



Process Change

DS-PCA 2017-01

Date of Notice:	December 18, 2017
Effective Date:	January 2, 2018
Subject:	Deadlines for submitting complete and accurate information for development applications <u>for multi-family, commercial, industrial, & institutional buildings</u>
Purpose:	To comply with new rules in the Municipal Government Act

Please be advised that as of the effective date Development Services staff will be doing a preliminary review of Development Applications to make sure the information is complete and accurate before advancing the application to a Development Officer for a substantive review. This change to our processes is a result of new rules in the Municipal Government Act (MGA).

Section 683.1 of the Municipal Government Act states (in summary):

- our office must review submitted material for completeness within a certain time frame,
- we must provide the applicant with notice that the application is either complete or incomplete,
- if incomplete we must also advise the applicant of what other information is needed,
- the applicant must provide the outstanding information within the time frame stated on the notice,
- if the applicant fails to provide the information by the deadline we **must REFUSE** the application,
- if the application is refused the applicant has the right to appeal the Refusal.

What this means for you:

- When you make your development application please make sure you submit all the required plans and drawings and make sure that they contain all the required information. We have a check list (available on our website and at our front counter) to help you figure out what's required.
- We will send you a notice by email within 21 days. Be sure to watch for that email. If you ignore it you may miss the deadline for submitting revised plans or drawings. **If you miss the deadline your application will be REFUSED and some or all of your development application fee may be retained.**
- The deadline for submitting revised plans and drawings is 21 days from the date of the notice. If you need more time contact us and we can negotiate a different deadline.
- Once we have determined that all the information is complete and accurate a Development Officer will review the application for compliance with the Land Use Bylaw. He/she may ask for additional information as a result of that substantive review.
- The Development Officer must make a decision on your application within 40 days of the date it was determined to be complete unless you agree to an extension of that time frame.

Questions?

Contact our Office: developmentsservices@lethbridge.ca or 403-320-3920

Distribution List: see next page



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DS-PCA 2017-01

Page 2

Distribution List:

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City of Lethbridge Web-site
Facility Services Department
Infrastructure Departments

Industry Groups:

Lethbridge CHBA
Lethbridge Construction Assoc.
UDI - Lethbridge

Land Developers:

Daytona Urban Development Corp.
Garry Station (2012) Ltd.
Gemini Property & Land Development
Lethbridge Real Estate and Land
Melcor Developments Ltd.
Southgate Commercial Lands Corp.
Urban Insight Development Group

Out-of-town:

JMAA Architecture, Red Deer
Nyhoff Architecture, Calgary
Seymour Pacific Developments, BC

Builders:

Alberta Catastrophe & Restoration
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Ashcroft Master Builder Ltd.
Avonlea Homes Ltd.
Bezoyeen Contracting Inc.
Cado Developments Inc.
Castle Rock Design & Development
Cedar Ridge Quality Homes Ltd.
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Dawson Wallace Construction Ltd.
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Ward Bros. Construction
Wesbridge Construction
Westco Construction
5P's Construction Ltd.

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Your assistance is appreciated.