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Procedure Title: Administrative Subdivision and Development Approving Authority

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Procedure No: 6002-02

Approval: CAO

Effective Date: April 18, 2007

Supersedes Procedure No: New

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1. Procedures

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1.1 Pursuant to Bylaw No. 05/07 the Administrative Subdivision and Development Approving Authority (Administrative Authority) is authorised and assigned by Council to receive, consider and decide on applications for subdivision applications and development permits received by the municipality

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1.2 The Administrative Authority shall hold meetings with the staff of Planning and Development as are necessary to fulfill the Administrative Authority responsibility.

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1.3 The Administrative Authority shall review and render decisions on Development Permit Applications which:

- i. require a setback relaxation up to 80% of the required setback as outlined in the Land Use Bylaw.
- ii. discretionary uses of land and/or buildings as outlined in the Land Use Bylaw, which are deemed by the Administrative Authority not to have a negative impact on adjacent lands or uses.

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1.4 The Administrative Authority shall review and render decisions on Subdivision Applications which:

- i. are the first parcel out of a quarter section;
- iii. has been redesignated by Council previously; or
- iv. meets the requirements of any approved Area Structure Plan.

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1.5 The Administrative Authority holds the right to refer any Development or Subdivision application to the Commission to render a decision.

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1.6 Agendas for the meeting shall be generated the day before the scheduled meeting.

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1.7 The meetings shall be in-camera.

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1.8 The Administrative Authority shall be given the file and a checklist to view at the meeting and a verbal explanation of the application shall be given by the technical officer processing the application or their designate.

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1.9 The Administrative Authority shall sign an approval report with the listed conditions should the application be deemed to meet the policies of Mountain View County.

1.10 A list of the approved applications shall be forwarded to the next available Municipal Planning Commission and Council meeting as information.

End of Procedure

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Approved: April 18, 2007

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