



FILE CLOSURE

Department	Development Services	Policy No.	0340-23
Section	General	Date Approved by Board	May 3, 2018
Repeals		Board Resolution #	RD/18/05/19

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of this Policy is to provide guidelines for the closure of stagnant land use application files.

2. Scope

2.1 This policy shall apply to the following land use application types:

- a) Zoning Bylaw Amendment
- b) Official Community Plan Bylaw Amendment
- c) Official Community Plan / Zoning Bylaw Amendment combined
- d) Development Permit
- e) Development Variance Permit
- f) Temporary Use Permit

3. Definitions

3.1 *File*: refers to those land use application types referred to in Section 2 of this Policy.

4. Policy

- 4.1 Files that have become stagnant for an extended period of time will be closed.
- 4.2 If it is believed that the applicant is making every reasonable effort to meet the necessary requirements to move an application forward, that file will not be closed.
- 4.3 This policy shall apply retroactively.



4.4 Land use applications will be closed and returned to the applicant with refund, if applicable, subject to the following:

a) Permits:

- i. Incomplete applications – not accepted
- ii. Applications waiting for payment – closed after 3 months
- iii. Applications stalled by applicant – closed after 1 year

b) Bylaw Amendments:

- i. Incomplete applications – not accepted
- ii. Applications waiting for payment – closed after 3 months
- iii. Applications stalled or placed on hold by applicant:
 - No readings – closed after 1 year
 - After 1 or 2 readings – closed after 1 year
 - After 3 readings – closed after 2 years

4.5 Upon closure of a file, a final letter will be sent to the applicant(s), and a refund, if applicable, will be issued.

Affiliated Procedure	
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