DEVELOPMENT APPLICATION FORM

FOR OFFICE USE ONLY:

File No. _____

1. APPLICATION TYPE(S)

Select all application types being applied for

☐ **Development Permit** (DPT)

All Form & Character Development Permit applications submitted after September 1, 2019 are required to comply with the BC Energy Step Code.

- ☐ Commercial
- ☐ Minor Works: Façades and Freestanding Signs
- ☐ Heritage Alteration Permit
- ☐ Industrial
- ☐ Mixed Use Centers
- ☐ Multifamily Residential: Apartment/Mixed Use
- ☐ Multifamily Residential: Ground Oriented
- ☐ Natural Environment
- ☐ Natural Environment: Tree Felling Only
- ☐ Protection of Agriculture
- ☐ Steep Slope
- ☐ Wildfire Hazard

☐ **Development Variance Permit** (DVP)

**Please note that consistent with Council Resolution E008-2008, Community Amenity Contributions may be required related to the proposed variance*

☐ Variance to Zoning Bylaw, Streamside Protection Bylaw or Sign Bylaw
**Please provide details of the proposed variance(s) in your Letter of Intent*

☐ **Official Community Plan Amendment**

☐ Concurrent with Rezoning

Current OCP Designation: _____

Proposed OCP Designation: _____

☐ **Rezoning Map Amendment** (REZ)

Current Zoning: _____

Proposed Zoning: _____

☐ **Rezoning Text Amendment** (REZ)

☐ **Subdivision**

****Note: Boundary Realignment applications within ALR may only be submitted with written correspondence from the Approving Officer that the proposal complies with ALR Regulation 171/2002. Otherwise, submit proposal as ALC application.*

*****Note: By applying for this Form P, you're provided all necessary authorization for future phases; therefore, no application required for Phased Strata Plan Approval. Submit the legal documents and the $200 Phased Strata Plan Approval Fee directly to your file manager.*

- ☐ Standard or Bareland Strata (SBD)
- ☐ Airspace (SBD)
- ☐ Boundary Realignment (within ALR) (SBD)***
- ☐ Boundary Realignment (outside ALR) (SBD)
- ☐ Leasehold (SBD)
- ☐ Form P (FRP)****
- ☐ Form P Amendment (FRP)****
- ☐ Strata Conversion (including previously occupied buildings) (PLN)
- ☐ Other (*please specify*): _____

☐ **Registered Legal Document Appeal** (PLN)

- ☐ Authorized by Director/Approving Officer
- ☐ Authorized by Council

☐ **Housing Agreement** (HSG)

- ☐ Affordable Housing
- ☐ Emergency Shelter
- Supportive Recovery – *See separate form*

☐ **Telecommunication Tower** (PLN)

☐ **Temporary Use Permit** (TEP)

- ☐ Commercial
- ☐ Industrial

2. ADDITIONAL INFORMATION REQUIRED *Complete all applicable section(s) below.*

INFORMATION REQUIRED FOR ALL APPLICATION TYPES

- Is this application directly related to Bylaw Enforcement Action (ie. Infraction)? ☐ Yes ☐ No

DEVELOPMENT PERMIT

- **If Commercial/Mixed Use/Industrial/Multi-Family (except Townhouse):** Total Floor Area Proposed (m^2): _____
- **If Townhouse:** No. of Townhouse Units Proposed: _____
- **If Natural Environment or Steep Slope:** Total Gross Site Size (m^2): _____

DEVELOPMENT VARIANCE PERMIT

- Total No. of Properties Involved: _____
- Total No. of Variances Proposed: _____

REGISTERED LEGAL DOCUMENT APPEAL

- Total No. of Legal Documents to be Reviewed: _____
- Total No. of properties (note: must be contiguous): _____
- Registration number(s) of the Legal Document(s) appealing:

  _____

REZONING

- Total Gross Site Size (m^2): _____
- Is this a result of an ALC Approval? ☐No ☐Yes: list application number(s): _____
- **If Rezoning to RR, CR, SR or an RS zone:** Total Gross Site Size (m^2) to be rezoned: _____
- **If Rezoning to all RM zones with density of 60 units/ha or less; and RH1:**
  - No. of Residential Units Proposed: _____
- **If Rezoning to any zone allowing multi-family residential use greater than 60 units/ha:**
  - Total Floor Area Proposed (m^2): _____
  - No. of Residential Units Proposed: _____
- **If Rezoning to all Commercial zones:** Site Size (m^2) to be rezoned: _____
- **If Rezoning to all Industrial zones:** Site Size (m^2) to be rezoned: _____
- **If Rezoning to a Comprehensive Development zone**:
  - No. of Residential Units Proposed: _____
  - Non-Residential Floor Area (m^2) Proposed: _____

SUBDIVISION

- Is this a result of an ALC Approval? ☐No ☐Yes: list application number(s): _____
- **If Standard:** Total No. of Lots in proposed Subdivision: _____
- **If Bareland Strata:**
  - Total No. of Lots in proposed Subdivision: _____
  - Total No. of Phases Proposed (if known): _____
- **If Strata Conversion:** No. of Strata Units: _____
- **If Form P:** Original Subdivision Application Number (if applicable): _____

3. FEES

Development Permit Fees:	$ .....
Rezoning Fees:	$ .....
Subdivision Fees:	$ .....
Other Development Application Fees:	$ .....
Additional Administration Fees (*BC Company Summary, LTSA Documents*):	$ .....

ESTIMATED TOTAL APPLICATION FEES*: $ 0.00

**Exact fees to be confirmed by Planning Staff*

POTENTIAL FURTHER FEE

- Administrative Change: $300
- New Public Hearing Fee: $890 – $950
- Phased Strata Plan Approval Fee: $200

REGISTERED DOCUMENT RETRIVALS

- BC Company Summary Retrieval Fee: $20 per search
- Property Land Title Search: $25 per PID
- Legal Charges on Title (including covenants, easements, and statutory right-of-ways), if required $25.00 per document. Please note that, in some circumstances, the Land Title Office may need to retrieve a document from its archives. In such cases, the retrieval fee may be up to $70.00 per document.

4. PROPERTY(IES) *List ALL properties involved. If insufficient space, please attach a separate sheet.*

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

5. APPLICANT *For information regarding the collection and use of personal information provided with this application, see item 10 (page 9).*

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME* **(REQUIRED)**: _____

MAILING ADDRESS: _____

_____ POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: **(REQUIRED)** _____

**All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*

6. REGISTERED PROPERTY OWNER(S) *List <u>all</u> registered property owners as they appear on title or as they appear on the registered copy of the Form A Freehold Transfer (if insufficient space, please attach a separate sheet).*

If registered property owner is an incorporated company or society, a **BC Company Summary (retrieved within the last 30 days) must accompany this application**.

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

_____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

_____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

_____

7. LETTER OF AUTHORIZATION

This section must be completed if the one Registered Property Owner (per Title Search) is not the Applicant OR if there are more than one Registered Property Owners. The Registered Property Owner(s) who is(/are) not signing as the Applicant must provide their written approval for the Applicant acting on their behalf by signing this Letter of Authorization.

I/We, *(list all Registered Property Owner(s) on Title - attach additional completed sheets if necessary)* _____

_____ (the "Owner"),

own the lands described within this application form listed under Section 4 and confirm the appointment of:

_____,
(Applicant Company Name (*if Applicable*)) (Name of Primary Contact Permitted to Work On This Application (*Required*))

with the following contact information: _____
(Applicant's Mailing address (*Required*))

(_____) - _____ as agent (the "Applicant")
(Applicant's Phone Number (*Required*)) (Applicant's Email Address (*Required*))

with respect to this Development Application (the "Application") regarding the lands described in Section 4.

It is understood, that:

1. the City of Abbotsford shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application(s) and is under no obligation to communicate with the Owner or any other person;
2. the above-noted applicant has authority to make all necessary arrangements with the City of Abbotsford, to perform all matters and to take all necessary proceedings with respect to the Application(s);
3. the above-noted applicant has authority to alter this original Development Application by submitting a subsequent related development application and providing an Administrative Change Request Form (No. APL-006) together with the required documents and fees; and
4. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required.

By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

If **Incorporated Company, Registered Society or Not for Profit Organization** is a Registered Owner, then complete the signature block below. If more than one Company/Society, attach additional completed pages with those signatures, as required. By signing, you are confirming that you are an authorized signatory of the company. Proof must be provided at time of application.

_____
Signature of Witness

Print Name of Witness: _____

Phone: _____

_____
Name of Corporation/Society/Organization
By its Authorized Signatory(ies)

_____
Signature of Authorized Signatory

Print Name: _____

Date: _____

If Registered Owner(s) is(/are) **individual person(s)**, then complete the signature block below. If more than two individual owners, attach additional *completed* versions of this page signed by those owners, as required.

ALL INDIVIDUAL PERSONS WHO ARE A REGISTERED PROPERTY OWNER AND ARE NOT AN APPLICANT MUST SIGN THIS AUTHORIZATION:

_____
Signature of Witness

Print Name of Witness: _____

Phone: _____

_____
Signature of Owner

Print Name: _____

Date: _____

_____
Signature of Owner (if applicable)

Print Name: _____

Date: _____

8.REQUIRED APPLICATION DOCUMENTATION

All required documentation must be FIRST submitted to the City electronically to planning-applications@abbotsford.ca (in PDF format and must *not* be secured), for Administration staff to review for completeness.

Once staff have reviewed the Application and subsequent documentation, and the package has been deemed COMPLETE, you will be advised via email to provide hard copies of the submitted documentation, along with a cheque for applicable fees. Hard copies must be in the following format:

- **Plans: One full-size – 24" x 36" and Two 11" x 17" paper prints**
- **Reports & other documents: One hardcopy each**

***Please note*: hard copies are not required for legal documents registered on title, i.e. covenants, easements and statutory right of ways.**

NOTE: An application is not deemed complete until all documentation and payment is received.

Items Required for ALL applications:

- ☐ Fully completed **Development Application Form**
- ☐ **Application fees**
- ☐ **Title search(es)** (*retrieved within the last 30 days*)
- ☐ Electronic copies of any **covenants, easements and rights-of-way** registered on title as a **charge** or listed as a **legal notation & modification** to those, and any charges on other parcels **in favour of** the subject property (*note: this **does not include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents*). *(hard copies not required)*
- ☐ **Letter of Authorization** (page 4 of this form) (*if applicable*; *electronic copy not required)*
- ☐ **BC Company Summary** (*retrieved within the last 30 days*) *(if property owner is an incorporated company or society).*
- ☐ **If the subject property(ies) is undergoing a sale** *we require the current property owner(s) on title to complete the Letter of Authorization (page 4 of this form). Please also provide a copy of the Sales Agreement/Contract of Purchase with conditions removed, showing that the property will be sold within one month, or alternatively a copy of the Form A Freehold Transfer with pending Land Title registration number. Once the sale has been registered at the Land Title Office, you will need to provide an updated title showing the new owners. If the sale had not already gone through at the time of application, you will also need to provide a completed "Administrative Change Request Form" indicating the change in ownership.*

Additional Items Required:

APPLICATION TYPE	REQUIRED ITEMS
Development Permit – Form & Character (Commercial, Industrial, Mixed-Use and/or Multi-Family)	A,B,E,F,G,H,I,J, (*see 'Q'*)
Development Permit – Minor Works: Façades and Freestanding Signs	B (*if changes are proposed to the site - i.e. free standing sign*), E,F,T
Development Permit – Heritage Alteration Permit	A,B,F,H,I,J
Development Permit – Natural Environment	A,B,E,H,J,O,Q
Development Permit – Steep Slope	A,B,E,H, P,Q
Development Permit – Wildfire Hazard	A,B,C,D,E,H
Development Permit – Protection of Agriculture	B,E,G,H
Development Variance Permit – Zoning Bylaw or Sign Bylaw	A,D
Development Variance Permit – Streamside Protection Bylaw	A,B,E,H,J,O,Q
Housing Agreement	A,D
OCP Amendment	A,B,J,K
Registered Legal Document Appeal	A
Rezoning Map Amendment	A,B,E,H,J
Rezoning Text Amendment (Site Specific)	A,B,E
Subdivision: • Standard or Bareland Strata	A,C,E,H,J,P,R (*see 'Q'*)
• Airspace	A,C,E,H,J,P,R
• Boundary Realignment (within ALR)	A,C,E,H,J,P,R (*see 'Q'*),U
• Boundary Realignment (outside ALR)	A,C,E,H,J,P,R (*see 'Q'*)
• Form P/Form P Amendment	M
• Strata Conversion	B,E, I ,L
Telecommunication Tower	A,B,S
Temporary Use Permit	A,B,N

- ☐ A. **Letter of Intent** outlining the proposal in full (background including justification/rationale for any proposed variances). If a boundary realignment is proposed within the Agricultural Land Reserve, please provide a copy of correspondence from the Approving Officer regarding his/her determination with respect to BC Reg. 171/2002.
- ☐ B. **Site Plan** prepared by a professional consultant that clearly outlines all building and structure setbacks from all property lines and Environmentally Sensitive Areas (where they exist).
- ☐ C. **Preliminary Lot Layout Plan** prepared by a surveyor outlining the lot dimensions and sizes for each proposed lot.
- ☐ D. **Site Sketch** outlining the proposal including dimensions of the property, site area and setbacks between buildings and property lines (*Ideally a sketch plan prepared by an architect or surveyor but hand-drawn sketch is acceptable if drawn to scale. Minimum size: 8½" x 11").*
- ☐ E. **Site Disclosure,** please complete the Site Disclosure questions on page 7 of this form.

☐ F. **Coloured Building Elevations**

☐ G. **Landscape Plan**

☐ H. **Arborist Report** including **Tree Survey** showing the critical root zones (including all offsite trees in close proximity to the subject property(ies) whose critical root zones extend into or next to the subject property(ies) and excluding streamside protection or undevelopable areas), **Tree Condition Assessment** (including identifying hazardous trees and those exempted due to being located within municipal roadways), and proposed **Tree Protection Measures** for those trees to be retained.

Note: If there are no trees on the property, or 1 or 2 trees on-site but they are proposed to be retained, please explain your rationale for an exemption in your Letter of Intent or in a separate letter.

☐ I. **Floor Plans**

☐ J. If a watercourse is present within 50 meters of the proposed development, a **Fish Habitat Assessment Report** completed in accordance with the Streamside Protection Bylaw, that includes a **Site Survey** prepared by a B.C. Land Surveyor showing the location of the high water mark, top-of-bank, and City of Abbotsford *Streamside Protection Bylaw* Streamside Protection and Enhancement Area (SPEA) as determined by a Qualified Environmental Professional (QEP).

☐ K. **Reports and plans** detailing the proposal, demonstrating its feasibility and assessing its impact from a traffic and servicing perspective with necessary plans and written reasons justifying the OCP amendment.

☐ L. As per section 242 of the Strata property Act any Strata Conversion for an existing building must submit a **report** on the following:

- Life expectancy of the building;
- The projected major increases in maintenance costs due to the condition of the building;
- Assurance from a Professional Engineer that the Building meets minimum health and safety requirements;
- Assurance from a Professional Engineer that any remedial work will be designed, certified, and supervised by a Professional Engineer with expertize on the relevant discipline for the remedial work; and
- Zoning Compliance report.

Additionally, for a proposed Multi-family strata conversion the requirements as outlined within Development Services Policy No. 400-2-09 must also be provide*d.*

☐ M. Application requirements are derived from the 5th Edition of the Local Government Management Association (LGMA) Guide for Approving Officers for Local Government, and are as follows:

- A **letter** explaining the phased strata title proposal (or amendment, if applicable).
- 2 Copies of a **draft Form P**, Phased Strata Plan Declaration, including a sketch plan and a schedule indicating required encumbrances, as well as a construction cost estimate for any common facilities and a commitment to provide security (a letter of credit) for common facilities. Encumbrances may include reciprocal easements to cover common facilities such as driveways, walkways, utilities, major landscaped areas, recreational facilities, visitor parking, and garbage and recycling storage areas.
- **Architectural/Survey Plans**** showing proposed phasing boundaries, building setbacks from phasing boundaries, required reciprocal easement areas for common facilities as noted above, and accompanying statistics for each individual phase (i.e., phase area, coverage, density, parking and loading). Preliminary Building Code analysis should also be provided. All information submitted must be consistent with the zoning of the site.
- A **draft Form V**, Schedule of Unit Entitlement, explaining the basis for determining unit entitlement for each phase.

Ensure that all limited common property for each unit is fully located within the phase under application.

☐ N. If proposing truck parking temporary use permit, **Truck Parking configuration and truck parking templates plan** outlining total number of proposed truck parking spaces.

☐ O. **Wildlife Habitat Assessment Report**, prepared by a Qualified Environmental Professional (QEP) that identifies significant, rare or unique vegetation, wildlife and wildlife habitat, and that establishes site-specific mitigation measures regarding watercourses and environmental protection areas, management of stormwater runoff, to minimize disturbance to that which has been identified within the report.
Note: if no vegetation, wildlife or wildlife habitat exists, you must provide a letter from a QEP to this effect.

☐ P. **Geotechnical Report**, if the site contains slopes in excess of 20% or other hazardous conditions, **assessing the natural hazards** and the potential for landslip, rockfall, slope failure, debris flow, debris flood or flooding, or other hazard (as relevant to the site), and assesses the impact of the proposed development on or by such natural hazard conditions, confirming that the land can be safely used for the intended purpose.

☐ Q. **Preliminary Lot Grading Plan**, signed and sealed by a Professional Engineer licensed to practice in B.C., outlining the existing and proposed grades (including details on retaining walls), significant trees (as defined by the Tree Protection Bylaw), outlining streamside setback areas (if applicable), the proposed site plan/lot layout plan superimposed on the plan, and providing selected cross-sections through the lands.

Note*: A Lot Grading Plan is not required at time of submitting a* ***Standard or Boundary Realignment Subdivision*** *application; however, applicants are encouraged to provide one at time of application to improve the efficiency of staff's review of the proposal, as a Lot Grading Plan will be required by the Approving Officer before issuance of Preliminary Layout Approval (PLA). A Lot Grading Plan is also recommended for* ***Form and Character Development Permit*** *applications, if available.*

Note: *For a variance to the* ***Streamside Protection Bylaw*** *where no grade changes are proposed within 5 meters of the setback, a Lot Grading Plan is not required. Please explain this in your Letter of Intent.*

☐ R. If the subdivision is within an existing Bareland Strata Development, a **Strata Council Resolution** is required in accordance with the Strata Protection Act, passed by a 3/4 vote at an annual or special General Meeting.

☐ S. **Proposed elevations** and information related to height and proposed design/style/materials of the telecommunication tower/structure/pole.

☐ T. **Written confirmation from the Director, Development Planning** that the proposal meets the requirements to apply for a 'Minor Works: Façades and Freestanding Signs' application.

☐ U. **Written confirmation from the Approving Officer** that the proposal complies with ALR Regulation 171/2002

☐ V. A **Wildfire Hazard Assessment Report**, conducted by a **Registered Professional Forester, Registered Forest Technician, or Registered Professional Engineer** qualified by training or experience in fire protection, is required and to be reviewed to the satisfaction of the City.

Note: Additional information may be required for staff review and requested in conjunction with the first review comments, such as but not limited to a Crime Prevention through Environmental Design (CPTED) report from a CPTED practitioner for Development Permit applications, a Preliminary Lot Grading Plan, an Erosion and Sediment Control Plan.

9. SITE DISCLOSURE

Provincial provisions in the Environmental Management Act and Contaminated Sites Regulation require contaminated sites to be identified for all **Rezoning, Subdivision, and Development Permit** applications where **soil disturbance** is likely to occur. This identification ensures the property is suitable for the proposed use and is safe for human health and the environment.

A Site Disclosure Statement can be found at the following link which is required for properties that have a history of specified 'Schedule 2' industrial and commercial uses that have the potential to cause contamination at a property. For further information, contact the Ministry of Environment via phone: 604-582-5200 or email: siteID@gov.bc.ca.

1. Do the subject property(ies) have a history of any Schedule 2 activities?

   ☐ **Yes** Please provide a completed Site Disclosure Statement with your application submission. Continue to Question 2. *(Note: only the site owner or operator can sign the Site Disclosure Statement)*

   ☐ **No** No further action is required.

2. If you answered 'Yes' to Question 1, are there any applicable Exemptions?

   ☐ **Yes** Provide documentation confirming the exemption.

   ☐ **No** Please provide a completed Site Disclosure Statement AND a $100.00 processing fee with your application submission. The Site Disclosure Statement will be forwarded to the Ministry of Environment and Climate Change Strategy for review. Applications cannot be approved by the City until the Applicant receives a Certificate of Compliance, Approval in Principle, Determination, or Release.

The person completing this application states that the above information is true, based on the person's current knowledge as of the date completed.

Signature: _____ Date: _____

10. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

I have attached to this development application form the attachments required as noted in **Section 9**, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

☐ I understand that for **each occasion** on which I initiate an Administrative Change to this application, an **Administrative Change Fee of $300** is payable at the time the change is filed. This includes, but is not limited to: **changing the property(ies)** involved; changing the **Applicant or Primary Contact**; or changing/revising/adding an application type(s) and/or sub-type(s) (unless as a subsequent application).

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford, BC, V2T 1W7.

By signing this application I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

☐ **If the Applicant is an Incorporated Company, Society or Not for Profit Organization, check this box to confirm that all contacts are authorized signatories of the company and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead must be included to outline the permission they have.

_____ _____

Signature of Primary Contact (Applicant) **Date**

FOR OFFICE USE ONLY

► **If application is incomplete, indicate reason(s) and return to applicant:**

_____

_____

► **If application is complete, date stamp all documents and complete in-take.**

Date Stamp: **Received by:** _____

DEVELOPMENT APPLICATION FEES

Revised December 17, 2025

Administrative Services	Fee ($)
General Services	
Administrative Change to Development Application	300
Telecommunication Tower Application	600
City Initiated Development Applications	No Fee
Environmental Site Profile, if required to be sent to the Ministry of Environment	100
Sidewalk Patio Permit	300
Housing Agreements	
Housing Agreement, Supportive Recovery (maximum 10 residents)	1,000
Housing Agreement, Emergency Shelter	1,000
Housing Agreement, Seniors Housing	1,000
Housing Agreement, Other	1,000
Land Use Information Letters	
Single family and Agricultural (per property)	130
Other, per property	350
Legal Agreements Processing	
Development Agreement Preparation and Registration	500*
Legal Agreement Preparation and Registration	500*
Discharge Registered Legal Agreement	200
Liquor Licenses	
Food Primary License, Amendment – Extension of liquor service hours past midnight, or for patron participation entertainment	1,200*
Liquor Primary License, Amendment – change to existing license, increased seating capacity, patio endorsement, hours of operation	1,200*
Liquor Primary License, New – includes transfer of license, preliminary report to Council (exclusive of rezoning)	1,200*
Liquor License Occupant Load Determination for existing buildings	260
Liquor Endorsements, New or Amendment	1,200*
Provincial Non-Medical Cannabis Retail Licences	
New	7,500
Amendment (Moving a licenced store)	7,500
Amendment (Other)	1,200
Registered Document Retrievals	
Corporate Searches, per search	20
Property Land Title Search, per property	25
Land Title Office Documents, per document	25
Registered Legal Document Appeals	
Legal Document Appeal, where the original agreement was authorized by Council (one document review on one property)	800
Legal Document Appeal, where the original agreement was authorized by the Director or Approving Officer (one document review on one property)	500
Cost per each additional legal document appeal on same property or on a contiguous property made under the same application	150 (or a maximum fee of 2,000)

***$500 is the base fee only for legal document preparation and registration. In cases where solicitor fees exceed $500, the applicant is responsible for the costs and will be invoiced accordingly**

***Liquor License reports are exclusive of rezoning or OCP amendment requirements and costs.**

DEVELOPMENT APPLICATION FEES

Revised December 17, 2025

Development Applications	Fees ($)
Development Permits	
Form and Character Development Permits	
○ Commercial ○ Mixed Use Centers	2,000 + 0.23 per m^2 of floor area proposed*
○ Minor Works: Façades and Freestanding Signs	1,030*
○ Industrial	1,300 + 0.25 per m^2 of floor area proposed*
○ Multifamily Residential (except Townhouse)	2,000 + 0.12 per m^2 of floor area proposed*
○ Multifamily Residential: Townhouse	1,700 + 25 per unit proposed*
○ Natural Environment Development Permit and/or Steep Slope Development Permit with a Form and Character Development Permit	1,300 + Form and Character Development Permit Fee*
Heritage Alteration Permits	
○ Heritage Alteration Permit	1,300*
○ Heritage Alteration Permit – Minor Amendment	1,300*
Environmental Development Permits	
○ Natural Environment Development Permit	1,300 + 0.017 per m^2 of total gross site size, to a maximum of 3,500*
○ Natural Environment Development Permit: (Tree Felling Only)	1,030*
○ Steep Slope Development Permit	1,300 + 0.017 per m^2 of total gross site size, to a maximum of 3,500*
○ Natural Environment Development Permit and Steep Slope Development Permit	1,300 + 0.017 per m^2 of total gross site size, to a maximum of 3,500*
Protection of Agriculture Development Permits	
○ Protection of Agriculture	1,300*
○ Protection of Agriculture Development Permit with a: • Form and Character Development Permit	As per Form and Character Development Permit Fee above
• Natural Environment Development Permit and/or Steep Slope Development Permit	As per Natural Environment Development Permit or Steep Slope Development Permit Fee above
• Natural Environment Development Permit and/or Steep Slope Development Permit with a Form and Character Development Permit	1300 + Form and Character Development Permit Fee above

***50% of total application fee refunded if the applicant withdraws the application following the issuance of First Review Letter.**

Development Variance Permits	
Cost for variance(s) on one property; except where construction was initiated without a valid Building Permit issued by the City	1,220*
Cost for variance(s) on one property where construction was initiated without a valid Building Permit issued by the City	1,820*
Cost per each additional property with proposed variance(s) under the same application as the initial variance application	150

***$420 (Council Hearing fee) refunded if application has been introduced to Council but is not approved to proceed to a Council Hearing.**

Temporary Use Permits	
Temporary Use Permit, Commercial or Industrial	2,000*
Temporary Use Permit Renewal	1,000

***50% of total application fee refunded if the applicant withdraws the application following the issuance of First Review Letter.**

DEVELOPMENT APPLICATION FEES

Revised December 17, 2025

Bylaw Amendment Applications	Fee ($)
Official Community Plan Amendments	
All Categories	2,300*
Official Community Plan Amendment with Zoning Bylaw Amendment	1,410 + Zoning Amendment Fee**

***$900 Public Hearing Fee refunded if bylaw does not receive 1st reading. 50% of total application fee refunded where the applicant withdraws the application following the issuance of First Review Letter.**

****$950 Public Hearing Fee refunded if bylaws do not receive 1st reading. 50% of total application fee refunded where the applicant withdraws the application following the issuance of First Review Letter.**

Zoning Bylaw Amendments	
All Agricultural Zones	2,090*
All CR, RC, RR, RS, SSMUH and SR Zones	2,790 + 0.02 per m^2 *
All RM Zones with a density of 60 units per ha or less, & RH1	2,790 + 25 per unit proposed*
All RM and RH Zones, except as otherwise noted	2,790 + 0.20 per m^2 of floor area proposed*
All Commercial Zones	2,790 + 0.30 per m^2 of site area to be rezoned*
All Industrial Zones	2,790 + 0.15 per m^2 of site area to be rezoned *
All Institutional Zones	2,790*
All Comprehensive Development Zones	3,590 + 25 per residential unit proposed + 0.20/ m^2 of non-residential floor area proposed*
Text Amendments to Zoning Bylaw	2,790*

***$890 Public Hearing Fee refunded if bylaw does not receive 1st reading. 50% of total application fee refunded where the applicant withdraws the application following the issuance of First Review Letter.**

Land Use Contract Amendments	
One- or Two-unit Residential (dealing with Use or Density)	2,790 + 0.02 per m^2 of site area to be rezoned*
Multi-unit Residential (dealing with Use or Density)	2,790 + 25 per units proposed*
Commercial (dealing with Use or Density)	2,790 + 0.30 per m^2 of site area to be rezoned*
Industrial (dealing with Use or Density)	2,790 + 0.15 per m^2 of site area to be rezoned*
Secondary Suite (dealing with Use or Density)	2,740*
Land Use Contract Discharges	
Land Use Contract Discharge	950*

***$890 Public Hearing Fee refunded if bylaw does not receive 1st reading. 50% of total application fee refunded where the applicant withdraws the application following the issuance of First Review Letter.**

New Public Hearings	
New Public Hearing Fee, Rezoning or LUC Amendment	890
New Public Hearing Fee, OCP Amendment	900
New Public Hearing Fee, joint OCP and Rezoning or LUC Amendment	950

Agricultural Land Commission Applications	Fee ($)
Non-Adhering Residential Use (NARU)	450*
All Other Applications	750*
Inclusion	No Fee

**** The Agricultural Land Commission (ALC) issued a new fee structure for ALC development applications (as per Bill 15 – See OIC 353/2020 - Schedule 1 for more information) effective September 30, 2020***

DEVELOPMENT APPLICATION FEES

Revised December 17, 2025

Subdivision Applications	Fee ($)
Airspace Strata Approval	2,500
Boundary Realignment in ALR	1,000
Consolidation and minor lot line adjustments outside of ALR	1,500
Final Plan Examination or Plan Resigning	250
Form P Amendment Approval	200
Form P Approval	600
Leasehold	500
Phased Strata Plan Approval	200
Preliminary Letter of Approval Extension fee	370
Standard and Bareland Strata Subdivision	1,650 + 75 for each proposed lot
Strata Conversion of three units or less	900
Strata Conversion of four units or more	1,700
Strata Plan Amendment	100

Second Dwelling Applications	Fee ($)
Accessory Family Residential Use	600*
Accessory Full-time Employee Residential Use	600
Accessory Part-Time Employee Residential Use	600
Accessory Seasonal Employee Residential Use	860
Replacement of Dwellings	500**

***$5,000 letter of credit is required to be submitted to the City prior to final approval of second dwelling and prior to submission of a Building Permit Application. $5,000 letter of credit released if the second dwelling is removed from the property in accordance with the terms of the covenant.**

****$10,000 letter of credit is required to be submitted to the City prior to the issuance of the building permit for a replacement dwelling. Applicable Building Permit Application Fees apply. $10,000 letter of credit released if the terms of the covenant are satisfied. Note: no refunds of the fees are authorized subsequent to application approval being granted, if the applicant does not construct or install the second dwelling.**

This summary of fees is for convenience only. Reference should be made to the *Development Application and Service Fee Bylaw, 2010* for definitive interpretations.