



MUNICIPALITY OF LAMBTON SHORES
ADMINISTRATIVE POLICY
EXEMPTION TO THE NOISE BY-LAW POLICY

POLICY NO.:
AD-CL-POL-014

Responsible Dept.: Corporate Services	Effective Date: September 4, 2014
Author:	Next Review:
Approved by: Director of Corporate Services	Relevant Corporate Policy/By-law: Noise By-law

1 PURPOSE

- 1.1 To adopt a consistent, fair and equitable exemption process for the Noise By-law 30 of 2002.

2 REQUIREMENTS

- 2.1 An application for exemption from the provisions of the Noise by-law shall be made in writing to the Clerk at least ninety (90) days prior to the event for which the exemption is sought and include the following:
- 2.1.1 The applicant's name, address, telephone number and e-mail address;
 - 2.1.2 Municipal address(es) where the source of the noise will come from;
 - 2.1.3 The date(s) of the event;
 - 2.1.4 The duration and time(s) of the event;
 - 2.1.5 A detailed description of the source of sound or vibration in respect to which the exemption is being sought. (For instance, the source of sound could be rock music, for sporadic announcements to be made or to play jazz music with the use of an amplified sound system and speakers, or for exemptions under the Noise By-law provisions pertaining to construction noise, details on the number and type of equipment to be used. Be specific.)
 - 2.1.6 A statement of the particular provisions of the By-law from which the exemption is being sought;
 - 2.1.7 The reasons why the exemption is being sought;
 - 2.1.8 The name of the contact person or persons who will be supervising the event; and
 - 2.1.9 Payment of the application fee (As per Fee and Charges By-law)
 - 2.1.10 Agreement to remit a performance guarantee in the amount of \$ 500.00, payable in cash, which would be due prior to the request being submitted to Council for approval.

3 PUBLIC NOTICE OF THE APPLICATION

- 3.1 Once an application is received, the Municipality will prepare a "Public Notice" of the application that the applicant will be required to circulate to the residents and/or businesses that may be affected by the noise aspect of the event. Applicants will be required to provide documentation confirming that notification of the event has been given to the affected parties by one of the approved methods.

- 3.2 A notice of circulation may be made:
- 3.2.1 Via a Canada Post mailing to all assessed property owners within 500 m (1,640 ft) radius from the event location at least ten (10) weeks before the date the event is to take place; and
 - 3.2.2 Publication in a newspaper of general circulation for two (2) consecutive weeks at least ten (10) weeks before the date of the event.
- 3.3 A three (3) week time frame will be given to residents to respond to the circulated notice to voice, write or email their concerns, objections or comments about the event, and the feedback will be included in a staff report to Council regarding the application. The report will provide comments on the merits of the application and recommendations of any suggested terms and conditions. If the exemption is granted, the applicant will be provided with a letter outlining what has been approved including any terms and conditions as deemed necessary.
- 3.4 A breach of any of the terms and conditions imposed by the municipality for the granting of an exemption shall immediately render the exemption null and void, and result in the forfeiture of the performance bond.

4 APPROVAL

CAO	Date September 4, 2014
Amended/Modified/Replaced	Date



Application Form

Noise Exemption Permit

Applicant Information

Name:

Address:

Home Telephone:

Business Telephone Number:

Mobile Telephone Number:

E-mail address:

Other:

Event/Activity Information

1. Municipal address or location of event or activity:

2. Type of event or activity:

3. Date of event, information on start time, end time and duration of event or activity:

4. Please describe all sound or construction equipment which would be used:

5. Which provision of the By-law does the exemption request pertain:

6. Reason why a noise exemption permit is required:

7. For events, number of people expected to attend:

8. Contact information for onsite supervising person(s) who will ensure compliance.

As mentioned above, one or more persons are required to be onsite supervising throughout the entire duration of the event and activity and are responsible to ensure compliance with the permit's terms.

Name:

Telephone Number(s):

Name:

Telephone Number(s):

Name:

Telephone Number(s):

Application Checklist

In order for your application to be reviewed, it must:

1. A completed application form.
2. A site plan (if applicable).
3. Payment of the \$100 application fee to the municipal office. If you are submitting a cheque, it must be addressed to: Municipality of Lambton Shores

By submitting this form, I affirm that all the information is true and complete and that I agree to abide by all conditions.

Signature of Applicant:

Date of Application: