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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 completing 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 **ONLY**.

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.

Alternatively, a photo identification will be required to accompany any/all submitted applications.

Lastly, all submitted applications are to be accompanied by the signed acknowledgement, which is also attached.