



**PURPOSE**

To outline authority delegated to Town employees as it pertains to Planning and Development.

**AUTHORITY**

- Section 39.4 and 109 of the *Urban and Rural Planning Act*
- Section 404 (6) and 421.4 of the *Municipalities Act, 1999*

**PROCEDURE**

Council retains the authority to refuse an application.

All written representations submitted in response to a public notice shall be considered by Council.

An Order issued by an employee shall be confirmed by Council at the next meeting of Council after the Order is made.

Council appoints the following Town employee classifications to fulfil planning responsibilities. This includes any subordinate decisions or actions required to fulfill these responsibilities:

<b>Planning Authority</b>	<b>Designated Employee</b>
Orders	Chief Administrative Officer Director of Planning and Development Town Clerk
Approval in Principle & Development Approval	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Building Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Discretionary Uses (provided no written objections received)	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator



**Town of Conception Bay South Policy Manual**

**Title: Delegation of Planning Authority**  
**Policy Number: 066**

**Resolution Number: 23-311**  
**Date Approved: September 5, 2023**

Variances (provided no written objections received)	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Permit to Operate	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
General Repair Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Sign Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Accessory Building Permits (including swimming pools)	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Occupancy Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Fence Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector Planning Clerk
Deck Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Demolition Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator



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	Building Inspector
Site Clearing/Filling/Grading/ Grubbing Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Commercial Motor Vehicle Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Mobile Vendor and Canteen Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator Building Inspector
Roadside Vendor Permits	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Referrals from Adjacent Municipalities (except for those that may impact the Town)	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Development Control Coordinator
Violation Notice	Chief Administrative Officer Director of Planning and Development Manager of Planning and Development Town Clerk Municipal Enforcement Officer Humane Services Officer Manager of Planning and Development
Summons	Chief Administrative Officer Town Clerk Municipal Enforcement Officer Humane Services Officer

**REVISION HISTORY:**

<b>Revision:</b>	<b>Resolution #:</b>	<b>Change Made:</b>	<b>Date:</b>