By-Law on Municipal Land Use Planning (Workflow) **SUBMISSION** Types of applications that can be submitted in terms of Section 15 (2) May request additional Rezoning of land
Permanent departure
Temporary departure
Subdivision of land
Consolidation of land
Removal, suspension or amendment of restrictive conditions
Permission required in terms of the zoning scheme
Amendment, deletion or imposition of condition in respect of an approval
Extension of validity period of an approval
Approval of an overfav zone information from applicant Pre-application consultation (Municipality) (Applicant and Muni) Extension of validity period of an approval
Approval of an overlay zone
An amendment or cancellation of an approved subdivision plan or part
thereof, including a general plan or diagram
Permission required in terms of condition of approval
Determination of zoning
Closure of public place or part thereof
Consent use
Occasional use
To disestablishment of a home owner's association
To rectify a failure of a home owner's association
Permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent
that it is necessary to demolish a substantial part thereof: Submit Record of application application (Municipality) Pay application fees Provide the Municipality with (Applicant) (Applicant) additional information (Applicant) Is the application complete? 14 days Acknowledge Request further receipt or indiinformation Applicant to Confirmation of complete Requesting outstanding Kev cate failure to (Municipality) provide outinformation application submit request-Out of time appeal may be lodged within this time standing info (Municipality) (Municipality) (Applicant) ed information. Direction (Municipality) Timeframe 21 days Additional 14 days Provide the Municipality with If applicant fails to provide outstanding info, Mufurther information Answers to questions nicipality may refuse to consider the application (Applicant) (Municipality) Request applicant to **ADVERTISING** Advertise: Public, Muni Departments, & Organs of state Provide the Municipality with proof of submit additional public (Applicant/Municipality) additional notice notice (Applicant) (Municipality) 60 days See addendum 1 Were comments, objections and representations received? May request additional info from applicant Forward comments and NB: The Municipality May request that noother information to appli-14 days tice be given again if more than 18 months cant (Municipality) have lapsed Acknowledge receipt/failure to submit I Municipality 30 days Before the 30 day period Apply for a 14 day extension to commenting Submit a written reply to comments received to the Municipality period (Applicant) (Applicant) 120 days **ASSESSMENT** Authorised Municipal employee to compile a planning assessment report (Municipality) **DECISION** Municipal Planning Tribunal Decision Authorised employee decision (Municipality) (Municipality) Notify applicant & objectors of decision and right to appeal (Municipality) Notify applicant to exercise decision **APPEAL PROCESS** Were any appeals received? (Municipality) **APPEAL** Objector(s) appeal Applicant appeal Acknowledge Appeal (valid/invalid) (Municipality) Submit appeal (appeal form) and appeal fees Acknowledge Appeal (valid/invalid) Objector(s) & any affected person(s) Provide copy of appeal to applito Municipality & submit notice and copies of may submit an appeal (appeal form) (Municipality) cant & notify applicant of suspenappeal to any person who commented on the to Municipality sion of decision Submit proof of notice to Municipality application. [Objector(s)/Affected person(s)] (Municipality) (Applicant) (Applicant) 21 days Comment on appeal 14 days (Objector(s)/Affected person(s)) Comment on appeal Request Provincial Minister to comment on appeal (Applicant) (Municipality) 14 days 60 days i Provide comments on appeal For applications relating to: subdivision, con-(Provincial Minister) solidation, closure of public 30 days if no comment was requested from Provincial Minister 30 days places and amendment, suspension or removal of restrictive conditions, refer Authorised employee to draft appeal assessment report and submit to the respective ad-(Municipality) dendums 60 days Notify applicant & any person who provided comments on the appeal Appeal Authority to take decision decision (Municipality) (Municipality)