



Rural Municipality of Meadow Lake #588 Policy

Policy #PD-001

Policy Title: Development Permit/Subdivision Costs

Policy Objective: To help avoid the extra costs to ratepayers not involved in a development or subdivision to avoid paying the costs for another developer	
Authority: Council Resolution #162/15	Dated: June 8/15

Background:

1. The RM of Meadow Lake is required through the **Planning and Development Act** and also the **Uniform Building and Accessibility Standards Act** to review subdivision applications and also Development Permits.
2. The normal time taken from this office to work on a Subdivision application would be approximately 1 hour.
 - a. This involves:
 - i. receiving the application from Community Planning;
 - ii. Reviewing how it fits within the Official Community Plan and Zoning Bylaw;
 - iii. Obtaining information as to the value of the property in order to establish a Municipal Reserve Value if applicable;
 - b. If a Servicing Agreement is necessary then the process may require more time;
 - i. Develop the servicing agreement and working in consultation with the Road Consultant and/or Planning officials.
3. For a Development Permit:
 - a. Average time to complete is approximately 2 hours unless there is more involvement.
 - i. If the permit is discretionary, then the application must be brought forward to a regular council meeting and a public hearing is held, as well letters are sent out to the neighbors.
 - b. If the developer changes their mind as to how the development is to proceed, then this time frame can rise.

Policy:

1. Subdivision Applications
 - a. The administrative staff are to keep track of their time spent on each subdivision application;
 - b. If the application process is taking more than 3 hours due to the need to develop servicing agreements or where the developer/agent changes the document then the cost for the extra hours will be invoiced to the developer at a cost of **\$60.00/hour**.
 - c. As well, all costs incurred to the RM of Meadow Lake #588 will be invoiced to the developer as per the following:
 - i. Advertising
 - ii. Changing/Amending Zoning Bylaw
 - iii. Use of a Planner
 - iv. Other costs as they relate to the development
2. Development Permit Applications

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- a. The administrative staff are to keep track of their time spent on each development permit application;
- b. If the application process is taking more than 3 hours due to the changes from the Developer/agent then the extra hours will be invoiced to the developer at a cost of **\$60.00/hour.**
- c. As well, all costs incurred to the RM of Meadow Lake #588 will be invoiced to the developer as per the following:
 - i. Advertising
 - ii. Changing/Amending Zoning Bylaw
 - iii. Use of a Planner
 - iv. Other costs as they relate to the development

