keystone Planning District Development Plan.
- The application, draft by-law and map are sent to Council for First Reading.
- Following First Reading, a date is set for the Public Hearing at Council where people may make a presentation for or against the proposal.
- The proposal is advertised in the Brandon Sun for two consecutive Saturdays indicating the date of the Public Hearing. A notice is sent to neighboring property owners within 100m (328') of the subject property indicating the proposed change. A notice is also posted on the property for 14 days prior to the Public Hearing.
- Following the Public Hearing, Council may do one of the following:
 - a) Grant 2nd Reading. (May require a Development Agreement between applicant and the Municipality). Once completed, 3rd Reading may be granted.
 - b) Reject the application.
- If there are objections when Council grants 2nd Reading, the objectors may file further objection with the Keystone Planning District who will hold an Appeal Hearing.
- After Council's Hearing (and an Appeal Hearing by the Keystone Planning District Board, if necessary) Council may then grant 3rd Reading to complete the By-law.

Any questions pertaining to this process may be directed to: Keystone Planning District 204-725-2001