Community Planning – Development Engineering Bulletin
December 28th, 2023

Subject: 2024 Development Agreement – Application Requirements to secure 2024 DA Under the 2016 Offsite Levy Bylaw

The deadline to secure a 2024 Development Agreement under the 2016 Offsite Levy Bylaw is **February 29th, 2024 at 16:30.**

To be considered for a 2024 Development Agreement at Levy Rates determined by the 2016 Offsite Levy Bylaw, the Return Package (signed Development Agreement, Performance Security and Certificate of Insurance) must be delivered and accepted prior to this deadline.

The following items must be complete by end of day **February 8th, 2024** to allow for processing of the Development Agreement:

- Subdivision (SB) or Development Permit (DP) Approval
- Construction Drawing (CD) 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, all relevant CDs and Special Clauses in support of the agreement must be submitted no later than **January 15th, 2024.** Each CD must adhere to the current Complete Application Requirement List (CARL) for CDs.

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 **two** working days of the request.