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|  <p>CITY OF <i>Lethbridge</i></p> | <p>Property Services</p> <p>POLICIES</p> | <p>Policy Number</p> <p>2018-15</p> |
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DELEGATION OF APPROVAL AUTHORITY: EXTENDING LENGTH OF MPC DEVELOPMENT PERMITS

Summary

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|------------------------------------------|-------------------------------------------------------------------------------|
| Title of Document: | Delegation of Approval Authority: extending length of MPC development permits |
| Title of Designated Responsible Manager: | Director, Property Services |
| Original Date Approved: | June 30, 1987 |
| Approved By: | Municipal Planning Commission |
| Last Revision: | n/a |
| Next Review Date: | Not Defined |

Purpose

The purpose of this Policy is to streamline the process of extending the length of validity of a development permit granted by the Municipal Planning Commission.

Background

Prior to this Policy any extensions in the length of validity of a development permit that was granted by MPC required the approval of MPC. However in an effort to save time and cost to both the planning process and applicants MPC allowed Development Officers to be able to grant such extensions (see 'Policy' section below).

Supporting Research and Analysis

Highlights from the research conducted in the creation of this policy include:

- Relevant government policy and legislation:
 - Minutes of the June 30, 1987 Municipal Planning Commission meeting.
 - Land Use Bylaw 4100 (was superseded in 2011 by Land Use Bylaw 5700)

Supporting Information (attached)

- **Development Permits- Extensions:** scan of a policy listed in former policy book

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|  | <p>Property Services</p> <p>POLICIES</p> | <p>Policy Number</p> <p>2018-15</p> |
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Policy Statement

This Policy states:

- **The Municipal Planning Commission delegates authority to the Development Officer to approve:**
 - **Extensions to the length of the validity of a development permit approved by MPC, except for development permits for which a specific limitation of the length of validity has been included within the conditions of the resolution approving the development permit application.**

Related Documents

- June 30, 1987 Municipal Planning Commission meeting minutes
- Land Use Bylaw 4100 (which was superseded by Land Use Bylaw 5700 in 2011)

Responsibility for Policy Implementation

Responsible for Policy Implementation

- Senior Development Officer, Property Services

Responsible for Monitoring of Implementation

- Director, Property Services

Key Functional Stakeholders

- Planning & Development Department

Key Stakeholders for Policy Development

- Municipal Planning Commission

Definitions

- All land uses in this Policy are defined in Land Use Bylaw 5700

Policy Status

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|  | <p>Property Services</p> <p>POLICIES</p> | <p>Policy Number</p> <p>2018-15</p> |
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Current Status

In effect

Date Effective

June 30, 1987

Approval Details

Municipal Planning Commission approved the delegation of authority

Endorsement Details

Municipal Planning Commission

Next Review Date

Not Defined

Policy Author

Planning Assistant

Authored date

Sept 12, 2018

Contacts

Director, Property Services

Policy Location

- File Path:
 - I:\BU\830\DEPARTMENT AREAS\DEVELOPMENT\2. POLICIES & PROCEDURES\b. Approved and formatted PPP's\2018-15 Delegation of Approval Authority_ D.P. extensions\Policy

APPENDIX - 'A'

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invoice written, the secretaries notified, and the file placed in the hold basket under the front counter.

DEVELOPMENT APPLICATION FORM

Policy Origin: Development Officer

Date: February 11, 1987

Is Landowner/Owner's Agent Aware of Application? The owner or the owner's agent is to be aware of an application being made on his property. If he is not aware, the application should not be completed. This policy does not apply to Home Occupations, where the applicant is renting a dwelling.

DEVELOPMENT PERMITS - EXTENSIONS

Policy Origin: Municipal Planning Commission

Date: June 30, 1987

In accordance with Section 22 (1) of the Land Use By-law, the Municipal Planning Commission hereby delegates authority to the Development Officer to approve:

- (b) extensions to the length of the validity of a development permit approved by the Municipal Planning Commission, except for development permits for which a specific limitation of the length of validity has been included within the conditions of the resolution approving the development permit application.

The Development Officer may, at his discretion, decide to not exercise the authority delegated above, and therefore may refer any request for extension to the length of validity of a development permit to the Municipal Planning Commission.

EASEMENTS -GAS

Policy Origin: Planning Superintendent

Date: October 29, 1986

The purpose of this policy is to deal with the concern about encroachments onto gas easements. The policy is as follows:

1. The Assistant Development Officer will check the registered plans to determine whether there are easements which the proposed development would encroach upon.