

Planning and Development Service Standard Timelines:	
Pre-Development Meeting	15 days to an appointment with administration
Complete Application Review	15 days to a written response from administration
File Information Request	30 days to complete
Building Permits	
Part 9 Residential	10 days to permit decision
Part 9 Complex	20 days to permit decision
Part 3	30 days to permit decision
Water and Sewer Connect / Disconnect	15 days to permit decision
Land Lease Application	60 days to a decision and agreement where applicable Where another application is required (variance, Zoning, BP) add the two timeframes for a total time- may be processed together
Land Purchase Application	60 days to a decision and transfer documents where applicable
License Of Occupation	60 days to a decision and agreement where applicable
Encroachments	60 days to a decision and agreement where applicable
Grading Permit (DP required > 0.6 m average across the lot)	45 days to permit decision 30 days to appeal hearing and 60 days after the hearing for a decision where applicable
Residential Parking Permit	20 days to permit decision
Sign Permit	20 days to permit decision
Development Permit - Variance	90 days to permit decision 30 days to appeal hearing and 60 days after the hearing for a decision where applicable

* All days are calendar day for counting purposes.

Development Permit - Other
Residential less than 5 units and Change of use
90 days to permit decision
Recreation, Commercial, Industrial and other uses
90 days to permit decision
Residential more than 5 units and all DP requiring Development Agreement
120 days to permit decision
30 days to appeal hearing and 60 days after the hearing for a decision where applicable
Heritage Designation
60 days to hearing before Heritage Committee
Heritage Restoration
90 days to hearing before Heritage Committee
Heritage Alteration
60 days to hearing/decision before Heritage Committee
90 days to decision by Council (when the Committee recommends Council approval)
Development Incentives
30 days to preliminary decision for tax incentives
60 days to GPC for review for up front grants
60 days to preliminary decision for all other applications
Zoning Amendment
120 days to GPC for consideration
15 to 30 days from GPC to Council for 1 st reading
15 to 30 days from 1 st reading to 2 nd reading and public hearing
1-15 days from 2 nd reading to 3 rd reading
Community Plan Amendment
120 days to GPC for consideration
15 to 30 days from GPC to Council for 1 st reading
15 to 30 days from 1 st reading to 2 nd reading and public hearing
To the Minister for decision from 2 nd reading to 3 rd reading time unknown
Development Agreement
Draft Agreement to applicant prior to DP Decision

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