



Procedure Title:	Guidelines for the Evaluation and Processing of Incomplete Redesignation, Subdivision, and Development Permit Applications
Procedure No.:	6016-01
Approval:	CAO
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Supersedes Procedure No.:	New

1. Definitions

- 1.1 “Approving Authorities” means the Inter-Municipal Planning Commission (IMPC), Municipal Planning Commission (MPC), Mountain View County Council, and the Administrative Subdivision and Development Approving Authority of Mountain View County (ASDAA).
- 1.2 “Council” means Mountain View County Council.
- 1.3 “County” means Mountain View County.
- 1.4 “Technical Officer” means designated staff of Mountain View County.

2. Procedures

- 2.1 The processing of all redesignation, subdivision and development permit applications shall be carried out by County technical officers in accordance with approved County statutory plans and applicable Provincial regulations.
- 2.2 Mountain View County technical officers, at their discretion, and in accordance with County statutory plans and Provincial regulations, may request additional information to support the evaluation of redesignation, subdivisions, and development permit application.
- 2.3 Where technical officers request additional information required to support the evaluation of redesignation, subdivision, and development permit application, all applicants shall be afforded an opportunity to provide the requested information in a timely fashion, amend the application to address concerns expressed, withdraw the application, or request that Planning and Development Services advance the application to the approving authority “as is”.
- 2.4 When requesting additional information to support an evaluation, Planning and Development Services shall provide a cycle of three letters (21-14-7 days) outlining an applicant’s options with regards to the requested information. This shall afford an applicant 43 days to respond to information requests and provide confirmation that information requests are being resolved.
- 2.5 Under such circumstances, that an applicant provides no response or confirmation that the requested information is being completed or undertaken, Planning and Development Services technical officers may deem the application incomplete, and return the application to the applicant with a refund in accordance with the County approved fee schedule.

End of Procedure

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