

Planning & Development Fee Schedule: Amendment Bylaw No. 522.18, effective January 1, 2023

1. Development Permit (DP)

Application Type	Pre application Fee	Base Fee	Additional Fee
DP: Geotechnical hazard, aquifer protection	\$200	\$800	\$400 for each subsequent DP Area
DP: Riparian and shoreline projection, form and character	\$500	\$1000	\$100 / Unit for form and character
DP involving remediation (where work has commenced without a permit)	\$2500	See Section 5(2), below	See Section 5(2), below

2. Development Variance Permit (DVP)

Application Type	Pre application Fee	Base Fee
DVP: variance from a single bylaw provision (e.g. side yard set back)	\$300	\$2200
DVP: variance from multiple bylaw provisions (e.g. side yard setback, front yard setback and height) or permit requested by another agency	\$500	\$3000
DVP for Sign (involving sign(s) and no other structures)	N/A	\$150

3. Board of Variance

Application Type	Pre application Fee	Base Fee
BOV: variance from a single bylaw provision (e.g. side yard setback)	\$300	\$2200
BOV: variance from multiple bylaw provisions (e.g. side yard setback, front yard setback and height); or permit requested by another agency; or involving industrial, commercial or assembly uses)	\$500	\$3000

(This is a summary of Bylaw No. 522 Schedule B. Refer to actual bylaw for full details of fees.)

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4. Other permit fees

Application Type	Base Fee	Additional Fee
Tree Cutting	\$100	N/A
Temporary Use Permits	\$500	\$1/m ² floor area to a maximum of \$1000
Strata conversion	\$650	N/A

5. Work Without Permit(s)

If land alteration, tree cutting, construction of buildings or structures have commenced without a valid permit pursuant to this bylaw:

- (1) the pre-application fee for an application for a development variance permit, Board of Variance, rezoning or official community plan amendment will be double the applicable fee.
- (2) the base fee and any additional fees for such application will be double the applicable fee.

6. Subdivision

An application for subdivision will include a base fee as per the table below for first parcel to be registered, and an additional fee for each additional parcel to be registered, in addition to any fees required pursuant to the *Land Title Act*. In determining the processing fee, the total number of parcels equals the number of parcels, including remainders that will have separate title as a result of the subdivision.

Application Type	Pre application Fee	Base Fee	Additional Fee
Subdivision: up to 9 lots	\$500	\$1700	\$300 per lot
Subdivision: over 10 hectares or over 10 lots	\$1000	\$3000	
Frontage Waiver: request to SCRD to waive the minimum frontage requirements	N/A	\$2200	N/A

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7. Zoning Amendment

Application Type	Pre Application Fee	Base Fee	Additional Fee
Zoning Amendment: Text amendment or map amendment for park or environmental protection	\$500	\$5500	N/A
Zoning amendment	\$1000	\$6400	300 per unit fee
Zoning Amendment for Cannabis Production or Retail (Combined with a license endorsement request to the Liquor and Cannabis Regulation Branch)	N/A	See "Other fees"	N/A
Amendment outside Official Community Plan (OCP) area	N/A	\$1400	(a) \$60/hour - professional staff time; (b) \$40/hour - technical and clerical staff; (c) consulting services, including fees for legal services, billed at cost; (d) other related expenses, such as covenant registrations, billed at cost. (e) Additional fees will be paid in instalments prior to consideration of third reading and final adoption of the respective bylaw(s).

8. Official Community Plan Amendment

Application Type	Pre Application Fee	Base Fee
OCP Amendment: Text amendment or map amendment for park or environmental protection)	\$500	\$5500
OCP Amendment	\$1000	\$6400
Plan Amendment for Cannabis Production or Retail (Combined with a license endorsement request to the Liquor and Cannabis Regulation Branch)		See "Other fees"

9. Land Use Contracts (LUC)

Application Type	Base Fee
LUC within OCP area	\$2400
LUC outside OCP area	\$1400

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10. Other Fees

Type	Description	Fee
Property Information Requests	A request for zoning conformation in writing	\$100
Complex property information request or Comfort Letter	A request for property information in writing that is more than a zoning confirmation.	\$300
Pre-Application Site Inspections	A request made for a pre-application site inspection pursuant to this bylaw, will be billed at a rate of based on staff time spent on site	\$100 /hr
Title documents search from LTSA	Fee is per document.	\$50 / document
Change in Applicant	transferring an application to another owner of any application set out under Section 3 of Bylaw 522	\$200
Permit Amendments	An application made pursuant to this bylaw to amend a permit that has been authorized for issuance will include a processing fee equal to half of the applicable fee, except if in the event that construction, land alteration or tree cutting that is subject to the permit amendment application is undertaken without a valid permit amendment, the permit amendment fee will comprise the entire fee applicable to the permit.	Variable (fee levied in accordance with description)
Cannabis Production and Retail	Where an application is made to rezone a property where cannabis production or retail is proposed to occur the fee for an endorsement will include the zoning bylaw amendment fee	\$4,275
	Where a request for endorsement for cannabis production or retail is received within a permitted zone	\$3,275
Liquor License Application or Amendment	Where a request for endorsement for a new or amended liquor-related license is received within a permitted zone	\$3,275
Local Board of Health Variance	A request, pursuant to Section 8 (a) of the <i>Health Act Sewage Disposal Regulations</i> , to the Sunshine Coast Regional District, constituted as the Local Board of Health, to specify an isolation distance between a natural boundary of tidal water and a proposed sewage absorption disposal area of less than 100 feet, shall include a processing fee, payable to the Sunshine Coast Regional District,	\$500

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11. Refunds

An application fee paid pursuant to this bylaw is non-refundable, except;

- (1) where an application is withdrawn within twenty-one (21) days of its submission, in which case a refund equalling half of the applicable fee will be paid to the applicant within 14 (fourteen) days immediately following receipt of the withdrawal notice; or
- (2) where an application to amend an official community plan, zoning bylaw or land use contract does not proceed to a public hearing, a refund of \$2000 will be provided.
- (3) A non-profit corporation or a public utility operated by an improvement district or local government may apply to the Regional District to reduce up to half of the applicable fee for a bylaw amendment application, development permit or development variance permit.
- (4) Public hearing advertisement costs may be waived if advertisement fees have been paid and more than one public hearing is required to correct a procedural and/or legal matter.