

ZONING and **MISCELLANEOUS ZONING APPLICATION GENERAL FLOW CHART FOR SUBMITTAL**

[IN-PERSON at CITY HALL, RM 5BN] DROP OFF MEETING WITH INTAKE STAFF Collect the appropriate **GIS FEE PAYMENT FINAL FEE PAYMENT** documents and bring in your Pay all remaining fees → If the application is accepted application packet for prefor pre-check, a GIS number will associated with the check by an intake planner **RESUBMIT** be assigned, and GIS fees must application and request (City Hall, 1500 Marilla Street, Make all required revisions notification signs from front be paid at that time. Rm 5BN). If you have a and provide any additional desk staff at City Hall 5BN. referral from another city documents requested by office, please provide that intake staff (for application) referral form to the intake and by GIS staff (for legal planner as well. description). **QUICK SCREEN BEGINS** Intake staff will conduct a "quick **APPLICATION PRE**screen" of the application packet CHECK COMPLETE **APPLICATION PRE**while you wait to determine whether **CASE PLANNER** ---AND---**CHECK BEGINS** the application can be accepted for **ASSIGNED LEGAL DESCRIPTION** pre-check and legal description (planning intake staff) The filed application will **APPROVED** ---AND--be assigned to a case When pre-check is complete NOTE: To expedite this process, **REVIEW OF LEGAL** planner who will contact and legal description is please attach all documents in **DESCRIPTION BEGINS** you about the review and approved, staff will notify you checklist order behind the (GIS staff) timeline for your case. via email that the application is completed application form. ready for final payment.

This is a quick and general overview of the process for filing a zoning application, and it does not depict other processes that may be involved in a development project.

In this flow chart CUSTOMER TASKS are shown on top and CITY STAFF TASKS are shown at the bottom.

Processing times for each step in this process may vary depending on the complexity of the project and the thoroughness of the information provided for application pre-check and legal description review. Incomplete and/or inaccurate information will delay processing times considerably.

→ If the application is NOT accepted for pre-check, the packet will be returned to the applicant.