

SUBDIVISION FILE CLOSURE POLICY

LAN.25

Date Policy Adopted: August 4, 1992
Date Policy Amended: November 18, 1996
Date Policy Amended: November 21, 2005
Date Policy Amended: January 20, 2009

Council Resolution Number: 92/1094
Council Resolution Number: 96/942
Council Resolution Number: 05/981
CAO Approval

Subdivision files will be closed under the following timeframe and criteria:

1. Where additional information is requested in a “Pre-support in Principle” letter, two (2) months from the date of this letter if the applicant has not provided the requested/required information. The Approving or Deputy Approving Officer may consider a one-time one-month extension.
2. Where additional information is requested in a “Support in Principle” letter, three (3) months from the date of this letter if the applicant has not provided the requested/required information. The Approving or Deputy Approving Officer may consider a one-time two-month extension.
3. One (1) year from the issue date of a “Preliminary Subdivision Consideration” letter.

Written notification of an impending file closure will be sent to the applicant two (2) months prior to the expiry of the one-year “Preliminary Subdivision Consideration” letter.

If the applicant requires additional time to satisfy the requirements outlined in the “Preliminary Subdivision Consideration” letter, the Approving or Deputy Approving Officer may consider a six (6) month extension if the applicable extension fee is paid and the request for the six (6) month extension is made in writing. Multiple six (6) month extensions may be considered subject to the applicable extension fees being paid.

If the applicant fails to finalize the subdivision or request a written six (6) month extension within one (1) year from the date the “Preliminary Subdivision Consideration” letter is issued, the subdivision file will be closed.

Once a subdivision file has been closed a new subdivision application and applicable fee will be required for any further consideration of the development proposal.