

**FEES AND CHARGES BYLAW NO. 575, 2019
SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM		FEE	UNIT /DESCRIPTION
OCP Amendments			
Base Fee		\$ 2,500	Per Application
Incremental Additional Fee	Residential	\$ 100	Per Unit
	Non-Residential	\$ 300	Per 100m ² of land over 900m ²
Base and additional fee combined shall not exceed \$10,000			
Zoning Amendments (current Bylaw zones)			
Base Fee		\$ 2,500	Per application
Incremental Additional Fee	Residential	\$ 100	Per Unit
	Non-Residential	\$ 300	Per 100m ² of land over 900m ²
Secondary Suites/ Accessory dwelling units		\$ 1,000	Per application
Base and additional fee combined shall not exceed \$20,000*			
Zoning Amendment (new zoning designation)			
Base Fee		\$ 2,500	Per application
Incremental Additional Fee	Residential	\$ 100	Per Unit
	Non-Residential	\$ 300	Per 100m ² of land over 900m ²
Base and additional fee combined shall not exceed \$30,000*			
Combined OCP and Zoning Bylaw Amendment			
Base Fee		\$ 3,000	Per Application
Incremental Additional Fee	Residential	\$ 100	Per unit
	Non-Residential	\$ 300	Per 100m ² of land over 900m ²
Base and additional fee combined shall not exceed \$30,000*			
<p>For Mixed Use Development: the fee shall be calculated for the residential component and the applicable non-residential fee for the commercial component. In all cases, the residential unit count and non-residential area shall be calculated based on the maximum possible yield under the proposed zones.</p>			
<p>* For large-scale developments over 500 dwelling units or institutional uses over 500 sleeping units: The base and additional fee combined shall not exceed \$90,000.</p>			
<p>For Non-profit Housing developments: Amendment application fees for non-profit housing developments subject to an affordable housing agreement shall not exceed \$4,000.</p>			
Additional Public Hearing		\$ 1,000	Per Hearing
Additional Pre-Application Meeting (2 are included in the application fee)		\$ 300	Per Request

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ITEM		FEE	UNIT /DESCRIPTION
Development Permits			
Form and Character Development Permit			
DPA #6, #7, #9 and #10	Base Fee (incl. first dwelling unit)	\$ 1,500	Per permit
	Incremental Additional Fee	\$ 100	Per unit over 10 units
		\$ 300	Per 100m ² of GFA over 900m ²
DPA #8 (intensive residential)		\$ 800	Per permit
Base and additional fee combined shall not exceed \$10,000			
Environmental and Hazard Development Permits			
DPA #1, #4 #5		\$ 1,200	Per application
DPA #3, #4		\$ 400	Per application
Combined Permits – hazard, geotechnical, environmental		\$ 1,500	Per application
Combined permits – DPA #3 and #4		\$ 400	Per application
Peer Review		At cost	
Other Permit Fees			
Delegated DP (minor DP)		\$ 400	Per application
If work has commenced without a permit issued		Double the required permit fee	Per application
Changes to Permit (within 2 years of permit issuance)		50%	
For Non-Profit Housing developments: DP application fees for non-profit housing developments subject to an affordable housing agreement shall not exceed \$3,000			
Development Variance			
	Residential single-detached	\$ 1,200	Per permit
	Residential – over 2 units	\$ 1,500	Per permit
	Non-Residential	\$ 1,500	Per permit
	Sign Bylaw	\$ 500	Per permit
	Subdivision Servicing Bylaw	\$ 1,500	Per variance
Flood Plain Exemption			
		Base Fee \$ 1,800	Per Request

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Temporary Use Permits				
		Base Fee	\$ 1,800	Per application
	TUP extensions (if not lapsed and no changes to terms)		\$ 1,000	Per application
ALR Application to Land Reserve Commission				
Landowner application for Exclusion, Subdivision or Non-farm Use			\$ 1,500	Per application
District retains \$300.				District retains \$300 of fee
Landowner application for Inclusion			\$ 1,200	Per application
No fee to District				No fees remain with District
Liquor/Cannabis Regulation Branch				
Liquor/Food primary			\$ 2,000	Per request
Liquor/Food Primary - amendment			\$ 1,000	Per request
Manufacturer (winery, brewery, cidery, distillery)			\$ 1,500	Per request
Cannabis –Cultivation, production			\$ 2,000	Per request
Cannabis Retail License			\$ 2,500	Per request
Phased Development Agreement				
Review of Phased Development Agreements		Base Fee	\$ 2,500	Per Agreement
		Legal review	At Cost	As required

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ITEM		FEE	UNIT /DESCRIPTION
Miscellaneous			
Road Closure Bylaw		\$ 1,500	Per Application
Renaming of a Road		\$ 500	Application Fee
Letter of Comfort (OCP/Zoning Confirmation Letter)	Base Fee	\$ 500	To a maximum of \$1,000 with adjacent and related parcels
Inquiries and Research required beyond OCP and zoning		\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00
Any permit extension (unless specifically stated elsewhere)		\$ 300	Per permit
Board of Variance		\$ 600	Per application
Application for Discharge of a Charge on Title		\$ 150	Per request
Administration Fee, not otherwise defined		\$ 150	Per request
Refunds			
For OCP or Zoning Bylaw amendment:	Withdrawn in writing by the applicant within 30 days of submission		50% Of application fee
For OCP and Zoning Bylaw amendment	Withdrawn in writing by the applicant 30 or more days after submission but prior to the public hearing notice being prepared or advertised.		20% Of application fee
Permit applications	Withdrawn in writing by the applicant prior to consideration by APC or Council.		20% Of application fee
Subdivision applications	Withdrawn in writing by applicant within 60 days of submission		50% Of application fee
Subdivision	Withdrawn in writing by the applicant 60 or more days after submission but prior to issuance of the PLR		30% Of application fee

There are no refunds granted for applications following the preparation of notification, notice of public hearing or any consideration by Council. There are no refunds for subdivision once a PLR has been issued.

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ITEM		FEE	UNIT /DESCRIPTION
Subdivision			
Consolidate 2 lots or alter property line between 2 lots (no new lots created)		\$ 550	Per Application
Subdivision Application- Conventional and Bare Land Strata - PLR			
	Subdivision up to 3 lots	Base Fee only applies \$ 3,000	Per Application
	Subdivision of 4+ lots	Base Fee \$ 3,000	Per Application
		Incremental Additional fee \$ 500	Per lot for first 4-50 lots
		\$ 100	Per lot over 50
PLR Extensions – no change to plan		\$ 250	Per Request
Changes/amendments to PLR		\$ 500	Per Request
Final approvals or revisions on a Phased Strata Development		\$ 150	Per Phase
Form P		\$ 200	Per request
Form P Amendment		\$ 100	Per Request
Latecomers Agreement Processing Fee		\$ 1,000	Per Request