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Effective Date:	Revised:

## **PURPOSE**

The Planning & Development Dormant Application/Files Policy establishes a consistent process of handling planning and development applications that have been inactive for a minimum of one (1) year.

The reasons for closing inactive files include the following:

- Policies and standards change;
- New issues may be identified;
- Need for new public input and technical input; and
- Information and plans become outdated.

## **POLICY**

1. Any planning or development application that is inactive for a minimum of one (1) year will be closed.
2. When a planning or development application is inactive for a minimum of six months, the file manager responsible for the file will send a letter to the Applicant asking the Applicant to advise in writing whether they wish to continue to proceed with the application.
  - a. If the Applicant wishes to proceed, then they are to submit any outstanding or required information so that the application can be processed. If any of the required information is not submitted within six (6) months of the date of the letter, then a final letter will be sent notifying the Applicant that the file will be closed.
  - b. If the Applicant advises that they do not wish to proceed, the file will be closed.
3. If the department receives a request in writing from the Applicant requesting an extension of any of the above time periods, the General Manager of Community and Development Services may extend any of the above periods of time in Policy Statement 2 for an additional period at their sole discretion.

4. The Dormant Application/File Policy shall be posted on the County's website and be appropriately included in all planning applications so that the Applicant acknowledges the policy when completing the application form.

**DOCUMENT OWNER**

Community & Development Services

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