

	Title: Time Limits for the Completion of Development Applications	Number: DS-10
	Authority (if applicable):	Section: Development Services
	Date Adopted: January 22, 2001	Motion: 01/40
	Historical Changes (Amended, Repealed, or Replaced): Used to be 376 which replaced 147	

Policy:

1. All development applications in the City will be competed within the time frames established below:

Development Application	Time Frame for Completion*
OCP Amendment	1 year from date of third reading of amendment bylaw
Rezoning – Map or Text Amendment	1 year from date of third reading of amendment bylaw
Land Use Contract Amendment	1 year from date of third reading of amendment bylaw
Development Permit	1 year from date of Council’s approval resolution
Development Variance Permit	1 year from date of Council’s approval resolution
Subdivision	1 year from date of Subdivision Preliminary Layout Approval (PLA) by the Approving Officer

* Completion means the adoption of an Official Community Plan, Zoning Bylaw or Land Use Contract Amendment Bylaw or the issuance of a Development Permit or a Development Variance Permit or the final approval of a Subdivision Plan.

2. The City will advise the applicant of the applicable time frame during the application process and will provide notice in writing at least 30 days prior to the prescribed completion date.
3. The applicant may request in writing a 6 month extension from City Council or the Approving Officer (in the case of a subdivision application) prior to the completion date.
4. The applicant fails to complete the application within the prescribed time frame or an extension thereof, Staff will close the application and file it.
5. After an application is closed, a development proponent must reapply in accordance with the current application requirements and fees in existence at the time of the new application.