



# Village of Stirling

## Policy #DV05-21



<b>Section:</b>	ADMINISTRATIVE	<b>Subject:</b>	Compliance Policy
<b>Approval Date:</b>	2021		

### Development Permit Policy

#### Policy Statement:

The Village of Stirling is committed to ensuring clear and timely development processes for anyone wishing to develop within the Village of Stirling. The Village recognizes the Government of Alberta has established time frames within the Municipal Government Act (MGA) (*Revised Statutes of Alberta 2000 M-26*) Part 17 Section 683.1. To support our required Red Tape Reduction Strategy the Village of Stirling enacts the following policy to attempt to decrease the timeframes of issuance of permitted development permits and to streamline the process of approval for commercial development applications and business licenses applications.

#### Definitions:

- 1. Business License** – means a business license as defined in the Village of Stirling Business License Bylaw which is in force at the time.
- 2. Development Authority** – means the same as the definition in the MGA, or the Land Use Bylaw in force at the time.
- 3. Development Officer** – means the same as the definition in the MGA, or the Land Use Bylaw in force at the time.
- 4. Development Permit Application** – means the same as the definition in the Act.
- 5. Fee** – means any fees in relation to a development permit or business license as prescribed in the Village of Stirling Fees Bylaw in force at the time.
- 6. Land Use Bylaw** – means the Village of Stirling Land Use Bylaw which is in force at the time.
- 7. Municipal Planning Commission** – means the same as is found in the Land Use Bylaw in force at the time.

#### Process

1. Recognizing the prescribed standard of MGA Section 683.1(1) to allow for 20 days to determine a development permit application complete; the Village of Stirling will attempt to ensure all applications which are complete in nature receive notification of their completeness, as is prescribed in MGA Section 683.1(7) shall be completed within 10 days.
2. Recognizing the prescribed standard of the MGA Section 684(1) to allow for 40 days of issuance of a permitted Development permit, after the receipt of the application; the Village



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of Stirling will attempt to issue permitted use development permits within 10 days of the issuance of the notice of completion.

3. No person other than the Development Officer may receive an application. All applications shall be brought to the desk of the Development Officer for them to review after payment has been made. The Development Officer will then receive the application and that is the date the application time frames laid out in section 1 and 2 of this Policy will commence from.
  
4. Any business which does not already hold a valid business license and makes application for a development permit may have the business license application processed at the same time as their development permit application.
  - a. The applicant may request to have the processes done separately should they desire.
  - b. If the development permit application is not successful, the Village of Stirling will refund the business license application fee.
  - c. The business will not be added to the list of active business licenses in the Village until such time as their development permit is approved.
  - d. No aspect of the business license will affect the timeframe for processing the development permit.
  
5. The Policy does not apply to incomplete development permit applications or ones which are of a discretionary use and require referral to the Municipal Planning Commission.

Approved by Resolution of Council: #2021-295

  
 Mayor – Trevor Lewington

  
 CAO – Scott Donselaar