



Policy # 6016

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Policy Title: Guidelines for the Evaluation and Processing of Redesignation, Subdivision, and Development Permit Applications that require additional information

Policy No.: 6016

Approval: County Council

Effective Date: November 4, 2009

Supersedes Policy No.: New


Policy Statement: Mountain View County (the County) may establish guidelines to facilitate efficiency in the processing of redesignation, subdivision and development permit applications.

Purpose: To provide Council, Administration and the public with a standard practice in the handling of redesignation, subdivision, and development permit applications within the County and to establish a process how additional information may be requested.

End of Policy

Approved: November 4, 2009



Procedure Title:	Guidelines for the Evaluation and Processing of Redesignation, Subdivision, and Development Permit Applications that require additional information
Procedure No.:	6016-01
Approval:	CAO
Effective Date:	November 4, 2009
Amended Date:	April 27, 2016
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, Land Use Bylaw, County policies and applicable Provincial regulations.
- 2.2 Mountain View County technical officers, at their discretion, and in accordance with County statutory plans, Land Use Bylaw, County policies and Provincial regulations, may during the processing and review of applications request additional information to support the evaluation of redesignation, subdivision, and development permit applications.
- 2.3 Where technical officers request additional information required to support the evaluation of redesignation, subdivision, and development permit applications, 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 applications 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 and do not request the application to advance "as is", Planning and Development Services technical officers may return the application to the applicant with a refund in accordance with the County approved fee schedule.