

# Capital Region Service Commission

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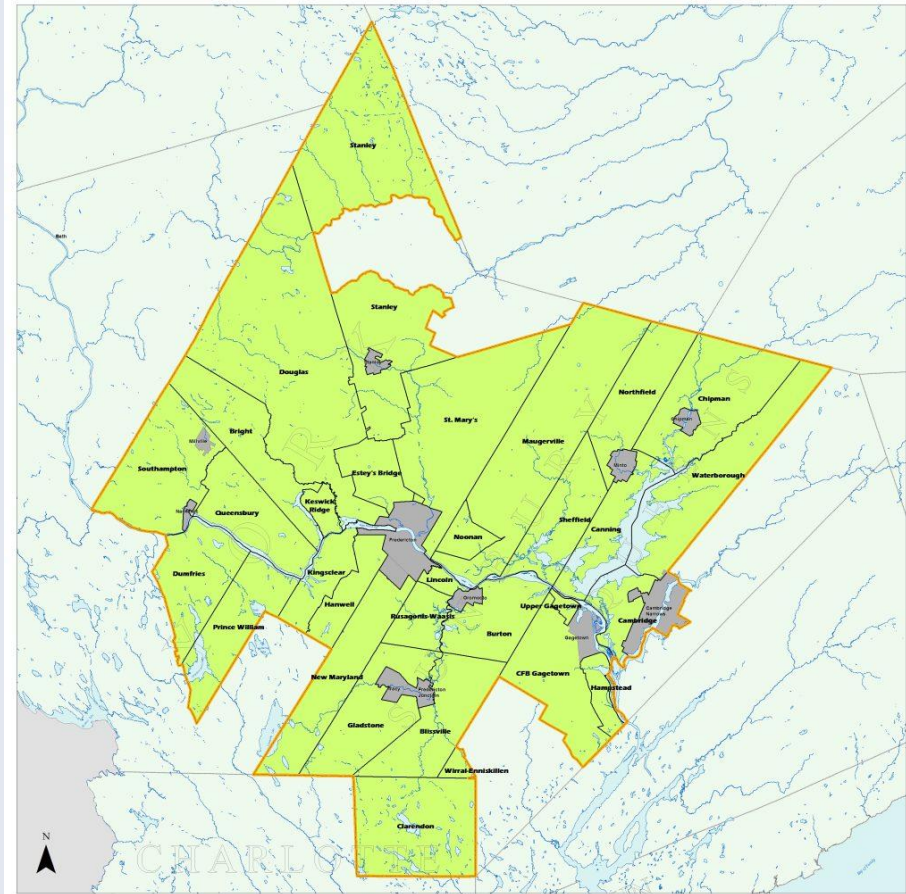
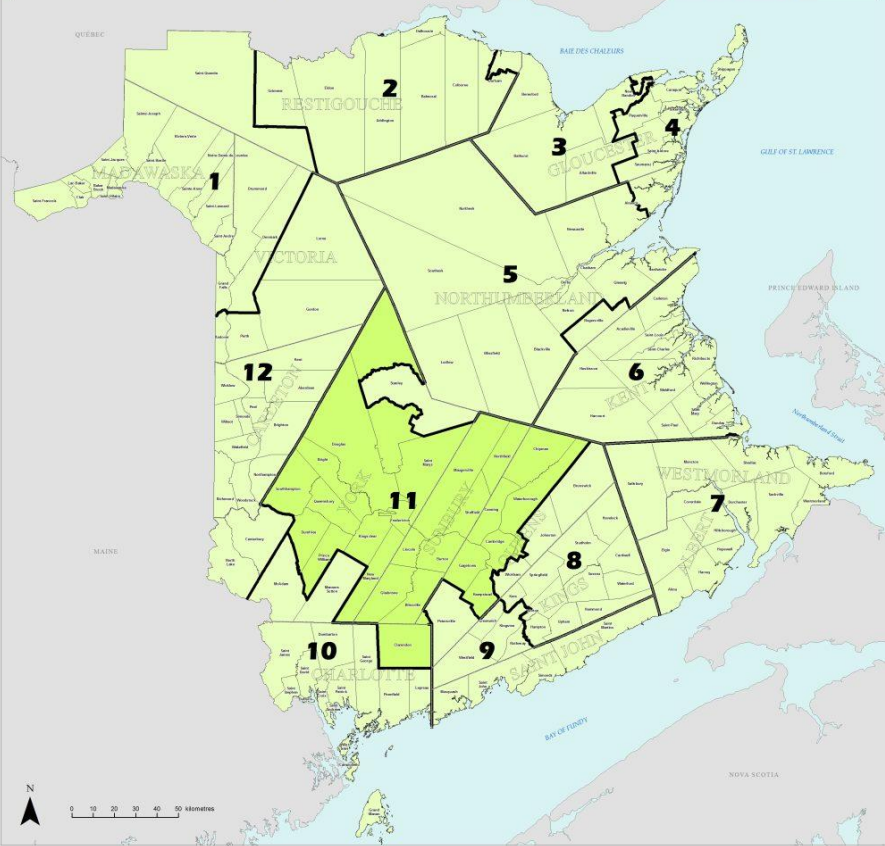
01

# General Overview

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# NEW BRUNSWICK REGIONAL SERVICE COMMISSIONS



# General Overview of CRSC

**Who** – CRSC Planning and Development Division

**What** – We are one of twelve commissions that cover New Brunswick, our office consists of administrative professionals, planners, development officers, building inspectors, by-law enforcement officers, and GIS technicians.

**When** – We are open Monday to Friday, 8:00 to 4:00; excluding holidays

**Where** – Our office is centrally located within our region at 860 Prospect Street, Fredericton

**Why** – Per the CPA, every community in New Brunswick is required to have a Planning Director and all by-laws under the CPA must be overseen by a registered professional planner. Per the BCAA, all permits must be issued by a building inspector. We provide planning and development services to our member communities who do not have independent planning and inspection services.

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02

Planning

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# Introduction to Planning

The CRSC Planning Department has three planners, all members of the Canadian Institute of Planners.

The Planning Department is primarily responsible for land-use policy.

We create, review, and amend rural plans.

**CIP • ICU**



CANADIAN INSTITUTE OF PLANNERS  
INSTITUT CANADIEN DES URBANISTES



**PROFESSIONAL  
STANDARDS  
BOARD**

FOR THE PLANNING  
PROFESSION IN CANADA



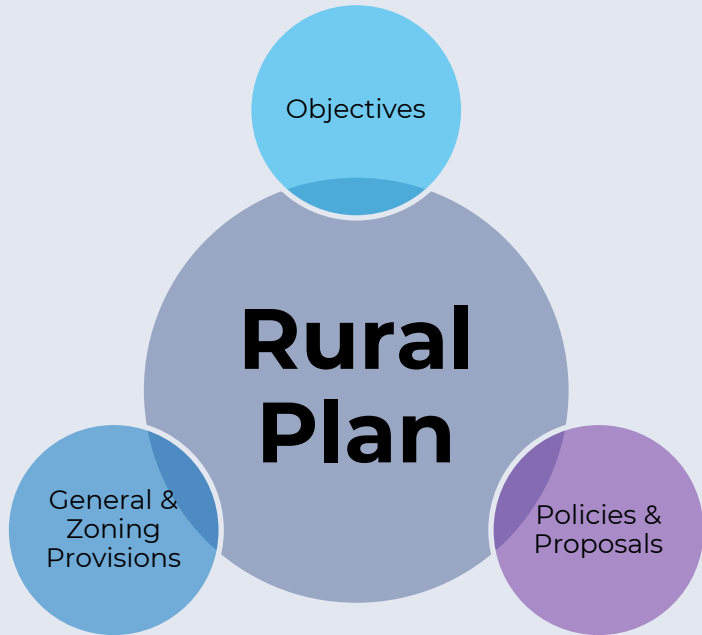
**NBAP | AUNB**

New Brunswick Association of Planners  
Association des urbanistes du Nouveau-Brunswick

CAPITAL REGION  
SERVICE COMMISSION



COMMISSION DE SERVICES  
REGIONAUX DE LA CAPITALE



# What is a Rural Plan?

A Rural Plan is a land use planning tool, it helps guide future development, define and enhance community character, protect the environment, and minimize conflicting land-uses.

The three main components of a Rural Plan are:

- Objectives
- Policies and Proposals
- General and Zoning Provisions



# Rural Plans in Sunbury-York South

**05-NMR-034-00**

New Maryland Parish Planning Area Rural Plan Regulation

**14-RUW-033-00**

Rusagonis-Waasis Planning Area Rural Plan Regulation

**95-TRC-006-00**

Tracyville-Three Tree Creek Planning Area Basic Planning Statement

A new rural plan for the entire community will be in development **by 2028**.

# What is a Rezoning?

- All property that falls under a rural plan has been assigned a zone.
- The zones cover large areas of land and group together similar and compatible land uses that are permitted as-of-right.
- When someone wants to conduct a use that is not permitted in their zone and cannot be accommodated through other planning processes, they can apply for a rezoning.



# Rezoning Disclaimers

Submitting a rezoning application does not guarantee an approval of the application.

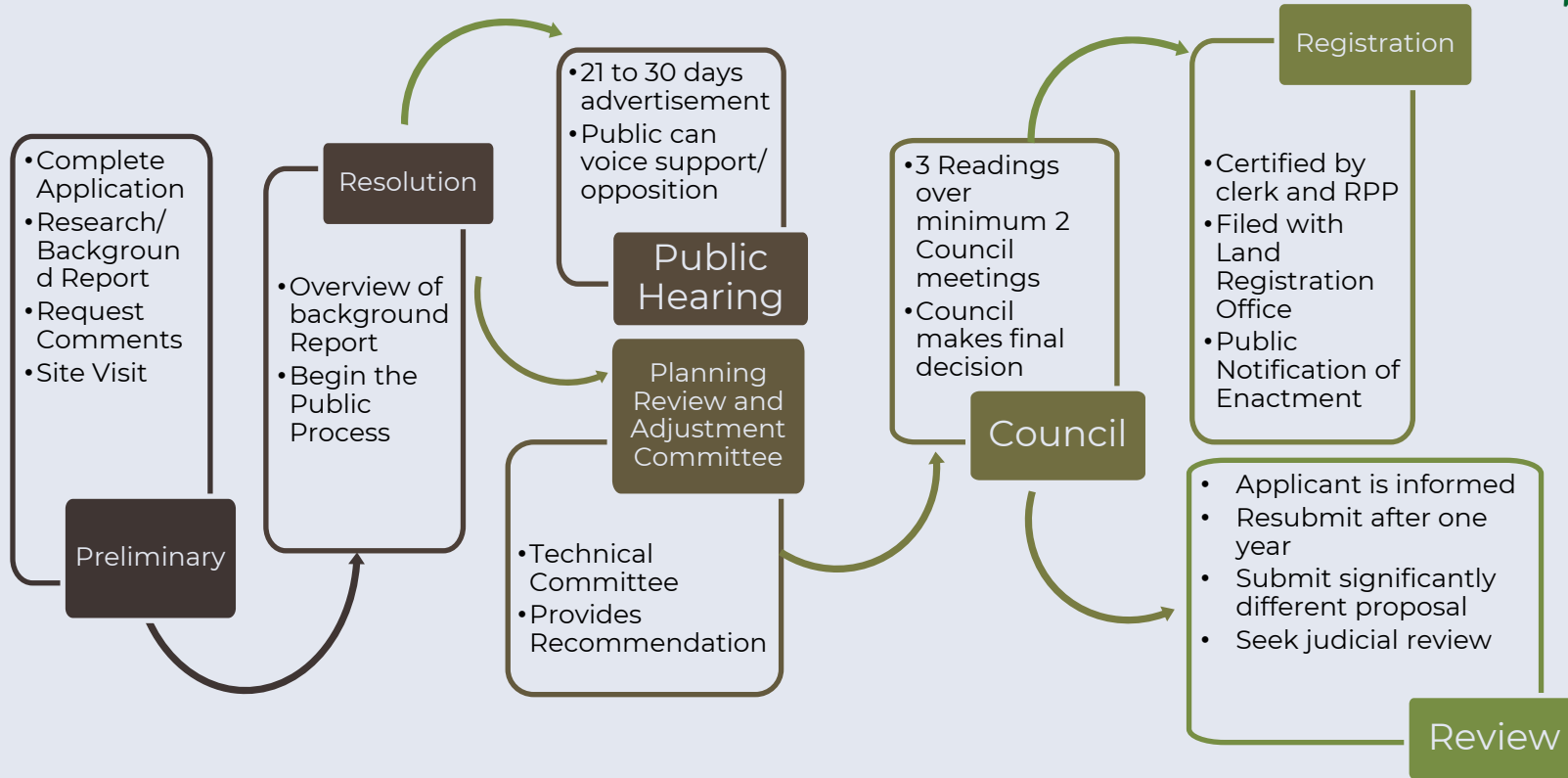
In the case of withdrawal, the issuing of all or part of a refund is at the sole discretion of Council. No refund is guaranteed.

Restrictive covenants do not affect the zoning or permitted land uses. CRSC does not take restrictive covenants into consideration as they are a civil matter and not a planning matter.

Property values do not come into play when considering zoning or zoning amendments.

# Rezoning Process

- The rezoning process generally takes 4 to 6 months to complete.
- The application fee is \$1500.
- The final decision is made by Council, who take into consideration:
  - Comments from GNB Departments
  - Recommendation by Planning Staff
  - Views of the Planning Review and Adjustment Committee
  - Feedback from the public
  - All other matters deemed relevant



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03

Development

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# Introduction to Development

The CRSC has three development officers, and one By-law enforcement officer.

The development officers primarily focus on subdivision and rural plan interpretation

# What is Subdivision?

Subdivision is the division of property into two or more pieces.

To be valid a subdivision must be approved by a development officer and filed with the land registry office.

Currently, subdivision within the SYSRC must follow the requirements of the Provincial Subdivision Regulation.

In the future, a subdivision by-law will be created for Sunbury-York South.



# Interpreting the Rural Plan

Our development officers are the first point of contact in determining what part of a plan means or if a use is permitted.

Have a question about whether a use will be permitted?

- Call or email a development officer

Need official documentation for licencing, refinancing, etc.?

- A zoning confirmation letter can be requested through our website for a fee of \$100

# What is PRAC?

The Planning Review and Adjustment Committee (PRAC) is a technical committee that is responsible for decisions and recommendations on planning applications.

The PRAC is guided by the requirements of the Community Planning Act and the regulations and by-laws adopted under it.

The PRAC is appointed by the board of CRSC. It is the committee of the CRSC board.

# Applications to the PRAC

**Similar-To and Compatible With:**  
Sometimes land uses are not listed in the rural plan, the PRAC can determine if the use could be considered similar to or compatible with a use that is permitted under the existing zoning.

**Terms & Conditions:**  
Some uses are conditional; they are permitted but are subject to terms & conditions.

**Variations:** If a proposed development does not comply with the standards of the rural plan, a person can request a variance to seek relief from the zone standard. For example: lot size, building setbacks, or width frontage requirements of a lot on public roads.

**Temporary Use:** The PRAC may authorize for a period of up to one year a use otherwise prohibited by the zoning.

**Legal Non-Conforming Uses:** Any building, business, or land use that does not meet the zoning requirements of the Rural Plan but existed before the plan was adopted may be referred to as a non-conforming use. Terms and conditions are applied to non-conforming uses and the uses are not exempt from zoning. These uses may continue unless the use is discontinued for 10 consecutive months or over half the structure has been destroyed. Except as required by statute or by-law a person shall not enlarge, expand or structurally alter a building containing an existing non-conforming use. Capital Region Service Commission may approve extensions to the use; or a change in use.

# By-Law Enforcement

The CRSC employs a by-law enforcement officer who is responsible for following up on all complaints that violate any by-law or regulation made under the Community Planning Act.

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04

# Building Inspection

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# Introduction to Building Inspection

CRSC has three full-time building inspectors. During the busiest months of development, CRSC also employs a part-time inspector for six months of the year.

The inspectors employed by the CRSC are members of the New Brunswick Building Officials Association (NBBOA), and each inspector is certified to perform day-to-day inspector duties.

The CRSC Building Inspection Department is responsible for the review and issuance of building permits.

# Permitting

## When is a permit required?

- New construction
- Extensive renovations
- Alterations/repairs
- Locating mini-homes
- Demolitions
- When in doubt, call the CRSC office and an inspector would be happy to answer your questions.

## What is required to issue a permit?

- An “Approval to Install” certificate for septic system (new homes)
- A completed permit application with construction details and a site plan included with the appropriate fee.
- Where applicable, you may need:
  - A Watercourse and Wetland Alteration (WAWA) permit
  - A Setback and/or Access Permit
- In some cases, where the Code’s limitations are exceeded, an engineer’s design may be required.
- Commercial buildings require plans to ensure the life safety of occupants and structural integrity of the building (Building Inspectors are not allowed to act as a designer as per the Building Code Administration Act).

# Inspections

On a normal single-family dwelling, the CRSC Building Inspection Department conducts three inspections:

- A pre-backfill inspection
- A pre-drywall inspection
- A final inspection

Additional inspections may be required based on the scope of the project proposed.

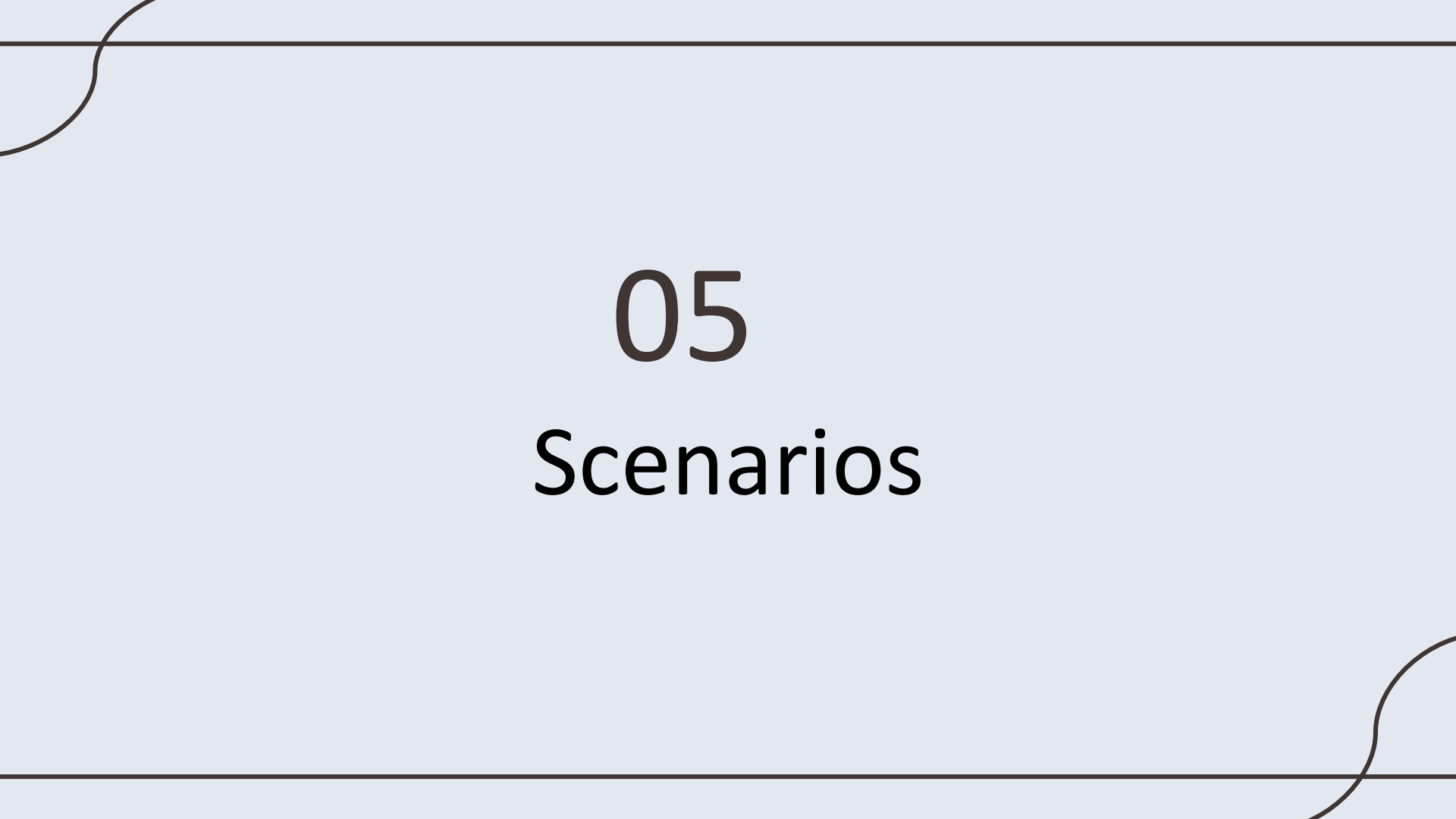


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# 05

## Scenarios

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# What if:

## My neighbour has numerous dogs off-leash that are a neighbourhood nuisance

### By-Law Enforcement Officer will do a site visit and speak with property owner

CRSC will confirm the zone of the property and review Rural Plan for domestic animal provisions

Situation of many dogs and/or domestic animals as pets and poor conditions, SPCA will be contacted

Situation of many dogs and/or domestic animals as pets: CRSC will work with owner to remediate the situation that is acceptable to the owner and complies with land use regulations

Situation where owner running an unregistered Kennel: CRSC will work with owner to try and bring land use into compliance with Rural Plan

**Contact CRSC for next steps: Zoning Confirmation letter, PRAC Application, Rezoning Application (Amendment).**

### For a Kennel:

SPCA will require a Zoning Confirmation letter from CRSC stating property is properly zoned to allow a kennel.

Start by asking you for more information (# of dogs, intent to breed, housing, fencing, anticipated # of customers)

Checking Zone of PID and the permitted uses

Evaluate information provided for compliance with zoning provisions in Rural Plan and SPIs

**Determine if proposed Kennel is Permitted as-of-right, Needs Terms & Conditions (PRAC), or is not permitted and needs to be rezoned**

### Kennel Permitted as-of-right:

**CRSC will issue a letter confirming PID is correctly zoned for a Kennel**

### PRAC Application: Terms & Conditions, Similar/ Compatible, Temporary Use

Discuss with Development Officers. Determine best route to process application

Put on next PRAC agenda

Prepare report and make recommendation, steps include: Site visit, Send to various Provincial departments and Municipality for comments

Present application and recommendation to PRAC

**PRAC Approval: Zoning Confirmation Letter will be issued**

### Rezoning Application:

Follow sec 59 of CPA process for Zone Amendments

In-depth evaluation & Background report: Site visit, Request comments from various Provincial Departments

Identify additional approvals needed (WAWA, DTI, EIA)

Final Report & Recommendation to Council: Public Hearing, all comments received, PRAC recommendation to Council, Comments from Province, Proposed Terms & Conditions, Staff Recommendation to Council

Council Decision at 3<sup>rd</sup> Reading of proposed amendment

**Council Approval: Zoning Confirmation Letter will be issued**

# Thank You!

Reach out to us:

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Fredericton, NB, E3B 2T8

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