LANDOWNER REQUEST FOR SUBDIVISION EXTENSION

The *Municipal Government Act*, Section 657 specifies that Council can approve a subdivision extension request, at their discretion, with no limits on number of extensions, length of extensions, or when they can accept a request. To provide guidance to administration and the public, the following policies will apply to subdivision extension requests in the municipality.

Notice and Acceptance of Subdivision Extension Requests

1. The County Planning Department shall notify applicants, in writing, of any application for subdivision that is set to expire, at least 30 days in advance.

2. The County Planning Department shall not accept a subdivision extension request after the subdivision approval has expired.

3. The applicant must submit a subdivision extension request, in writing, outlining the reasons for the request, including what conditions have been completed, and the applicable application fee.

Designation of Authority for Subdivision Extensions

1. The County Planning Department, shall approve the first request for a subdivision extension. The approval will extend the subdivision for 1 year. However, if extenuating circumstances arise, the County Planning Department shall take the request to the Municipal Council for decision. The Municipal Council may, or may not, approve the request.

2. The Municipal Council may approve an additional 2 subdivision extension requests. The Municipal Council can determine the length of the time extension, provided it does not contravene #4. Approvals will be based on merit and evidence proving that the applicant is actively working on the subdivision.

3. The municipality shall not approve more than 3 subdivision extensions.

4. The maximum subdivision extension shall not exceed 5 years from the date of the initial subdivision approval. Any request beyond that will require a new subdivision application.