

<b>Development Applications (Effective January 04, 2022)</b>	
<b>Standard Projects</b> (Applies to: A, RS, RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, C-3, CS, SS, M, B, P zones and CD zones based on any of these parent zones)	
<b>Pre-Application Review</b>	\$1,241.00
<b>Official Community Plan Amendment</b> (map or text)	\$8,847.00
Official Community Plan Bylaw Amendment Third Reading Time Extension	\$566.00
<b>Master Development Plan Rezoning - Basic Fee</b>	\$9,132.00
Plus Zone Fee per 100 sq. metres of land:	\$171.00
<b>Rezoning - Base Fee</b>	\$4,923.00
<b>Plus Zone Fee per 100 m<sup>2</sup> of land:</b>	
A, RS, RMH, M, P or (CD based on these zones)	\$33.00
RT, RTM, RM-1, RM-2, RM-3, B, or (CD based on these zones)	\$84.00
<b>Zoning Bylaw Text Amendment (for any text amendment including new CD Zones)</b>	\$5,119.00
<b>(Staff) Delegated</b> Zoning Bylaw Amendment Third Reading Time Extension	\$749.00
<b>(Council) Non-Delegated</b> Zoning Bylaw Amendment Third Reading Time Extension	\$1,498.00
<b>Public Hearing Fee</b>	\$1,302.00
<b>Regional Growth Strategy Amendments</b>	\$4,530.00
<b>Subdivisions</b>	
<b>Conventional, Site Configuration, and Bare Land Strata (three or fewer lots)</b>	\$4,923.00
<i>Plus Lot Fee for every lot created beyond three (3)</i>	\$181.00
<b>Air Space Parcel (Basic Fee – two parcels or less)</b>	\$5,911.00
<i>Plus lot fee for every parcel created beyond two</i>	\$355.00
<b>Strata Title Conversion (two units or less)</b>	\$4,201.00
Strata Title Conversion (more than two units)	\$5,881.00
<b>Phased Strata Title Subdivision (Phased Strata Plan)</b>	\$4,923.00
<i>Plus Phase Fee for every phase beyond two (2)</i>	\$430.00
Form “P” Amendment	\$420.00
<b>Road cancellation</b>	\$4,621.00
<b>Lot line adjustment, Consolidation</b>	\$840.00
<b>RT-1 Site Configuration</b>	\$840.00
<b>Subdivision Re-approval Application (PLA Extension) (any subdivision type)</b>	\$1,923.00
<b>City Land Valuation (Cash-in-Lieu Option)</b>	\$527.00
<b>Development Permit (DP)</b>	
Non-delegated DPs (requires City Council authorization)	\$3,815.00
<b>Plus additional Unit Fee per dwelling unit and GFA fee per 100 m<sup>2</sup> of non-residential gross floor area (GFA):</b>	
Delegated DPs	\$2,605.00
DP amendment (Major)	\$1,954.00
DP amendment (Minor)	\$651.00
Watercourse Protection DP (see Note 1)	\$1650.00
Watercourse Protection DP Amendment	\$590.00

**Development Variance Permit** (see Note 2)

**Variations to Zoning Bylaw:**

A-3 or RS Zones	\$1,699.00
All other zones (RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, CS, SS, M, B and P zones.)	\$3,581.00
Variations to the <i>Sign Bylaw</i> or <i>Subdivision and Development Servicing Bylaw</i>	\$1,699.00

**Land Use Contract Amendments**

Land Use Contract Discharge/Cancellation	\$227.00
Major Amendment	\$2,831.00
Minor Amendment	\$906.00

**Temporary Use Permit**

Temporary Use Permit Renewal	\$1,381.00
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**Agricultural Land Commission Application**

Non-Adhering Residential Use	\$450.00
Soil Use to Place Fill and/or Remove Soil	\$750.00
Non-Farm Use	\$750.00
Subdivision	\$750.00
Exclusion	\$750.00
Inclusion	\$0.00

**Heritage Revitalization Agreement**

Heritage Revitalization Agreement Amendment	\$3,318.00
Heritage Alteration Permit (HAP)	\$1,133.00
	\$906.00

**Development Agreement**

Development Agreement Amendment	At cost
	\$2,265.00

Notes:

- 1 The initial Watercourse Protection DP application fee is 50% of the fee with the balance due if a DP is required.
- 2 The DVP application fee shall be applied to each lot subject to the requested variance up to a maximum of five lots.
- 3 All application fees are exempt from GST.

**REFUND POLICY:**

Where an application for an amendment to the Zoning Bylaw or the OCP Bylaw is withdrawn by the applicant prior to Council's First Reading, or if Council declines the application prior to referral to the Public Hearing, the public hearing fee paid by the applicant shall be refunded within 90 days of receipt of the applicant's written request for such a refund.

Where a Development Project is withdrawn by the applicant prior to the application being referred to other departments for comment, a refund of the fees paid by the application, less 20%, shall be provided within 90 days of receipt of the applicant's written request for such refund.

Information provided has been consolidated for convenience; to verify fees, refer to the City's Fees and Charges Bylaw No. 5181, 2021 as amended.

<b>Development Applications (Effective January 04, 2022)</b>	
<b>Major Projects</b> (Applies to: RM-4, RM-5, RM-6, C-5, C-6, C-7 zones and CD zones based on any of these parent zones)	
<b>Pre-Application Review</b>	\$1,939.00
<b>Official Community Plan Amendment</b> (map or text)	\$13,824.00
Official Community Plan Bylaw Amendment Third Reading Time Extension	\$885.00
<b>Master Development Plan Rezoning - Basic Fee</b>	\$9,132.00
Plus Zone Fee per 100 sq. metres of land:	\$171.00
<b>Rezoning - Base Fee</b>	\$9,132.00
<b>Plus Zone Fee per 100 m<sup>2</sup> of land:</b>	
All zones in Major Projects	\$171.00
<b>Zoning Bylaw Text Amendment (for any text amendment including new CD Zones and Cannabis Retail Zoning Bylaw Text Amendment)</b>	\$7,998.00
<b>(Staff) Delegated</b> Zoning Bylaw Amendment Third Reading Time Extension	\$1,170.00
<b>(Council) Non-Delegated</b> Zoning Bylaw Amendment Third Reading Time Extension	\$2,340.00
<b>Public Hearing Fee &amp; Additional Public Hearings</b>	\$1,302.00
<b>Regional Growth Strategy Amendments</b>	\$4,530.00
<b>Subdivisions</b>	
<b>Conventional, Site Configuration, and Bare Land Strata (three or fewer lots)</b>	\$7,692.00
Plus Lot Fee for every lot created beyond three (3)	\$282.00
<b>Air Space Parcel (Basic Fee – two parcels or less)</b>	\$9,236.00
Plus lot fee for every parcel created beyond two	\$554.00
<b>Strata Title Conversion (two units or less)</b>	\$6,564.00
Strata Title Conversion (more than two units)	\$9,190.00
<b>Phased Strata Title Subdivision (Phased Strata Plan)</b>	\$7,692.00
Plus Phase Fee for every phase beyond two (2)	\$672.00
Form “P” Amendment	\$656.00
<b>Road cancellation</b>	\$4,621.00
<b>Lot line adjustment, Consolidation</b>	\$1,313.00
<b>Subdivision Re-approval Application (PLA Extension) (any subdivision type)</b>	\$1,923.00
<b>Development Permit (DP)</b>	
Non-delegated DPs (requires City Council authorization)	\$5,962.00
<b>Plus additional Unit Fee per dwelling unit and GFA fee per 100 m<sup>2</sup> of non-residential gross floor area (GFA):</b>	\$153.00
Delegated DPs	\$4,070.00
DP amendment (Major)	\$3,052.00
DP amendment (Minor)	\$1,017.00
Watercourse Protection DP (see Note 1)	\$1650.00
Watercourse Protection DP Amendment	\$590.00
<b>Development Variance Permit (see Note 2)</b>	
<b>Variances to Zoning Bylaw:</b>	\$3,581.00
Variances to the Sign Bylaw or Subdivision and Development Servicing Bylaw	\$1,699.00
<b>Temporary Use Permit</b>	
Temporary Use Permit Renewal	\$1,381.00

<b>Heritage Revitalization Agreement</b>	<b>\$3,318.00</b>
Heritage Revitalization Agreement Amendment	\$1,133.00
Heritage Alteration Permit (HAP)	\$906.00
<b>Development Agreement</b>	<b>At cost</b>
Development Agreement Amendment	\$3,539.00
<b>Notes:</b>	
1	The initial Watercourse Protection DP application fee is 50% of the fee with the balance due if a DP is required.
2	The DVP application fee shall be applied to each lot subject to the requested variance up to a maximum of five lots.
3	All application fees are exempt from GST.

**REFUND POLICY:**

Where an application for an amendment to the Zoning Bylaw or the OCP Bylaw is withdrawn by the applicant prior to Council’s First Reading, or if Council declines the application prior to referral to the Public Hearing, the public hearing fee paid by the applicant shall be refunded within 90 days of receipt of the applicant’s written request for such a refund.

Where an application for a Cannabis Retail Zoning Bylaw Text Amendment is withdrawn by the applicant prior to Council’s First Reading, a refund of 50% of the Cannabis Retail Zoning Bylaw Text Amendment fee paid at the application submission by the applicant shall be refunded within 90 days of receipt of the applicant’s written request for such refund.

Where a Development Project is withdrawn by the applicant prior to the application being referred to other departments for comment, a refund of the fees paid by the application, less 20%, shall be provided within 90 days of receipt of the applicant’s written request for such refund. Please note, for Cannabis Retail Zoning Bylaw Text Amendment applications, a refund of 50% is provided if the application is withdrawn prior to first reading.

Information provided has been consolidated for convenience; to verify fees, refer to the City’s Fees and Charges Bylaw No. 5181, 2021 as amended.

Services	Fees	INCL GST 5%
<b>Custom Work</b> for documents, rate per hour (charged in 15 minute increments)	\$51.00	\$53.55
<b>Survey Certificate Copies</b> , each	\$39.60	\$41.58
<b>Photocopies</b> , per page (plus additional cost of custom work, as required)	\$0.53	\$0.56
<b>Comfort Letter</b>		
Single-family/two-family	\$189.00	Exempt
Multi-family/Commercial/Industrial/Institutional	\$324.00	Exempt
<b>Bylaw Inquiry Letter</b>	\$108.00	Exempt
<b>Financial Administration Fee</b>	\$1,542.00	Exempt
<b>Cannabis Retail Licence Referral Fee</b>	\$1,100 plus the cost of postage	Exempt
<b>Liquor Licence Consultation Fee</b>	\$1,100 plus the cost of postage	Exempt
<b>Mailing Fee</b>	Cost Recovery	Exempt
<b>DP Plans review</b> (after 2 resubmissions) - per hour	\$200.00	Exempt
<b>Additional Site Inspection for Release of Security</b>	\$250.00	Exempt
<b>Latecomer Agreements</b>	\$3,305.00	Exempt
<b>Latecomer Interest Rate</b>	As per municipal Finance Authority of BC (MFABC) 15-year rate at the time of agreement	Exempt
<b>Subdivision Bond Fee</b>	\$1,773.00	Exempt
<b>MOECCS - Site Profile for Contaminated Sites</b>	\$100.00	Exempt
Other Services as required	Cost Recovery	Exempt

## Examples of Fee Calculations

### Example 1: Standard Application Fee Calculation

**Applications included: OCP map and text amendment (for CD), Rezoning (map and text for CD), Subdivision to consolidate / road dedications, Non-Delegated Development Permit**

Zone: CD zone based on RM-3

Land Area: 1,609.4 m<sup>2</sup> = 1,609.4 m<sup>2</sup> (note – **no** rounding)

150 Residential dwelling units and 1,537m<sup>2</sup> of non-residential GFA (Commercial)

**OCP: \$8,847.00 base**

**Rezoning:**

$$\begin{matrix} \$ 4,923.00 & + & ( & & \times & & ) & = \\ \text{(Basic Fee)} & & \text{(Zone Fee)} & & \text{Area of land / 100 m}^2 \end{matrix}$$

$$\begin{aligned} & \$4,923.00 \text{ base fee} + (\$84.00 \times 16.094) = \$6,274.90 \\ & + \text{Text amendment (CD): } \$5,119.00 \\ & \text{Total} = \$11,393.90 \end{aligned}$$

+ **Public hearing** \$1,302.00

**Subdivision (Conventional):** \$4,923.00

**Development Permit (Non-Delegated)**

$$\$3,815.00 + (\$98.00 \times 15.37) + (\$98.00 \times 150) = \$16,206.26$$

$$\begin{matrix} \$ 3,815.00 & + & ( & & \times & & ) \\ \text{(Basic Fee)} & & \text{(GFA Fee)} & & \text{(non-residential GFA /100 m}^2) \\ + & ( & & \times & & ) & = \\ \text{(Unit Fee)} & & \text{(No. of residential units)} & & \text{(Application Fee)} \end{matrix}$$

### Example 2: Major Application Fee Calculation

**Applications included: OCP map and text amendment (for CD), Rezoning (map and text for CD), Subdivision to consolidate / road dedications, Non-Delegated Development Permit**

Zone: CD zone based on RM-6

Land Area: 4,404 m<sup>2</sup> = 44.04 m<sup>2</sup> (note – **no** rounding)

500 Residential dwelling units and 1,537m<sup>2</sup> of non-residential GFA (Commercial)

**OCP: \$13,824.00 base**

**Rezoning:**

$$\begin{matrix} \$ 9,132. & + & ( & & \times & & ) & = \\ \text{(Basic Fee)} & & \text{(Zone Fee)} & & \text{(Area of land / 100 m}^2) \end{matrix}$$

$$\begin{aligned} & \$9,132.00 \text{ base fee} + (\$171.00 \times 44.04) = \$16,662.84 \\ & + \text{Text amendment (CD): } \$7,998.00 \\ & \text{Total} = \$24,660.84 \end{aligned}$$

+ **Public hearing** \$1,302.00

**Subdivision (Conventional):** \$7,692.00

**Development Permit (Non-Delegated)**

$$\$5,962.00 + (\$153.00 \times 15.37) + (\$153.00 \times 500) = \$84,813.61$$

$$\begin{matrix} \$ 5,962.00 & + & ( & & \times & & ) \\ \text{(Basic Fee)} & & \text{(GFA Fee)} & & \text{(non-residential GFA /100 m}^2) \\ + & ( & & \times & & ) & = \\ \text{(Unit Fee)} & & \text{(No. of residential units)} & & \text{(Application Fee)} \end{matrix}$$

**Example 3: Master Development Plan in Major Zone, going to RM-6 and RT-2 zone**

**Applications included: Master Development Plan, Rezoning (map amendment), Subdivision to create 7 lots from 3, Non-Delegated Development Permit,**

Zone: C-7, RT-2

Land Area: 26,700.5 m<sup>2</sup> = (note – **no** rounding)

10 townhouse units, 1,200 C-7 dwelling units and 5,007m<sup>2</sup> of non-residential GFA (Commercial)

**Master Development Plan**

$$\$9,132.00 + (\$171.00 \times 267.005) = \underline{\$54,789.86}$$

$$\begin{matrix} \$ \underline{\hspace{2cm}} + (\underline{\hspace{2cm}} \times \underline{\hspace{2cm}}) = \underline{\hspace{2cm}} \\ \text{(Basic Fee)} \quad \text{(RZ rate)} \quad \text{(land /100 m}^2\text{)} \quad \text{(Application fee)} \end{matrix}$$

**Rezoning**

$$\$9,132.00 + (\$171.00 \times 267.005) = \underline{\hspace{2cm}}$$

$$\begin{matrix} \$ \underline{\hspace{2cm}} + (\underline{\hspace{2cm}} \times \underline{\hspace{2cm}}) = \underline{\hspace{2cm}} \\ \text{(Basic Fee)} \quad \text{(RZ rate)} \quad \text{(land /100 m}^2\text{)} \quad \text{(Application fee)} \end{matrix}$$

**Public Hearing** \$1,302.00

**Subdivision** (7-3 = 4 new lots, 1 more lot over 3)

$$\$7,692.00 + (1 \times \$282) = \$7,974$$

$$\begin{matrix} \$ \underline{\hspace{2cm}} + (\underline{\hspace{2cm}} \times \underline{\hspace{2cm}}) = \underline{\hspace{2cm}} \\ \text{(Base Fee)} \quad \text{(No. lots created beyond 3) x (new lot rate)} \end{matrix}$$

**Development Permit (Non-Delegated)**

$$\$5,962.00 + (\$153.00 \times 50.07\text{m}^2) + (\$153.00 \times 1,210) = \underline{\$198,752.71}$$

$$\begin{matrix} \$5,962.00 + (\underline{\hspace{2cm}} \times \underline{\hspace{2cm}}) + (\underline{\hspace{2cm}} \times \underline{\hspace{2cm}}) = \underline{\hspace{2cm}} \\ \text{(Basic Fee)} \quad \text{(GFA Fee)} \quad \text{(Area of land / 100 m}^2\text{)} \quad \text{(Unit fee)} \quad \text{(No. of residential units)} \quad \text{(Application fee)} \end{matrix}$$

Note \* If majority of application is Major, Major fees are applied for project