

**POLICY****#300**

**ROCKY VIEW COUNTY**  
Cultivating Communities

**Title:**  
Closing Of Dormant Planning Application Files

**Legal References:**  
Municipal Government Act

**Policy Category:**  
Planning and Community Services

**Cross References:**  
Procedure PRO-300

**Effective Date:** April 7, 1998  
**Revision Date:** July 28, 2009

**Purpose:**

To provide a fair and consistent method of handling planning applications which have been inactive for 12 months or greater.

**Definitions:**

- "The Act" means the Municipal Government Act.

**Policy Statements:**

1. Rocky View recognizes its responsibility to remain in regular contact with planning applicants to ensure planning applications (land use applications, subdivision applications, conceptual schemes, and development permits) remain active and to identify any potential circumstances that may cause the planning application(s) to become inactive.
2. Planning applications which have been inactive for 12 months or greater may be deemed by Administration to be abandoned and the planning application file may be closed in accordance with Procedure PRO-300.