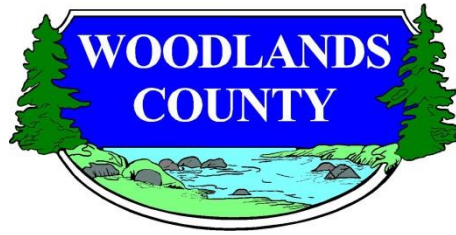


Title: Subdivision Time Extension Policy
Policy No: 6121

Approval: County Council
Effective Date: 18 December 2018



Revised:

Policy Statement: To provide a consistent approach for subdivision time extensions.

Purpose:

1. To establish a means for subdivision applicants to obtain subdivision extensions for either subdivision endorsement or for subdivision registration as provided for by section 657 (6) of the *Municipal Government Act*.
2. To ensure that the approved subdivision remains consistent with provincial legislation, federal legislation and the Counties planning documents ie. Municipal Development Plan and/or Area Structure Plan, Land Use Bylaw, Design Guidelines and Construction Standards, Woodlands County Policies and any other relevant planning documents.

1. Principals

- 1.1. The power to extend the period for subdivision endorsement is authorized to Council in accordance with Section 657(6) of the *Municipal Government Act*. Time extensions, up to a maximum of three one-year periods, will be considered based on:
 - 1.1.1. The applicant must submit a subdivision time extension request form, outlining the reasons for the request, including what conditions have been completed and pay an applicable fee.
 - 1.1.2. All subdivision time extension requests will be submitted to Council to determine that the developer is reasonably demonstrating that they have been actively working towards satisfying conditions of approval;
 - 1.1.3. After the third (3) and final time extension request has expired the subdivision file will be deemed closed and the applicant/landowner will need to re-apply for subdivision;
 - 1.1.4. Additional time extensions, beyond three one-year time extensions, may be considered providing no amendments have been made to planning and policy documents or legislative requirements. The developer must demonstrate substantial completion of conditions of approval, in the opinion of the County, and identify extenuating circumstances for non-completion of conditions; for example market considerations or weather conditions.

- 1.1.5. Time extensions will not be supported if a conditional subdivision was approved by the Municipal Government Board or the Subdivision & Development Appeal Board ;
- 1.1.6. The Development Authority shall notify applicants, in writing, of any application for subdivision that is set to expire, at least 30 days in advance;
- 1.1.7. The Development Authority shall not accept a subdivision extension request after the one year subdivision approval has expired.

2. Fees

- 2.1. The fees to be charged for a time extension shall be as outlined in the Schedule of Fees Bylaw.