

DEVELOPMENT APPLICATIONS

SUMMARY OF FEES

Updated March 2023



A complete application includes payment of fees. The fees for development applications are set within the *Land Use Procedures Bylaw*. Please refer to this Bylaw for complete details.

Fees are based on the type of application. All fees are calculated based on proposed development, not existing. If an application is withdrawn, a portion of fees may be refundable depending on what stage in the process the application is at. Staff can advise on this matter.

An application may require one or more of the fees listed in this summary. The types of fees include:

- A. Community Meeting Fee
- B. Base Fee
- C. Public Hearing Fee
- D. Opportunity for Public Comment Fee
- E. Resubmission Fee

A. Community Meeting Fee

Before submitting an application to initiate changes to the *Official Community Plan* or the Zoning Bylaw the applicant must arrange and participate in a community meeting not more than six months in advance of the application submission date. A pre-application fee of \$800 is required for notification and administrative costs of a community meeting for a rezoning application or \$2400 if the application involves an *Official Community Plan* amendment.

B. Base Fee¹

Application Type	Base Fee
Rezoning²	
Up to 3 dwelling units (excluding Duplex and Triplex)	\$2000 per dwelling unit
Duplex	\$3000
Triplex	\$4000
Over 3 dwelling units of any type	\$6000 + \$0.50 per m ² of total floor area
Non-residential or mixed-uses ³ (0 to 500m ² floor area)	\$3000 + \$0.50 per m ² of total floor area
Non-residential or mixed-uses ³ (over 500m ² floor area)	\$6000 + \$0.50 per m ² of total floor area
Storefront Cannabis Retailer ⁴	\$7500
Temporary Use Permit	Rezoning base fee
Development Permit, Development Permit with Variance, Heritage Alteration Permit and Heritage Alteration Permit with Variance (excluding DPA 15F: Missing Middle Housing)^{2, 5, 6, 7}	
Up to 3 dwelling units (excluding Duplex and Triplex)	\$2000 per dwelling unit
Duplex	\$3000
Triplex	\$4000
Over 3 dwelling units of any type	\$6000 + \$2.50 per m ² of total floor area
Non-residential or mixed-uses ³ (0 to 500m ² floor area)	\$3000 + \$2.50 per m ² of total floor area
Non-residential or mixed-uses ³ (over 500m ² floor area)	\$6000 + \$2.50 per m ² of total floor area
Variances	\$250 per variance

DEVELOPMENT APPLICATIONS
SUMMARY OF FEES

Updated March 2023



Development Permit and Development Permit with Variance in Development Permit Area 15F: Missing Middle Housing^{2, 10}	
Up to 6 dwelling units	\$12000
More than 6 dwelling units	\$15000
Variances	\$250 per variance
Delegated Development Permit in Development Permit Area 15F: Missing Middle Housing^{2, 10}	
Up to 6 dwelling units	\$10000
More than 6 dwelling units	\$13000
Delegated Development Permit in Development Permit Area 16: General Form and Character for buildings over 100m²	50% of the development permit fee as provided above
Delegated Development Permit – Garden Suites	\$1000
Other Delegated Development Permit	\$200
Delegated Heritage Alteration Permit⁶	\$200
Development Permit or Heritage Alteration Permit proposing only emergency preparedness container(s) and equipment that are collectively under 100m² in floor area	\$500
Delegated Development Permit or Delegated Heritage Alteration Permit with Parking Variance(s)	Delegated development permit or delegated heritage alteration permit fee as provided above plus \$250
Board of Variance	\$250
Site Profile	\$100
Development Variance Permit	\$750 (Includes one variance. Each additional variance is \$250)
Amendments to existing legal agreements	\$500 + City's legal costs
Request for Council authorization	\$1000
Official Community Plan amendment	\$2500
Land Use Contract amendment (use or density)	Rezoning base fee
Heritage Revitalization Agreement (use or density)	Rezoning base fee

C. Public Hearing Fee⁸

If a rezoning or *Official Community Plan* amendment application is advanced to a Public Hearing, an additional fee of \$1,800 for advertising is required and payable at Development Services before setting a Public Hearing date. This fee can be paid earlier if the applicant wishes to do so.

D. Opportunity for Public Comment Fee⁹

If a Development Permit with Variances or Development Variance Permit application is advanced to an Opportunity for Public Comment, an additional fee is required and payable at Development Services before setting the date for the Opportunity for Public Comment. This fee can be paid earlier if the applicant wishes to do so. The Opportunity for Public Comment Fee is \$1800 for a temporary use permit or \$200 for any other

application that requires variances. This fee is not required if there is a concurrent public hearing for a rezoning.

E. Resubmission Fee

Please note that a fee of \$500 will be charged for resubmissions that do not address or are not in response to the requirements set out by staff, advisory panels or Council.

Notes:

1. For an application where all of the dwelling units proposed in the development are affordable housing dwelling units, no base application fee or variance fee is required. For an application where a portion of the dwelling units proposed in the development are affordable housing dwelling units, the base application fee and variance fee are reduced based on the floor area of affordable housing units as a percentage of the total floor area of the building. Fees are not reduced for floor areas associated with common areas, parking or amenity space. The affordable housing must meet both of the following conditions:
 - a) be part of a development wholly owned and operated by a registered non-profit residential housing society or government agency, or operated by a registered non-profit residential housing society or government agency pursuant to a legally binding arrangement with the property owner; and
 - b) be subject to a housing agreement with the City, or a covenant in favour of the City, securing its use as a below-market housing unit in perpetuity
2. With the exception of development permit applications in Development Permit Area 15F: Missing Middle Housing, accessory dwelling units are not counted as dwelling units for the purposes of calculating the base application fee. The minimum fee for a rezoning, development permit (with or without variances), or heritage alteration permit (with or without variances) is \$2000.
3. This fee calculation is used for any use other than residential as well as proposals for mixed use that include residential.
4. The base application fee to allow any “storefront cannabis retailer” use is the greater of \$7500 and the applicable application fee.
5. With the exception of development permit applications in Development Permit Area 15F: Missing Middle Housing, for concurrent rezoning and development permit or heritage alteration permit applications for a single family, duplex, or triplex application, the development permit and heritage alteration base fee is not required.
6. For a heritage alteration permit in which the proposed development is for a single family dwelling or a duplex: (a) If there are no variances, no application fee is required; (b) If there are variances, the base fee is not required, but the fee for each variance is \$250.
7. The base application fee for a development permit for subdivision only is \$250 for each new lot that is proposed to be created in the application.
8. A public hearing is required before Council adopts a bylaw to:
 - a) amend the zoning bylaw;
 - b) amend the OCP;
 - c) amend a land use contract, if the amendment relates to density or use of an area covered by the contract;
 - d) enter into or amend a heritage revitalization agreement, if the agreement or amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.

DEVELOPMENT APPLICATIONS

SUMMARY OF FEES

Updated March 2023



9. Council may provide an opportunity for public comment before passing a resolution to issue:
 - a) a development variance permit, other than a permit that varies a bylaw under Section 526 of the Local Government Act;
 - b) a development permit with variances;
 - c) a heritage alteration permit with variances; or,
 - d) a temporary use permit.
10. An applicant who has paid the base application fee pertaining to a proposed development in Development Permit Area 15F: Missing Middle Housing and complied with the applicable provisions of the City's Tenant Assistance Policy and a Tenant Assistance Plan consistent with such Policy is entitled to a refund of \$5000 of that fee after the City has issued an occupancy permit for the development.