



# Town of Conception Bay South Policy Manual

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

**Resolution Number: 17-265**  
**Date Approved: June 20, 2017**

## **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*
- Council Resolution #12-332

## **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 employees to fulfil planning responsibilities:

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



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



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

## **REVISION HISTORY:**

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