

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Reference</i>	Finance and Administration	<i>Classification</i>	Policy
<i>Subject</i>	Planning Applications	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	June 14, 2004
<i>Approved</i>	June 14, 2004 Resolution #17	<i>Index</i>	F/A – 012

**PURPOSE**

The purpose of this policy is to outline how subdivision, conditional use, and variation applications shall be administered.

**POLICY STATEMENT**

The Council wishes to ensure that applications for zoning amendments, conditional uses, and variations are administered in an appropriate manner. It is important to comply with the Planning Act where necessary. Council also wishes to ensure that there is adequate notice to the public to permit opportunity for the public to make presentations regarding applications. Council also considers it important to permit adequate opportunity for the proper processing of the application in order for Council to make an informed decision on each application.

**ACTION**

1. Public notice for conditional use and variation application hearings shall be provided by mailing, and/or by posting of notice on the affected property, in accordance with the Planning Act.
2. Public notice for zoning hearings shall be provided as outlined and in accordance with the Planning Act.
3. Applications must be received seven calendar days prior to the public notice deadline outlined in the Planning Act in order to be processed for the next scheduled meeting. Any applications received after this deadline will be processed for the meeting following the next meeting.