



Procedure Title:	Time Extensions for Meeting Subdivision Approval Conditions
Procedure No.:	6011-01
Approval:	CAO
Effective Date:	February 18, 2009
Supersedes Procedure No.:	New

1. Definitions

- 1.1 “CAO” means Chief Administrative Officer of Mountain View County
- 1.2 “Expired” means a conditional subdivision approval/file that has not been endorsed by Mountain View County for registration at the Alberta Land Titles Office as of the original or time extension expiry date.
- 1.3 “MPC” means Municipal Planning Commission
- 1.4 “IMPC” means Intermunicipal Planning Commission.
- 1.5 “ASDAA” means the Administrative Subdivision and Development Approving Authority
- 1.6 “Original Expiry Date” means twelve (12) calendar months from the date of subdivision approval as outlined in Section 657(1) of the Municipal Government Act.
- 1.7 “Time Extension Expiry Date” means a new expiry date as approved by ASDAA, MPC or IMPC.

2. Procedures

- 2.1 Planning and Development Services shall not endorse conditionally approved subdivisions that have expired.
- 2.2 Time extension requests and the accompanying time extension fee shall be submitted to Mountain View County prior to the expiration date of a conditionally approved subdivision. *For example, original expiry date January 1, 2000. Time extension request and accompanying fee must be received by the County by January 1, 2000 at 4:00 pm.*
- 2.3 Conditionally approved subdivisions that have expired with no time extension request and accompanying fee by the original or time extension expiry date shall be deemed closed/void and a new subdivision application shall be required.
- 2.4 Pursuant to Section 657(6), of the Municipal Government Act, Council delegate’s authority to the Administrative Subdivision and Development Approving Authority (ASDAA) to authorize subdivision time extensions to a maximum of sixty (60) days from the original expiry date. For example, original expiry date January 1, 2000. Time extension request received January 1, 2000. MPC or ASDAA may approve an extension to March 1, 2000.

- 2.5 Pursuant to Section 657(6), of the Municipal Government Act, Council delegate's authority to the Municipal Planning Commission (MPC) or relevant Intermunicipal Planning Commission (IMPC) to consider and authorize subdivision time extensions requests greater than sixty (60) days from the original expiry date. For example, original expiry date January 1, 2000. Time extension request received January 1, 2000 for ninety (90) days. MPC or IMPC may consider and authorize an extension to April 1, 2000.
- 2.6 All time extension requests shall be assessed based on the following criteria:
- a) Complexity of conditional subdivision approval (i.e. single lot versus multi-lot)
 - b) Compliance with timelines of conditions (i.e. fees paid, reports submitted);
 - c) Completion of conditions to date of request (minimum 60%);
 - d) Justification and evidence for delays ;
- 2.7 Should an applicant fail to complete the conditions of the subdivision approval prior to the extension expiry date the application shall be deemed closed/void and a new subdivision application shall be required.
- 2.8 Time extension requests shall be to a maximum of one additional (1) year from the original expiry date.

End of Procedure

Approved: February 18, 2009
Amended: August 18, 2010