



Policy Manual

POLICY TITLE:	Land Development Application File Extension and Closure Policy	POLICY #	D08A-02
AUTHORITY:	Legislative ✓ Administrative ✓	EFFECTIVE DATE:	
ISSUED BY:	Corporate Services	APPROVED BY:	Council
DATE ISSUED:		DATE APPROVED:	
		DATE AMENDED:	

PURPOSE

To establish and communicate policy and procedures for extending and closing land development application files that are inactive for a period of 6 months or more. This policy applies to all Land Development applications including: Official Community Plan (OCP) and Zoning Bylaw Amendments, Land Use Contract Amendments, Development Permit, Development Variance Permit, Temporary Use Permit and Subdivision.

POLICY

1. The District will work with all applicants to process land development applications and provide support in completing all necessary requirements in an efficient and timely fashion.
2. Where a land development application is inactive for a period of 6 months or more, the applicant will be notified that the file may be closed in accordance with this policy.
3. An application file is considered inactive when:
 - i. The District has not received an applicant response in 6 months or more to requests for required information to continue processing the application;
 - ii. The applicant has not satisfied or completed municipal conditions of approval by the identified timeline outlined in this policy; or
 - iii. After an applicant requests in writing that the file be placed 'on-hold', no reactivation of the file occurs in six months.
4. Where an applicant informs the District that the file is to remain active, the formal development application file extension program begins, as outlined the Tables A, B and C below.

A. ZONING & OCP BYLAW AMENDMENT APPLICATIONS				
SCENARIO	TIME EXTENSION	CONDITIONS OF EXTENSION	FEE	CONDITIONS TO CLOSE FILE
Prior to readings of an amendment bylaw	6 months	Submission of required/outstanding information or letter indicating reactivation of file.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
First and Second Reading	6 months	Letter indicating reactivation of file.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
Bylaw has had public hearing	12 months	Letter indicating reactivation of file.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
Three readings given to bylaw	12 months	Letter indicating reactivation of file, and completion of any outstanding conditions prior to adoption.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.

B. DEVELOPMENT PERMIT / DEVELOPMENT VARIANCE PERMIT / TEMPORARY USE PERMIT APPLICATIONS				
SCENARIO	TIME EXTENSION	CONDITIONS OF EXTENSION	FEE	CONDITIONS TO CLOSE FILE
Permit not authorized by Council	12 months	Submission of required information and/or letter indicating reactivation of file.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
Permit authorized by Council, not issued	12 months	Submission of any outstanding conditions including bonding, agreements, or covenants.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
Permit authorized by Council and issued.	One 24 month extension	Applicant submission of: <ol style="list-style-type: none"> Letter requesting extension received no later than 30 days prior to permit expiry; Updated cost estimate for approved Landscape works as noted in the DP Schedules 	?	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to close file.
<p><i>For authorized permits, where the permit holder does not substantially start construction within 2 years after the date of issuance, the permit lapses per Local Government Act Section 926.</i></p>				

C. SUBDIVISION APPLICATIONS				
SCENARIO	TIME EXTENSION*	CONDITIONS OF EXTENSION	FEE	CONDITIONS TO CLOSE FILE
No Statement of Conditions letter (conditional approval)	6 months	Submission of required information and/or letter indicating reactivation of file.	n/a	<ul style="list-style-type: none"> No response from applicant 30 days after notification letter is issued; Additional direction from applicant to

				close file.
Statement of Conditions Letter issued:	12 months	Submission of any outstanding conditions including bonding, agreements, or covenants.	n/a	<ul style="list-style-type: none"> • No response from applicant 30 days after notification letter is issued; • Additional direction from applicant to close file.

*extension at discretion of Approving Officer

PROCEDURES

1. Where an application file is to be closed:
 - i. The applicant will be notified the file is considered 'inactive'; and
 - ii. The General Manager may authorize the closure of the file upon expiry of the 30 day notice period.
2. If a zoning or OCP amendment bylaw does not receive first two readings of Council, the applicant may request a refund of the advertising fee as well as 20% of the application fee, as outlined in the District of Squamish *Fees and Charges Bylaw*.

DEFINITIONS

Approving Officer is the staff person at the District of Squamish who is appointed by Council as the municipal Approving Officer in accordance with section 77 of the Land Title Act.

General Manager is the General Manager of Development Services, Engineering and Operations, or their designate.

ATTACHMENTS

Land Development Procedures Bylaw 2229, 2012
Fees and Charges Bylaw 2012, 2007

DISTRIBUTION

Online Policy Manual

RECORD OF AMENDMENTS	POLICY DATE	ISSUE DATE	REVIEWED	AMENDED