

DEVELOPMENT APPLICATION FEE

Bylaw No. 2629 and amendments thereto

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

	AMENDMENTS	
Bylaw No.	Date of Adoption	Amended Section(s)
2629	December 3, 2013	Original
2748	January 10, 2017	
2828	July 23, 2019	
2934	April 4, 2023	Schedule A

The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

**DEVELOPMENT APPLICATION FEE
BYLAW NO. 2629, 2013**

A Bylaw of the City of Pitt Meadows to establish development application fees.

WHEREAS, the Council of the City of Pitt Meadows is authorized to impose application fees pursuant to Section 931 of the *Local Government Act*;

NOW THEREFORE, the Council of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

Title

1. This Bylaw may be cited as the City of Pitt Meadows Development Application Fee Bylaw No. 2629, 2013.

Fees

2. The fees for development applications shall be as shown on Schedule A attached to and forming part of this bylaw.
3. All legal fees directly associated with applications covered by the Development Application Procedures Bylaw No. 2444, 2009, as amended, and other applications requiring Council resolution shall be borne to the applicant.
4. Upon payment of the Independent Design Review fee set out in Schedule A, the applicant shall also deposit cash or an irrevocable standby letter of credit in the amount of \$2,500 for costs charged by the Designer or Architect for a review. Once an invoice is received by the City for a design review, the amount due shall be deducted from the deposit made by the applicant. Any shortfall shall be paid by the applicant within thirty (30) days from the date of the invoice, and any surplus refunded by the City.

Refunds

5. Where an applicant has paid to the City of Pitt Meadows a fee for rezoning, land use contract or official community plan amendment, refunds will be issued as follows:
 - (a) a refund of the development application fee less 10% if the application is withdrawn prior to circulation;
 - (b) a refund of the development application fee less 20% if the application is withdrawn prior to first and second reading;
 - (c) a refund of \$720 if the application does not proceed to public hearing.

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6. There shall be no refund event for applications that do not require a public hearing;
7. Subdivision fees are non-refundable;
8. Board of Variance fees for appeals withdrawn prior to the Development Services Clerk preparing the appeal for advertising and circulation to the Board are eligible for a \$240 refund.

Effective Date

9. This Bylaw shall come into force and effect from the date of adoption.

Severability

10. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed invalid.

Repeal

11. Bylaw No. 2482, 2011, Development Application Fee Bylaw, as amended, is repealed.

READ a FIRST and SECOND time the 15th day of October, 2013.

READ a THIRD time the 15th day of October, 2013.

ADOPTED the 3rd day of December, 2013.

Mayor

Corporate Officer

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Schedule A

Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising relating to the application shall be submitted at the time of application in accordance with the following schedule:

A. Official Community Plan Amendments		
A.1	OCP amendment	\$2,500
A.2	OCP amendment with a rezoning application	\$1,500
A.3	Regional Context Statement Amendment <i>(Bylaw No. 2748, 2016)</i>	\$3,500
B. Zoning Bylaw Amendments (Rezoning)		
B.1	Single Family, Duplex Residential	\$2,500 + \$400 per additional lot
B.2	Multi-Family Residential	\$3,400 + \$45 per 100 m ² site area
B.3	Mixed Use	\$3,400 + \$55 per 100 m ² site area
B.4	Commercial	\$2,500 + \$80 per 100 m ² site area for the first 20,000 m ² and \$5 per 100 m ² or portion thereafter
B.5	Industrial	\$2,500 + \$15 per 100 m ² site area for the first 20,000 m ² and \$3 per 100 m ² or portion thereafter
B.6	Comprehensive Development	\$4,700 + \$35 per 100 m ² site area
B.7	Other Zones	\$2,500 + \$25 per 100 m ² site area
B.8	Text Amendment	\$2,500
B.9	Third Reading Extension	\$625
B.10	Additional Public Hearing	\$720
C. Land Use Contract Amendments		
C.1	Discharge	\$300 or \$0 with rezoning application
C.2	Major Amendment – Single Family (use or density)	\$2,000
C.3	Minor Amendment – Single Family	\$775
C.4	Amendment – All other zones	\$3,000

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<i>D. Heritage Applications</i>		
D.1	Heritage Designation Bylaw	\$150
D.2	Heritage Revitalization Agreement Bylaw (with Public Hearing)	\$150
D.3	Heritage Revitalization Agreement Bylaw (without Public Hearing)	\$75
D.4	Heritage Alteration Permit	\$100
D.5	Heritage Alteration Permit – minor amendment	\$50

<i>E. Development Permits</i>		
E.1	Single Family, Duplex, Garden Suite	\$400 per unit
E.2	Multi-Family Residential	\$2,500 + \$55 per unit
E.3	Commercial	\$2,500 + \$40 per 100 m ² gfa
E.4	Industrial	\$2,500 + \$40 per 100 m ² gfa
E.5	Other	\$2,500 + \$60 per 100 m ² gfa
E.6	Signs	\$800
E.7	Major Amendment	\$2,000
E.8	Minor Amendment	\$800
E.9	Landscaping DP Compliance & Inspection	2% of estimated landscaping costs up to a maximum of \$2,000

<i>F. Development Variance Permits</i>		
F.1	Single Family Residential	\$900 per unit
F.2	All Other Zones	\$2,000
F.3	Signs	\$800

<i>G. Subdivision</i>		
G.1	PLA Fee Simple, Bare Land Strata (5 lots or less)	\$1,500 + \$100 per additional lot
G.2	PLA Fee Simple, Bare Land Strata (more than 5 lots)	\$2,000 + \$100 per additional lot
G.3	Final Plan Approval	\$350
G.4	PLA Extension or Amendment	\$250

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G.5	Strata Title Conversion	\$800
G.6	Phased Strata	\$350 per phase
G.7	Form P Approval or Amendment	\$275

H. Legal Documents

H.1	Legal Document Discharge	\$300
H.2	Restrictive Covenant - new	\$350
H.3	Restrictive Covenant - amendment	\$225
H.4	Annual Statutory Declaration Review	\$110
H.5	Policy C037 Statutory Declaration	\$50

I. Other Applications

I.1	ALR Application (<i>Bylaw No. 2748, 2016</i>)	\$1,500
I.2	Board of Variance	\$300
I.3	Secondary or Garden Suite Registration	\$40
I.4	Temporary Use Permit and Renewals	\$2,000
I.5	Radiocommunication Facility Application	\$2,000
I.6	Other Council Resolutions or Bylaw Amendments	\$2,000
I.7	Liquor License – new or permanent amendment	\$2,500
I.8	Liquor License – temporary amendment	\$900
I.9	Liquor License – no Council resolution	\$500
I.10	Cannabis Retail Store or Producer Retail Store Licence – new (<i>Bylaw No. 2934, 2023</i>)	\$2,500
I.11	Cannabis Retail Store Licence – with a Zoning Bylaw Text Amendment (<i>Bylaw No. 2934, 2023</i>)	\$1,000

J. Miscellaneous Fees (Bylaw No. 2828, 2019)

J.1	Changes to Application	\$50
J.2	Change of Address Request	\$315
J.3	Development Information Meeting - staff attendance	\$200
J.4	Development Information Meeting	\$35

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	- mailing labels	
J.5	Independent Design Review	\$425 + cost identified in Section 4
J.6	Title Search, Company Search or similar online information retrieval	\$10
J.7	Copies of a legal plan, occupancy permit, building site survey, building permit plans or other permits or licenses	\$5 + the cost per page as established by the City
J.8	Copies of Planning Studies or other documents	\$30
J.9	Copies of the Zoning Bylaw or the Official Community Plan Bylaw	\$50

K. Digital and Hard Copy Map Data

	Hard Copy	Black & White	Colour
K.1	8.5 x 11 sheet	\$2.60	\$5.30
K.2	11 x 17 sheet	\$5.30	\$10.70
K.3	23 x 34 sheet	\$13.30	\$26.60
K.4	34 x 44 sheet	\$37.00	\$53.00
K.5	Standard Street Maps (24 x 36)		\$5.30
	Digital		
K.6	Graphic Images	\$80 per hour of preparation (charged in 15 minute increments)	
K.7	GIS Data	\$80 per hour of preparation + an additional \$5 for each additional data layer requested (charged in 15 minute increments)	