

Development Applications (Effective January 01, 2025)	
Standard Projects (Applies to: A, RS, RT, RTM, RMH, 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)	
Pre-Application Review	\$1,403.80
Official Community Plan Amendment (map or text)	\$10,007.70
Official Community Plan Bylaw Amendment Third Reading Time Extension	\$640.70
Master Development Plan Rezoning - Basic Fee	\$26,398.00
Plus Zone Fee per 100 sq. metres of land:	\$351.40
Rezoning - Base Fee	\$5,568.90
Plus Zone Fee per 100 m² of land:	
A, RS, RMH, M, P or (CD based on these zones)	\$37.60
RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, C-3, CS, SS, B, or (CD based on these zones)	\$95.50
Zoning Bylaw Text Amendment (for any text amendment including new CD Zones)	\$5,790.00
(Staff) Delegated Zoning Bylaw Amendment Third Reading Time Extension	\$847.80
(Council) Non-Delegated Zoning Bylaw Amendment Third Reading Time Extension	\$2,784.50
Public Hearing Fee	\$1,472.50
Regional Growth Strategy Amendments	\$5,124.60
Subdivisions	
Conventional, Site Configuration, and Bare Land Strata (three or fewer lots)	\$5,568.90
<i>Plus Lot Fee for every lot created beyond three (3)</i>	\$205.00
Air Space Parcel (Basic Fee – two parcels or less)	\$6,686.10
<i>Plus lot fee for every parcel created beyond two</i>	\$401.40
Strata Title Conversion (two units or less)	\$4,752.20
Strata Title Conversion (more than two units)	\$6,652.90
Phased Strata Title Subdivision (Phased Strata Plan)	\$5,568.90
<i>Plus Phase Fee for every phase beyond two (2)</i>	\$486.20
Form “P” Amendment	\$475.40
Road cancellation	\$5,227.60
Lot line adjustment, Consolidation	\$949.80
RT-1 Site Configuration	\$949.80
Subdivision Re-approval Application (PLA Extension) (any subdivision type)	
First PLA Extension	\$2,175.40
Subsequent PLA Extension	50% of relevant subdivision fee
City Land Valuation (Cash-in-Lieu Option)	\$751.30
Development Permit (DP)	
Non-delegated DPs (requires City Council authorization)	\$4,315.40
Plus additional Unit Fee per dwelling unit and GFA fee per 100 m² of non-residential gross floor area (GFA):	\$110.50
Delegated DPs	\$2,947.00
DP amendment (Major)	\$2,210.80
DP amendment (Minor)	\$736.20
Watercourse Protection DP – Developments other than single family (see Note 1)	\$1,867.10
Watercourse Protection DP Amendment	\$665.50

Watercourse Protection DP – Single Family Developments	\$793.90
Non-Delegated Development Variance Permit (see Note 2)	
Variations to Zoning Bylaw:	
A-3 or RS Zones	\$1,922.10
All other zones (RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, CS, SS, M, B and P zones.)	\$4,050.30
Variations to the <i>Sign Bylaw</i> or <i>Subdivision and Development Servicing Bylaw</i>	\$1,922.10
Delegated Development Variance Permit	
Variations to Zoning Bylaw:	
A-3 or RS Zones	\$1,922.10
All other Zones (RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, CS, SS, M, B, and P zones.)	\$2,310.80
Variations to the <i>Sign Bylaw</i> or <i>Subdivision and Development Servicing Bylaw</i>	\$1,922.10
Housing Agreement (including amendments)	\$1,500.00
Temporary Use Permit	\$3,124.10
Temporary Use Permit Renewal	\$1,562.60
Board of Variance application	\$522.50
Agricultural Land Commission Application	
Non-Adhering Residential Use	\$462.20
Soil Use to Place Fill and/or Remove Soil	\$770.30
Non-Farm Use	\$770.30
Subdivision	\$770.30
Exclusion	\$770.30
Inclusion	-
Transportation, Utility and Recreational Uses	-
Heritage Revitalization Agreement	\$3,753.00
Heritage Revitalization Agreement Amendment	\$1,281.40
Heritage Alteration Permit (HAP)	\$1,024.90
Development Agreement	At cost
Development Agreement Amendment	\$2,561.80

Notes for all Development Applications:

- 1 The initial Watercourse Protection DP application fee is 50% of the fee with the balance due if a DP is required. The initial 50% of the application fee is non-refundable if through the review process a Development Permit is not 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 Text Amendment application fee is for all text amendments to the Zoning Bylaw, including creating a new CD zone.

- 4 If the Development Application is proposing mixed zones, the application fee will be based on the highest proposed zone.

- 5 All application fees are exempt from GST.

REFUND POLICY:

- A. 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.
- B. 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.
- C. Information provided has been consolidated for convenience; to verify fees, refer to the City's Fees and Charges Bylaw No. 5348, 2023 as amended.

Development Applications (Effective January 01, 2021)	
Major Projects (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)	
Pre-Application Review	\$2,506.00
Official Community Plan Amendment (map or text)	\$17,862.60
Official Community Plan Bylaw Amendment Third Reading Time Extension	\$1,144.00
Master Development Plan Rezoning - Basic Fee	\$38,329.80
Plus Zone Fee per 100 sq. metres of land:	\$499.40
Rezoning - Base Fee	\$11,800.00
Plus Zone Fee per 100 m² of land:	
All zones in Major Projects	\$221.10
Delegated Zoning Bylaw Amendment Time Extension	\$1,512.20
Non-Delegated Zoning Amendment Time Extension	\$5,900.00
Zoning Bylaw Text Amendment (for any text amendment including new CD Zones)	\$10,335.10
Cannabis Retail Zoning Bylaw Text Amendment	\$9,047.20
Public Hearing Fee & Additional Public Hearings	\$1,472.50
Regional Growth Strategy Amendments	\$5,853.30
Subdivisions	
Conventional, Site Configuration, and Bare Land Strata (three or fewer lots)	\$9,939.00
<i>Plus Lot Fee for every lot created beyond three (3)</i>	\$364.90
Air Space Parcel (Basic Fee – two parcels or less)	\$11,934.20
<i>Plus lot fee for every parcel created beyond two</i>	\$715.80
Strata Title Conversion (two units or less)	\$8,481.60
Strata Title Conversion (more than two units)	\$11,875.10
Phased Strata Title Subdivision (Phased Strata Plan)	\$9,939.00
<i>Plus Phase Fee for every phase beyond two (2)</i>	\$868.00
Form “P” Amendment	\$847.80
Road cancellation	\$5,971.40
Lot line adjustment, Consolidation	\$1,696.80
Subdivision Re-approval Application (PLA Extension) (any subdivision type)	
First PLA Extension	\$2,484.50
Subsequent PLA Extensions	50% of relevant subdivision fee
Development Permit (DP)	
Non-delegated DPs (requires City Council authorization)	\$7,703.50
Plus additional Unit Fee per dwelling unit and GFA fee per 100 m² of non-residential gross floor area (GFA):	\$197.50
Delegated DPs	\$5,258.80
DP amendment (Major)	\$3,944.10
DP amendment (Minor)	\$1,313.60
Watercourse Protection DP (see Note 1)	\$1,867.10
Watercourse Protection DP Amendment	\$665.50
Watercourse Protection DP – Single Family Developments	\$793.90

Development Variance Permit (see Note 2)

<i>Variances to Zoning Bylaw:</i>	
Non-Delegated Development Variance Permit	\$4,627.70
Delegated Development Variance Permit	\$2,310.80
<i>Variances to the Sign Bylaw or Subdivision and Development Servicing Bylaw:</i>	
Non-Delegated Variances	\$2,195.80
Delegated Variances	\$1,922.10
Temporary Use Permit	\$3,568.40
Temporary Use Permit Renewal	\$1,784.80
Heritage Revitalization Agreement	\$4,287.50
Heritage Revitalization Agreement Amendment	\$1,463.90
Heritage Alteration Permit (HAP)	\$1,170.90
Housing Agreement (including amendments)	\$1,500.00
Development Agreement	At cost
Development Agreement Amendment	\$4,573.00

Notes for all Development Applications:

1	The initial Watercourse Protection DP application fee is 50% of the fee with the balance due if a DP is required. The initial 50% of the application fee is non-refundable if through the review process a Development Permit is not 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	Text Amendment application fee is for all text amendments to the Zoning Bylaw, including creating a new CD zone.
4	If the Development Application is proposing mixed zones, the application fee will be based on the highest proposed zone.
5	All application fees are exempt from GST.

REFUND POLICY:

- a. 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.
- b. 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.
- c. 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.
- d. Where an application for a Cannabis Retail Zoning Bylaw Text Amendment is withdrawn by the applicant prior to the Public Hearing or declined first reading by Council prior to referral to the Public Hearing, the Public Hearing 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.
- e. Information provided has been consolidated for convenience; to verify fees, refer to the City's Fees and Charges Bylaw No. 5348, 2023 as amended.

Services	Fees	INCL GST 5%
Custom Work for documents, rate per hour (charged in 15 minute increments)	\$58.00	\$60.90
Survey Certificate Copies , each	\$46.10	Exempt
Photocopies , per page (plus additional cost of custom work, as required)	\$0.60	\$0.63
Comfort Letter		
Single-family/two-family	\$213.60	Exempt
Multi-family/Commercial/Industrial/Institutional	\$367.00	Exempt
Bylaw Inquiry Letter	\$122.30	\$128.42
Financial Administration Fee	\$2,547.00	Exempt
Cannabis Retail Licence Referral Fee	\$1,244.30 plus the cost of postage	Exempt
Liquor Licence Consultation Fee	\$1,129.70 plus the cost of postage	\$1,186.19
Mailing Fee	Cost Recovery	GST applicable
DP Plans review (after 2 resubmissions) - per hour	\$226.40	Exempt
Additional Site Inspection for Release of Security	\$283.30	\$297.47
Latecomer Agreements	\$3,738.00	Exempt
Latecomer Interest Rate	As per municipal Finance Authority of BC (MFABC) 15-year rate at the time of agreement	Exempt
Subdivision Bond Fee	\$2,005.80	Exempt
MOECCS - Site Profile for Contaminated Sites	\$112.70	Exempt
Change of Owner, Applicant and/or Agent	\$250.00	Exempt
Enquiry (ENQ) Meetings (Fee per meeting)	\$107.30	\$112.67
Board of Variance Application	\$536.60	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 m² = 1,609.4 m² (note – **no** rounding)

150 Residential dwelling units and 1,537m² of non-residential GFA (Commercial)

OCP: \$10,007.70 base

Rezoning:

$$\text{\$ } 5,568.90 + \left(\frac{\text{Zone Fee}}{\text{Area of land / 100 m}^2} \times \text{Area of land / 100 m}^2 \right) =$$

$$\text{\$ } 5,568.90 \text{ base fee} + (\text{\$ } 95.50 \times 16.094) = \text{\$ } 7,105.88$$

$$+ \text{Text amendment (CD): } \text{\$ } 5,790.00$$

$$\text{Total} = \text{\$ } 12,895.88$$

$$+ \text{Public hearing } \text{\$ } 1,472.50$$

$$\text{Subdivision (Conventional): } \text{\$ } 5,568.90$$

Development Permit (Non-Delegated)

$$\text{\$ } 4,315.40 + (\text{\$ } 110.50 \times 15.37) + (\text{\$ } 110.50 \times 150) = \text{\$ } 22,588.79$$

$$\text{\$ } 4,315.40 + \left(\frac{\text{GFA Fee}}{\text{(non-residential GFA / 100 m}^2)} \times \text{non-residential GFA / 100 m}^2 \right)$$

$$+ \left(\frac{\text{Unit Fee}}{\text{(No. of residential units)}} \times \text{No. of residential units} \right) + \left(\frac{\text{Application Fee}}{\text{(Application Fee)}} \times \text{Application Fee} \right) =$$

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 m² = 44.04 m² (note – **no** rounding)

500 Residential dwelling units and 1,537m² of non-residential GFA (Commercial)

OCP: \$17,862.60 base

Rezoning:

$$\text{\$ } 11,800.00 + \left(\frac{\text{Zone Fee}}{\text{(Area of land / 100 m}^2)} \times \text{(Area of land / 100 m}^2) \right) =$$

$$\text{\$ } 11,800.00 \text{ base fee} + (\text{\$ } 221.10 \times 44.04) = \text{\$ } 21,537.24$$

$$+ \text{Text amendment (CD): } \text{\$ } 10,335.10$$

$$\text{Total} = \text{\$ } 31,872.34$$

$$+ \text{Public hearing } \text{\$ } 1,472.50$$

$$\text{Subdivision (Conventional): } \text{\$ } 9,939.00$$

Development Permit (Non-Delegated)

$$\text{\$ } 7,703.50 + (\text{\$ } 197.50 \times 15.37) + (\text{\$ } 197.50 \times 500) = \text{\$ } 109,489.08$$

$$\text{\$ } 7,703.50 + \left(\frac{\text{GFA Fee}}{\text{(non-residential GFA / 100 m}^2)} \times \text{non-residential GFA / 100 m}^2 \right)$$

$$+ \left(\frac{\text{Unit Fee}}{\text{(No. of residential units)}} \times \text{No. of residential units} \right) + \left(\frac{\text{Application Fee}}{\text{(Application Fee)}} \times \text{Application Fee} \right) =$$

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 (highest density zone to be charged)

Land Area: 26,700.5 m² = (note – **no** rounding)

10 townhouse units, 1,200 C-7 dwelling units and 5,007m² of non-residential GFA (Commercial)

Master Development Plan

$$\$38,329.80 + (\$499.40 \times 267.005) = \$171,672.10$$

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

Rezoning

$$\$11,800.00 + (\$221.10 \times 267.005) = \$70,834.81$$

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

Public Hearing \$1,472.50

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

$$\$9,939.00 + (1 \times \$364.90) = \$10,303.90$$

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

Development Permit (Non-Delegated)

$$\$7,703.50 + (\$197.50 \times 50.07\text{m}^2) + (\$197.50 \times 1,210) = \$256567.33$$

$$\begin{matrix} \$7,703.50 & + & (& \times &) & + & (& \times &) & = & \\ \text{(Basic Fee)} & & \text{(GFA Fee)} & & \text{(Area of land / 100 m}^2\text{)} & & \text{(Unit fee)} & & \text{(No. of residential units)} & & \text{(Application fee)} \end{matrix}$$