



Discretionary Use Application Guidelines

*As per the Town of Bay Bulls Development Regulations, **DISCRETIONARY USE** means a use that is listed within the discretionary use classes established in the use zone tables of the Council's Development Regulations.*

It is recommended that applicants discuss their proposal with town staff prior to submitting an application. If you are submitting an application for a Discretionary Use within the Town of Bay Bulls, you are required to obtain approval from the Town prior to commencing construction or operation of a new use. This information is intended as a general guideline only, outlining the processes in place. All proposals must comply with the Town of Bay Bulls' Development Regulations, which can be viewed at www.townofbaybulls.com or at the Town Office.

Please note that no construction or operation of a NEW use may commence prior to obtaining a permit to operate. Any changes in use must be approved by Council.

The application must be received no later than, the Wednesday prior to the Regular Public Council Meeting. Please call the Town Office for Council meeting dates and times or visit www.townofbaybulls.com. Application forms are available at the Town Office or on our website at www.townofbaybulls.com.

PLEASE NOTE: The timeframe for processing discretionary use applications varies depending on the type of application. Please discuss with Town staff prior to submitting an application.

Obtaining an Approval in Principle for a Discretionary Use:

Prior to receiving approval for the discretionary use, the following items are required:

- Hand icon*** Discretionary use Development Applications requires Council approval. Prior to Council Approval advertisement/resident notification is required. Depending on the application type, the application will be refused, deferred for advertisement or deferred for further review by Town staff prior to advertisement/resident notifications.

Advertisement/Resident Notification:

- Hand icon*** If Council defers the application for advertisement, the application will be advertised in the newspaper and notices will be delivered to residents living in the surrounding area.
- Hand icon*** Following advertisement/resident notification, the application may be deferred for further review. Also, please note that the application may have to be reviewed by organizations/departments other than the Town of Bay Bulls.
- Hand icon*** Discretionary Use advertisement costs will be invoiced back to the applicant. If you do not have a customer account, please make arrangements with the Town's staff to have one created for you.

Approval in Principle:

If the application is approved in principle, the requirements for issuance of a permit to build or permit to operate depend on the application. For guidelines pertaining to your proposal please contact the Town of Bay Bulls staff for further information.

Any approval from the Town shall not relieve the property owner and/or developer from completing all remaining work in accordance with the approved plans and specifications and any further regulations of the Town or other regulatory agency