

**COUNTY OF THORHILD NO. 7
POLICY STATEMENT**

SECTION: 1100

POLICY NO.: 1110

SUBJECT: DEVELOPMENT PERMIT APPLICATION PROCESS FOR
DC-5 DISTRICT

RESPONSIBLE AUTHORITY: County Council

REVIEWED & APPROVED BY COUNCIL:
September 14, 2010-Resolution 362-2010

PURPOSE AND INTENT:

To provide a clear, administratively functional and procedurally fair process for reviewing and deciding on a development permit application submitted in relation to lands located in the DC-5 District for which Council of County of Thorhild No. 7 (the "County") is the Development Authority.

POLICY STATEMENT:

To ensure that the process followed by County Council is clear, administratively functional and procedurally fair, it is necessary to outline the process to be followed so that all interested parties are aware of the process to be followed and how they can participate if they so choose.

PROCEDURE:

1. Council shall review the development permit application and determine, based on the information provided and any recommendation provided by Administration, if the application is complete or what, if any, further information is required.
2. Upon Council deeming the development permit application complete, Administration will advertise the application in a newspaper of general circulation in the County once a week for two consecutive weeks.
3. Upon Council deeming the development permit application complete, Administration shall provide notice of the application to the affected landowners and any other person that Administration, in their sole discretion, believes is an interested person.
4. Notice of the application both in relation to the advertisement and to affected landowners and interested persons shall include, but is not limited to, the following information:

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- (A) That a complete application has been received in relation to lands located in the DC-5 District;
 - (B) The use being applied for;
 - (C) Affected Landowners or Interested Persons may obtain a copy of the complete application from the County of Thorhild No. 7 Office for a nominal charge;
 - (D) The application will be reviewed on the basis of written submissions only;
 - (E) A person wishing to make written submissions may pick up, from the County Office, the requirements which must be adhered to in relation to the written submissions;
 - (F) The date by which the written submission is due, which date shall be twenty one (21) days from the date of the second advertisement in the newspaper pursuant to paragraph 1 above; and
 - (G) That Council has passed a policy in relation to the process to be followed in relation to the development permit application. A copy of the policy may be obtained from the County Office.
5. Administration shall prepare hard copies and electronic copies (as far as possible) of the completed development permit application and provide the same to any person who requests a copy at a cost of \$10.00 per copy.
6. Administration will prepare a handout containing the requirements of the written submissions to be provided to the County in relation to the development permit application, which shall include, but is not limited to, the following:
- (A) The date by which the written submission is due, which date shall be twenty one (21) days from the date of the second advertisement in the newspaper pursuant to paragraph 1 above;
 - (B) The number of copies which the person is required to submit which shall not be less than eight (8) copies;
 - (C) A statement regarding content of the written submissions; namely that Council will not be reconsidering the merits of the re-districting application but rather the planning merits of the development permit application before them and so written submissions should be limited to the planning merits of the application;

- (D) The name and contact information of a member of Administration who is charged with accepting the written submissions and who questions should be directed to;
- (E) That the written submission shall contain the identity of the person submitting the written submission together with their mailing address, legal description of their property and the nature of their interest in the development permit application; and
- (F) A statement indicating that if the written submission is not provided to the County within the time frame provided or an insufficient number of copies are provided, the written submission may not be considered by Council.
7. Upon the passage of the twenty one (21) day time frame, Administration shall gather all written submissions received and provide one copy of each submission to the Applicant for review and if deemed necessary by the Applicant, a rebuttal submission may be provided. The Applicant shall have fourteen (14) days from the date of receipt of the written submissions to provide its rebuttal submission. The Applicant shall provide eight (8) copies of its rebuttal submission.
8. Administration shall prepare any written reports it deems necessary for Council including, but not limited to, expert reports.
9. Administration shall provide, at the next regular Council meeting fourteen (14) days after the timeline in paragraph 7 above has expired, all written submission, rebuttal submissions and Administration Reports to Council for their review.
10. Council will review the development permit application, written submissions, rebuttal submission and Administration Reports and render a decision on the development permit application or pursuant to paragraph 11 below request further information.
11. If upon review of the development permit application, written submissions, rebuttal submission and administration reports, Council has any questions or requires further information, Council may indicate its questions or the information required to Administration and Administration shall:
- (A) Draft a notice which sets out:
- (i) the questions or information required by Council;
 - (ii) the timeline for written responses to be received by the County which timeline shall not be longer than 60 days;
 - (iii) that eight copies of the written response must be provided to the County; and

- (iv) that any response not received within the time period provided or an insufficient number of copies are provided, the written submission may not be considered by Council.
 - (B) Upon Council approving the notice, send the notice to the affected landowners, the Applicant and all persons who provided written submissions; and
 - (C) Upon the passage of the timeline in subsection (A)(ii) above, provide the written responses to Council.
12. Administration shall:
- (A) Upon the development permit application being deemed complete, place a hard copy of the application in the Newbrook Library, Thorhild Library, Radway Library and County Administration Building;
 - (B) Upon the timeline for written submissions set out in paragraph 6(A) above passing, placing a copy of each written submission in the Newbrook Library, Thorhild Library, Radway Library and at County Administration Building;
 - (C) Upon the timeline for rebuttal submissions set out in paragraph 7 above passing, placing a copy of any rebuttal submission received in the Newbrook Library, Thorhild Library, Radway Library and at County Administration Building; and
 - (D) Upon the timeline set out in paragraph 9 above passing, placing a copy of any Administration Reports submitted to Council in the Newbrook Library, Thorhild Library, Radway Library and at County Administration Building.
13. The development permit application will be considered on the basis of written submissions only; there will be no public hearing or verbal submissions by any person.
14. Council may revise the process set out in the Policy as required to ensure that the development permit application is properly and fully dealt with.