



## Protocol for the Submission of Planning Applications

### Preamble

During the COVID-19 Pandemic, the Municipality will continue to accept land use planning applications in accordance with the procedures as set out herein.

### Pre-consultation/Application

Pre-consultation is a **mandatory** requirement prior to the Municipality accepting a formal planning application.

The requisite pre-consultation form and guidelines are attached. Once the Municipality receives the completed form; the complexity of the proposal will determine the manner in which the pre-consultation will be conducted:

- Telephone/Telephone Conference
- Email

### Planning Approval Application

Planning Approval Applications are available on the Municipality of Brighton Website.

Given the circumstances and the requirement for maintaining social distancing, completed applications will be accepted via email or in the drop box at the Municipal Office, located at 67 Sharp Road.

Please ensure to sign any portions of the application, as required. A copy of your driver's license must be provided with any/all submitted applications.

With respect to commissioning of the application, this requirement is being temporarily waived. However, completion by a Commissioner of Oaths will be required prior to the Municipality proceeding to issue notice of any requisite statutory public meeting.