

CITY OF PITT MEADOWS

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.	Date of Adoption	Amended Section(s)
2629, 2013	December 3, 2013	Original
2748, 2016	January 10, 2017	Schedule A (<i>Parts A.3, I.1 and I.3</i>)
2828, 2019	July 23, 2019	Schedule A (<i>Part J</i>)
2934, 2023	April 4, 2023	Schedule A (<i>Parts I.10 and I.11</i>)
2963, 2023	December 5, 2023	Sections 3, 4, 5, 6, 8 and Schedule A (<i>in its entirety</i>)
3033, 2025	November 4, 2025	Preamble, Sections 4.1 and 5, and Schedule A (<i>in its entirety</i>)

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

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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 462 of the *Local Government Act*; *(Bylaw No. 3033, 2025)*

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)*
5. 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)*

(Bylaw No. 3033, 2025)

Refunds

6. Where an applicant has paid to the City of Pitt Meadows a fee for rezoning or official community plan amendment a refund of the development application fee less 50% will be issued if the application is withdrawn prior to first reading. *(Bylaw No. 3033, 2025)*

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7. There shall be no refund for applications that do not require a public hearing; *(Bylaw No. 2963, 2023)*
8. Subdivision fees are non-refundable;
9. Section deleted *(Bylaw No. 2963, 2023)*

Effective Date

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

Severability

11. 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

12. 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. 3033, 2025)

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.

	2025-2026	2027	2028	2029	2030
<i>A. Official Community Plan Amendments</i>					
A.1 OCP amendment	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
A.2 OCP amendment with a rezoning application	\$1,830	\$1,875	\$1,925	\$1,970	\$2,020
A.3 Regional Context Statement amendment	\$4,270	\$4,375	\$4,485	\$4,600	\$4,715
<i>B. Zoning Bylaw Amendments (Rezoning)</i>					
B.1 Single Family, Duplex Residential	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
+ cost per additional lot	\$500	\$515	\$525	\$540	\$550
B.2 Multi-Family Residential	\$4,150	\$4,255	\$4,360	\$4,470	\$4,580
+ cost per 100 m ² site area	\$55	\$55	\$60	\$60	\$60
B.3 Mixed Use	\$4,150	\$4,255	\$4,360	\$4,470	\$4,580
+ cost per 100 m ² site area	\$67	\$70	\$70	\$70	\$75
B.4 Commercial	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
+ cost per 100 m ² site area for the first 20,000 m ²	\$98	\$100	\$105	\$105	\$110
+ cost per 100 m ² or portion thereafter	\$5	\$5	\$5	\$5	\$5
B.5 Industrial	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365

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	2025-2026	2027	2028	2029	2030
+ cost per 100 m ² site area for the first 20,000 m ²	\$18	\$20	\$20	\$20	\$20
+ cost per 100 m ² or portion thereafter	\$4	\$5	\$5	\$5	\$5
B.6 Comprehensive Development	\$5,750	\$5,895	\$6,040	\$6,190	\$6,345
+ cost per 100 m ² site area	\$45	\$45	\$45	\$50	\$50
B.7 Other Zones	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
+ cost per 100 m ² site area	\$30	\$30	\$30	\$30	\$35
B.8 Text Amendment	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
B.9 Third Reading Extension	\$765	\$785	\$805	\$825	\$845
B.10 Additional Public Hearing	\$880	\$900	\$925	\$950	\$970
<i>C. Heritage Applications</i>					
C.1 Heritage designation bylaw	\$185	\$190	\$195	\$200	\$205
C.2 Heritage revitalization agreement bylaw (with public hearing)	\$185	\$190	\$195	\$200	\$205
C.3 Heritage revitalization agreement bylaw (without public hearing)	\$90	\$90	\$95	\$95	\$100
C.4 Heritage alteration permit	\$125	\$130	\$130	\$135	\$140
C.5 Heritage alteration permit – minor amendment	\$60	\$60	\$65	\$65	\$65
<i>D. Development Permits</i>					
D.1 Single Family, Duplex	\$1,525	\$1,565	\$1,600	\$1,640	\$1,685

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		2025-2026	2027	2028	2029	2030
D.2	Natural environment, hazardous conditions, farmland protection – single-family, duplex, garden suite – for <u>new</u> building	\$1,525	\$1,565	\$1,600	\$1,640	\$1,685
	Renovation (excludes development resulting in the subdivision of land)	\$750	\$770	\$790	\$810	\$830
D.3	Natural environment, hazardous conditions, farmland protection – multi family, commercial, industrial, other	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
	+ cost per unit for residential development	\$65	\$65	\$70	\$70	\$70
	+ cost per 100 m ² of development site area for commercial and industrial development.	\$50	\$50	\$55	\$55	\$55
	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.					
D.4	Multi-Family Residential	\$3,475	\$3,560	\$3,650	\$3,740	\$3,835
	+ cost per unit	\$65	\$65	\$70	\$70	\$70
D.5	Commercial	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
	+ cost per 100 m ² gfa	\$50	\$50	\$55	\$55	\$55
D.6	Industrial	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
	+ cost per 100 m ² gfa	\$50	\$50	\$55	\$55	\$55
D.7	Other	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365

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	2025-2026	2027	2028	2029	2030
+ cost per 100 m ² gfa	\$75	\$75	\$80	\$80	\$85
D.8 Signs	\$975	\$1,000	\$1,025	\$1,050	\$1,075
D.9 Major amendment – Single Family & Duplex	\$1,575	\$1,615	\$1,655	\$1,695	\$1,740
D.10 Major amendment – Multi Family Residential, Commercial, Industrial, Other	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
D.11 Minor amendment	\$975	\$1,000	\$1,025	\$1,050	\$1,075
D.12 Minor amendments – Single-Family	\$300	\$310	\$315	\$325	\$330
D.13 Landscaping DP compliance & inspection 2% of estimated landscaping costs up to a <u>maximum</u> as prescribed by this line	\$2,440	\$2,500	\$2,565	\$2,630	\$2,695
D.14 DP exemption requiring staff review	\$50	\$50	\$55	\$55	\$55
D.15 Additional fee(s) for 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 the additional fee as prescribed by this line item, for each additional development permit type. This combination fee will not apply to developments resulting in the subdivision of land.	\$150	\$155	\$160	\$160	\$165
<i>E. Development Variance Permits</i>					
E.1 Single Family Residential and Agricultural – per unit	\$1,100	\$1,130	\$1,155	\$1,185	\$1,215
E.2 All Other Zones	\$2,440	\$2,500	\$2,565	\$2,630	\$2,695
E.3 Signs	\$975	\$1,000	\$1,025	\$1,050	\$1,075

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	2025-2026	2027	2028	2029	2030
<i>F. Subdivision</i>					
F.1 PLA fee simple, bare land strata (5 lots or less)	\$2,155	\$2,210	\$2,265	\$2,320	\$2,380
+ cost per additional lot	\$120	\$125	\$125	\$130	\$130
F.2 PLA fee simple, bare land strata (more than 5 lots)	\$2,870	\$2,940	\$3,015	\$3,090	\$3,170
+ cost per additional lot	\$120	\$125	\$125	\$130	\$130
F.3 Final plan approval	\$425	\$435	\$445	\$460	\$470
F.4 PLA extension or amendment	\$300	\$310	\$315	\$325	\$330
F.5 Strata title conversion	\$2,155	\$2,210	\$2,265	\$2,320	\$2,380
F.6 Phased strata – per phase	\$425	\$435	\$445	\$460	\$470
F.7 Form P approval or amendment	\$975	\$1,000	\$1,025	\$1,050	\$1,075
<i>G. Legal Documents</i>					
G.1 Legal document discharge	\$365	\$375	\$385	\$395	\$405
G.2 Restrictive covenant - new	\$425	\$435	\$445	\$460	\$470
G.3 Restrictive covenant - amendment	\$275	\$280	\$290	\$295	\$305
<i>H. Other Applications</i>					
H.1 ALR Application	Fees as established by the ALC				
H.2 Board of Variance	\$800	\$820	\$840	\$860	\$885

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		2025-2026	2027	2028	2029	2030
H.3	Secondary or garden suite registration	\$50	\$50	\$55	\$55	\$55
H.4	Temporary use permit - new	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
H.5	Temporary use permit - renewal	\$2,440	\$2,500	\$2,565	\$2,630	\$2,695
H.6	Radiocommunication facility application	\$5,000	\$5,125	\$5,255	\$5,385	\$5,520
H.7	Other Council resolutions or bylaw amendments	\$2,440	\$2,500	\$2,565	\$2,630	\$2,695
H.8	Liquor licence – new or permanent amendment	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
H.9	Liquor licence – temporary amendment	\$1,010	\$1,035	\$1,060	\$1,090	\$1,115
H.10	Liquor licence – no Council resolution	\$610	\$625	\$640	\$655	\$675
H.11	Cannabis retail store or producer retail store licence – new	\$3,050	\$3,125	\$3,205	\$3,285	\$3,365
H.12	Cannabis retail store licence – with a zoning bylaw text amendment	\$1,000	\$1,025	\$1,050	\$1,075	\$1,105

I. Miscellaneous Fees

I.1	Changes to application	\$60	\$60	\$65	\$65	\$65
I.2	Change of address request	\$385	\$395	\$405	\$415	\$425
I.3	Development Information Meeting - staff attendance	\$245	\$250	\$255	\$265	\$270
I.4	Development Information Meeting - mailing labels	\$50	\$50	\$55	\$55	\$55
I.5	Independent design review	<i>Recovery of actual cost</i>				
	+ cost per review	\$520	\$535	\$545	\$560	\$575
I.6	Peer review of a registered professional report or qualified professional report where it is required in the opinion of the Director.	<i>Recovery of actual cost</i>				

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The peer reviewer will be retained by the City at the owner's expense					
I.7 Title search, company search or similar online information retrieval	\$10	\$10	\$10	\$10	\$10
I.8 Property information requests Tier 1 - Copies of occupancy permits, site surveys, available building drawings for a single family or duplex property	\$20	\$20	\$20	\$20	\$20
I.9 Property information requests Tier 2 - Copies of other permits, historical property information, and other property-specific information not addressed in Tier 1; and, copies of occupancy permits, site surveys, and available building drawings for a multi-family, commercial, industrial, or other property	\$40	\$40	\$40	\$45	\$45
I.10 Copies of planning studies or other documents	\$30	\$30	\$30	\$30	\$35
I.11 Copies of the zoning bylaw or the official community plan bylaw	\$50	\$50	\$55	\$55	\$55
I.12 Copies, printed or digital	\$1.00 per page, \$5.00 minimum charge				
I.13 Custom GIS data requests – per hour of preparation (charged in 15-minute increments)	\$100	\$105	\$105	\$110	\$110
+ cost for each additional data layer requested	\$10	\$10	\$10	\$10	\$10

Note: Fee changes to take effect on January 1 for each year listed above