

DEVELOPMENT APPLICATION FEE

Bylaw No. 2629, 2013 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.

Bylaw No.	AMENDMENTS	
	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
2963	December 5, 2023	Sections 3, 4, 5, 6, 8 and 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 incurred by the municipality and 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. *(Bylaw No. 2963, 2023)*
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 \$5,000 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. *(Bylaw No. 2963, 2023)*
- 4.1 Application fees will be doubled in the case of land alteration or building construction without the necessary permits from the City. *(Bylaw No. 2963, 2023)*

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;

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- (b) a refund of the development application fee less 20% if the application is withdrawn prior to first reading; *(Bylaw No. 2963, 2023)*
 - (c) a refund of \$720 if the application does not proceed to public hearing.
- 6. There shall be no refund for applications that do not require a public hearing; *(Bylaw No. 2963, 2023)*
 - 7. Subdivision fees are non-refundable;
 - 8. Section deleted *(Bylaw No. 2963, 2023)*

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 valid.

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

(Bylaw No. 2963, 2023)

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

A. Official Community Plan Amendments		
A.1	OCP amendment	\$ 3,050
A.2	OCP amendment with a rezoning application	\$ 1,830
A.3	Regional Context Statement Amendment	\$ 4,270
B. Zoning Bylaw Amendments (Rezoning)		
B.1	Single Family, Duplex Residential	\$ 3,050 + \$ 500 per additional lot
B.2	Multi-Family Residential	\$4,150 + \$55 per 100 m ² site area
B.3	Mixed Use	\$4,150 + \$67 per 100 m ² site area
B.4	Commercial	\$3,050 + \$98 per 100 m ² site area for the first 20,000 m ² and \$6 per 100 m ² or portion thereafter
B.5	Industrial	\$3,050 + \$18 per 100 m ² site area for the first 20,000 m ² and \$4 per 100 m ² or portion thereafter
B.6	Comprehensive Development	\$5,750 + \$45 per 100 m ² site area
B.7	Other Zones	\$3,050 + \$30 per 100 m ² site area
B.8	Text Amendment	\$3,050
B.9	Third Reading Extension	\$765
B.10	Additional Public Hearing	\$880
C. Land Use Contract Amendments		
C.1	Discharge	\$365 or \$0 with rezoning application
C.2	Major Amendment – Single Family (use or density)	\$2,440
C.3	Minor Amendment – Single Family	\$945
C.4	Amendment – All other zones	\$3,660

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<i>D. Heritage Applications</i>		
D.1	Heritage Designation Bylaw	\$185
D.2	Heritage Revitalization Agreement Bylaw (with Public Hearing)	\$185
D.3	Heritage Revitalization Agreement Bylaw (without Public Hearing)	\$90
D.4	Heritage Alteration Permit	\$125
D.5	Heritage Alteration Permit – minor amendment	\$60
<i>E. Development Permits</i>		
E.1	Single Family, Duplex, Garden Suite	\$500 per unit
E.2	Natural Environment, Hazardous Conditions, Farmland Protection – Single-Family	New building \$1,200; Renovation \$600. Excludes development resulting in the subdivision of land.
E.3	Natural Environment, Hazardous Conditions, Farmland Protection – Single-Family Other	\$3,050 + \$65 per unit for residential development or \$50 per 100 m ² of development site area for commercial and industrial development. Development site area is defined as the area that is proposed to be disturbed through the removal of natural vegetation, deposition of fill, removal or rock or soil, construction of impervious paved surfaces such as driveways, or the construction of buildings. Development site area does not include naturalized areas or conservation areas.
E.4	Multi-Family Residential	\$3,050 + \$65 per unit
E.5	Commercial	\$3,050 + \$50 per 100 m ² gfa
E.6	Industrial	\$3,050 + \$50 per 100 m ² gfa
E.7	Other	\$3,050 + \$75 per 100 m ² gfa
E.8	Signs	\$975
E.9	Major Amendment	\$2,440
E.10	Minor Amendment	\$975
E.11	Minor Amendments – Single-Family	\$300

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E.12	Landscaping DP Compliance & Inspection	2% of estimated landscaping costs up to a maximum of \$2,440
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E.13	DP Exemption Requiring Staff Review	\$50
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E.14 Residential and agricultural zoned properties requiring more than one development permit: The fee for all development permits will be the fee of the highest value development permit plus \$150 for each additional development permit type. This combination fee will not apply to developments resulting in the subdivision of land.

F. Development Variance Permits

F.1	Single Family Residential and Agricultural	\$1,100 per unit
F.2	All Other Zones	\$2,440
F.3	Signs	\$975

G. Subdivision

G.1	PLA Fee Simple, Bare Land Strata (5 lots or less)	\$1,830 + \$120 per additional lot
G.2	PLA Fee Simple, Bare Land Strata (more than 5 lots)	\$2,440 + \$120 per additional lot
G.3	Final Plan Approval	\$425
G.4	PLA Extension or Amendment	\$300
G.5	Strata Title Conversion	\$975
G.6	Phased Strata	\$425 per phase
G.7	Form P Approval or Amendment	\$340

H. Legal Documents

H.1	Legal Document Discharge	\$365
H.2	Restrictive Covenant - new	\$425
H.3	Restrictive Covenant - amendment	\$275

I. Other Applications

I.1	ALR Application	Fees as established by the ALC
I.2	Board of Variance	\$600
I.3	Secondary or Garden Suite Registration	\$50
I.4	Temporary Use Permit and Renewals	\$2,440

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I.5	Radiocommunication Facility Application	\$5,000
I.6	Other Council Resolutions or Bylaw Amendments	\$2,440
I.7	Liquor License – new or permanent amendment	\$3,050
I.8	Liquor License – temporary amendment	\$1,010
I.9	Liquor License – no Council resolution	\$610
I.10	Cannabis Retail Store or Producer Retail Store Licence – new	\$3,050
I.11	Cannabis Retail Store Licence – with a Zoning Bylaw Text Amendment	\$1,000

J. Miscellaneous Fees

J.1	Changes to Application	\$60
J.2	Change of Address Request	\$385
J.3	Development Information Meeting - staff attendance	\$245
J.4	Development Information Meeting - mailing labels	\$50
J.5	Independent Design Review	\$520 + recovery of actual cost
J.6	Peer review of a registered professional report or qualified professional report where it is required in the opinion of the Director. The peer reviewer will be retained by the City at the owner's expense	Recovery of actual cost
J.7	Title Search, Company Search or similar online information retrieval	\$10
J.8	Copies of a legal plan, occupancy permit, building site survey, building permit plans or other permits or licenses	No charge for property owner first ½ hour, \$18.00 for every additional ½ hour or portion thereof
J.9	Copies of Planning Studies or other documents	\$30

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J.10	Copies of the Zoning Bylaw or the Official Community Plan Bylaw	\$50
J.11	Photocopies printed or digital	\$1.00 per page, \$5.00 minimum charge
J.13	Property related research for property owner	\$18.00 per ½ hour or portion thereof
J. 14	Custom GIS data requests	\$100 per hour of preparation + an additional \$10 for each additional data layer requested (charged in 15 minute increments)
