



Community Planning – Development Engineering Bulletin September 11th, 2025

Subject: 2025 Development Agreement – Application Requirements to secure 2025 DA

The deadline to secure a 2025 Development Agreement is **December 31st, 2025 at 16:30**.

The Return Package (signed Development Agreement, Performance Security and Certificate of Insurance) must be delivered and accepted prior to this deadline in order to be considered for a 2025 Development Agreement.

The following items must be complete by end of day **December 10th, 2025** to allow for processing of the Development Agreement:

- Subdivision (SB) or Development Permit (DP) Approval
- Construction Drawing (CD) Underground Design Approval (confirmation of scope for the DA)
- Special Clause Approval
- Request for Development Agreement (the second REQ process on the Submit tab in UDO) must be submitted using Urban Development Online

In order to meet this timeline, the Special Clauses in support of the agreement must be submitted no later than **November 19th, 2025**, and **all** relevant CDs must be submitted no later than **16:30, October 22nd, 2025**. Each CD must adhere to the current Complete Application Requirement List (CARL) for CDs. Upon special clauses being submitted the City file manager will commit to responding within 5 working days if they are adequate, or updates are required, to ensure mutual commitment on the December 10 above can be achieved.

Once the online request for Development Agreement is submitted, Development Commitments staff will review the request for content and completeness. Once the Certificate of Insurance and Performance Security have been received, Community Planning will make available the PDF version of the Development Agreement (DA) to the Developer for digital signing within approximately **five** working days of the request.