



November 1, 2024

To Municipality

RE: Notification of Change to Subdivision Processing

Dear [Municipality/Owner/Utility - Agency Name],

We are writing to inform you of an important change regarding our process for gathering comments and concerns related to subdivision applications. Effective January 1, 2025, the response time for providing feedback will be reduced from 30 days to 14 days (2 weeks).

As per the Municipal Government Act RSA 2000, the subdivision approving authority is required to make a decision on an application within 60 days of receiving a complete application form. By shortening the response window, we aim to enhance our processing time and improve service for subdivision applicants. As with the previous 30-day period, if we do not receive any comments within the 14-day period, we will proceed on the basis that you or your organization have no concerns with the proposed subdivision.

We appreciate your understanding and cooperation in this matter. Should you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Devin Diano

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DD/gw