



PUBLIC NOTIFICATION POLICY

Original Prepared By:	Approved: Motion #: RES-78-2020
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Date:	Date:

1.1 PURPOSE

To ensure consistency and to establish a public notification process that is in accordance with the Torbay Development Regulations, including for the following application types:

- Variance
- Discretionary use
- Change in Non-Conforming Use

1.2 PROCEDURE

In accordance with the Torbay Development Regulations, when public notification for an application is required, the following process is to be followed:

- Public advertisement in a newspaper circulating in the area. This shall be at the expense of the applicant.
- Written notice to all persons whose land is in the immediate vicinity of the proposal. A minimum radius of 150 metres is required for notification. This may be increased following review of the proposal.
- Notice shall be placed on the Town of Torbay's website.
- Notice shall be sent via the Town's alert system (Torbay Alerts).
- Notice shall be circulated via the Town's social media channels.
- A minimum period of 7 days shall be allowed for response in relation to the notice. This minimum period may be increased following review to allow appropriate time to respond.

1.3 POLICY REVIEW

This policy shall be reviewed annually or as may be necessary.