

Planning Application Administrative Reactivation and Closure (PAARC) Policy

Policy Number: PLAN 2-01

Sub-Topic: Planning Act Application reactivation

Topic: Development Applications under the Planning Act

Applies to: All Development Applications

Policy Statement and Strategic Plan Linkages

This policy establishes an administrative framework for managing *Planning Act* applications that have become inactive. The policy outlines procedures for identifying inactive applications, communicating with Applicants and Owners, closing inactive files, and reactivating applications when requested through the submission of a Complete Re-Submission and payment of the applicable reactivation fee.

This policy is administrative in nature and is intended to support the efficient management of development applications. It does not replace, amend or supersede any statutory requirements, timelines, notices, appeal rights, or decision making authorities established under the *Planning Act* or its regulations.

This Policy supports the Town's strategic objectives by promoting timely application processing, effective use of staff resources, transparency, and consistent service delivery.

Purpose

The Planning Application Administrative Reactivation and Closure Policy establishes the administrative procedure governing identification, closure and potential reactivation of inactive *Planning Act* applications by Planning Services.

The Policy provides a clear and consistent approach to:

- Identifying Planning Act Applications that have become inactive due to the absence of a Complete Re-Submission within established timeframes;
- Issuing written notices to Applicants/Owners advising of application inactivity, applicable timelines, potential file closure, and the process to maintain or re-open an application;
- Continuing application processing where a Complete Re-Submission is received within the prescribed timelines;
- Reactivating closed files upon receipt of a Complete Re-Submission and payment of the Reactivation Fee within prescribed timelines; and
- Administering and collecting the Reactivation Fee in accordance with the Town's Planning Processing Fees By-law.

Definitions

For the purposes of this Policy:

Applicant and/or Owner: Means the individual(s) or corporation(s) identified as the Applicant and/or Owner on the Planning Application Form, including the most recent contact information on file with the Town.

Closed: Means a Planning Application that has been closed by the Director due to inactivity in accordance with this policy.

Complete Re-Submission: Means the submission of all updated and revised materials responding to comments from the Town's and applicable external agencies, and deemed by Planning staff to be suitable for circulation. A Complete Re-Submission is an administrative standard and does not determine whether an application is complete under the *Planning Act*.

Director: Means the Chief Planner and Director, Planning and Building Services, or their designate.

Formal Comment Package: Means the consolidated written comments issued by the Town and applicable external agencies following the review of a complete submission.

Inactive Planning Application and/or File: Means a Planning Application for which a Complete Re-Submission has not been received within six (6) months of the date the Formal Comment Package was issued.

Open Planning Application and/or File: Means an application made under the *Planning Act* that has not been closed by the Director and is actively under review, or has been re-opened through payment of the Reactivation Fee.

Planning Application: Means any development application filed under the *Planning Act*, including Official Plan Amendments, Zoning By-law Amendments, Draft Plans of Subdivision or Condominium, Site Plan Approval, Minor Variance, Consent, Removal of Holding Provision, and Removal of Part Lot Control.

Reactivation Fee: Means the fee payable in accordance with the Town's Planning Processing Fees By-law to re-open or maintain an inactive Planning Application beyond the six (6) month inactivity period following issuance of the Written Notice.

Written Notice: Means a written correspondence issued by the Town advising of application inactivity, applicable timelines, potential file closure, and/or requirements to re-open a closed application.

Procedure

1. Identification of Inactive Applications

A Planning Application shall be considered inactive where a Complete Re-Submission has not been received within six (6) months of the date that the Formal Comment Package was issued. The applicable date shall be the most recent issuance of comments from Planning Services.

Following six (6) months of inactivity, the Town may issue a Written Notice advising that the application may be closed if a Complete Re-Submission is not received within an additional six (6) months.

The Director has final authority to determine application inactivity and to close files in accordance with this Policy.

2. Written Notice

Where an Application has remained inactive for twelve (12) months following issuance of the Formal Comment Package, and six (6) months have elapsed since the issuance of a Written Notice, the application may be Closed by the Director.

The Town shall issue a Written Notice advising the Applicant and/or Owner that the application has been Closed and outlining the requirements to re-open the file, including submission of a Complete Re-Submission and payment of the Reactivation Fee.

3. Outcomes

Where a Complete Re-Submission and the applicable Reactivation Fee are received within the prescribed timeframe, the application shall be reopened and processing shall resume.

Where a Closed application has associated servicing allocation, that servicing allocation may be rescinded through the Town's annual review process.

Notwithstanding the foregoing, where a file has been Closed for at least one (1) year, the Director may require the submission of a new application in accordance with the *Planning Act* and applicable Town requirements.

Reactivation Fee

The Reactivation Fee is payable where an Applicant or Owner wishes to maintain or re-open an inactive Planning Application. The fee is established through the Town's Planning Act Processing Fees By-law and does not waive or modify submission requirements.

Contact

Planning Services at planning@newmarket.ca

Details

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