



DP # _____
PST _____

Development Permit, Extension of Commencement Application Form

Requests must be submitted no sooner than within three calendar months prior to the “must commence by date” of the development permit, but no later than the commencement date. Requests outside this time frame will not be accepted. **Only two requests for an extension will be considered.** There is no appeal against the decision made by the Development Authority.

If you have any questions, please contact our Planning Services Centre at (403) 268-5311, open M-F from 8:00 to 4:15pm.

Requirements:

1. Completely fill out this form. Incomplete forms will not be accepted.
2. Provide a **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. You can use the [sample letter of authorization template](#) or you can provide your own letter, but it must contain all information indicated on the sample letter.

Development Permit Number: _____ **Commencement Date:** _____

Applicant Name: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Agent’s Name: _____

Address: _____

Phone Number: _____ **Email Address:** _____

I hereby request a _____ (maximum of 24 months) administrative extension to the above development permit. I confirm that since the development permit application was approved there has been no change to the terms of the submitted application. If land ownership has changed since the original submission, I attach herewith an appropriate letter of authorization. I also understand that if I provide false information, the development permit, the subject of this application, could be cancelled or suspended in accordance with Part 2, Division 6, Section 43 of the Land Use Bylaw 1P2007.

Following receipt of the request, an assessment will be undertaken to establish whether there has been any policy change, since the granting of the development permit which prevents the extension from being granted. I understand that the decision regarding development permit extension is final and that there is no process to appeal the decision.

Applicant’s Signature _____ **Date** _____

Screened by _____ **Date** _____
Planning Services Technician