



DEVELOPMENT APPLICATION FEES

BYLAW NO. 7984

EFFECTIVE DATE – JANUARY 1, 2006

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

AMENDMENT BYLAW

Bylaw 8214
Bylaw 8542
Bylaw 8670

EFFECTIVE DATE

June 25, 2007
December 14, 2009
December 20, 2010

CITY OF RICHMOND
DEVELOPMENT APPLICATION FEES
BYLAW NO. 7984

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Development Application Fees Bylaw No. 7984

The **Council** of the **City** of Richmond enacts as follows:

PART ONE – ESTABLISHMENT OF FEES

1.1 Council Confirmation of Fees

1.1.1 **Council** declares that the application fees established in this Part are accurate estimates of the costs to the **City**, of processing, inspecting and undertaking public notification, if applicable, in connection with the various types of applications shown.

1.2 Zoning Amendments

1.2.1 Every **applicant** for an amendment to:

- (a) the text of the **Zoning Bylaw** must pay an application fee of \$1,605;
- (b) the land use designation of property shown in the **Zoning Bylaw** must pay an application fee of:
 - (i) \$2,040 for Single Detached (RS) where the application is in compliance with a policy adopted under Section 2.3 of the **Zoning Bylaw**, or where no such policy exists;
 - (ii) \$2,550 for Single Detached (RS) where the application requires a new or amended policy adopted under Section 2.3 of the **Zoning Bylaw**;
 - (iii) \$3,060 for 'site-specific zones', plus in the case of new residential development, \$40 per dwelling unit for the first 20 dwelling units and \$20 per dwelling unit for each subsequent dwelling unit, and in the case of new non-residential building area, \$25 per 100 square metres for the first 1,000 square metres and \$15 per 100 square metres thereafter; and
 - (iv) \$2,040 for all other zoning districts, plus in the case of new residential development, \$20 per dwelling unit for the first 20 dwelling units and \$10 per dwelling unit for each subsequent dwelling unit, and in the case of new non-residential building area, \$15 per 100 square metres for the first 1,000 square metres and \$5 per 100 square metres thereafter.

1.2.2 The application fee specified in subsection 1.2.1 includes any required amendment to the **Official Community Plan** if such applications are submitted simultaneously.

- 1.2.3 Where an application for an amendment to the **Zoning Bylaw** must be submitted to a second or subsequent **public hearing** because of:
- (a) a failure by the **applicant** to comply with a requirement of the **City**; or
 - (b) other actions on the part of the **applicant**,
- in connection with the application, such **applicant** must pay a fee of \$765 for a second and each subsequent **public hearing** required.
- 1.2.4 An **applicant** is entitled to a refund of 50% of the application fee if:
- (a) the application is withdrawn prior to being submitted to a **public hearing**; and
 - (b) the **City** does not incur any costs associated with such **public hearing**.
- 1.2.5 Where **City** staff and the **applicant** agree on an expedited timetable for an application to amend the land use designation of property shown in the **Zoning Bylaw**, the **applicant** must pay an additional application fee of \$1,020 to take advantage of the agreed to expedited timetable, except that this additional application fee shall not apply to an application where the entire building(s) or development consists of **affordable subsidized rental housing units**.

1.3 Official Community Plan Amendments

- 1.3.1 Every **applicant** for an amendment to the **Official Community Plan** must pay an application fee of \$3,060 where an application for an amendment to the **Zoning Bylaw** is either not required, or not submitted at the same time.
- 1.3.2 Where an application for an amendment to the **Official Community Plan** must be submitted to a second or subsequent **public hearing** because of:
- (a) a failure by the **applicant** to comply with a requirement of the **City**; or
 - (b) other actions on the part of the **applicant**,
- in connection with the application, such **applicant** must pay a fee of \$765 for a second and each subsequent **public hearing** required.
- 1.3.3 Notwithstanding the provisions of subsection 1.3.1, an **applicant** is entitled to a refund of 50% of the application fee if:
- (a) the application is withdrawn prior to being submitted to a **public hearing**; and
 - (b) the **City** does not incur any costs associated with such **public hearing**.

1.4 Development Permits

1.4.1 Every **applicant** for a **Development Permit** which does not include property:

- (a) designated in the **Official Community Plan** as an Environmentally Sensitive Area (ESA); or
- (b) located within, or adjacent to, the Agricultural Land Reserve (ALR),

must pay an application fee of \$1,530, plus a fee of \$525 for up to 464.5 square metres of gross floor area:

- (i) plus \$105 for each additional 92.9 square metres or portion of 92.9 square metres of gross floor area up to 9,290 square metres;
- (ii) plus \$20 for each additional 92.9 square metres or portion of 92.9 square metres of gross floor area over 9,290 square metres,

up to a maximum fee of \$15,750.

1.4.2 Where an application for a **Development Permit** includes property:

- (a) designated in the **Official Community Plan** as an Environmentally Sensitive Area (ESA); or
- (b) located within, or adjacent to, the Agricultural Land Reserve (ALR),

a fee of \$1,530 must be paid, in addition to the application fee specified in subsection 1.4.1.

1.4.3 Every **Development Permit** holder requesting a General Compliance Ruling on a **Development Permit** must pay a fee of \$510.

1.4.4 Where **City** staff and the **applicant** agree on an expedited timetable for an application for a **Development Permit**, the **applicant** must pay an additional application fee of \$1,020 to take advantage of the agreed to expedited timetable, except that this additional application fee shall not apply to an application where the entire building(s) or development consists of **affordable subsidized rental housing units**.

1.5 Development Variance Permits

1.5.1 Every **applicant** for a **Development Variance Permit** must pay an application fee of \$1,530.

1.6 Temporary Use Permits

1.6.1 Every **applicant** for a **Temporary Use Permit** must pay an application fee of \$2,040, and a fee of \$1,020 for the renewal of such permit.

1.7 Land Use Contract Amendments

1.7.1 Every **applicant** for an amendment to a Land Use Contract must pay an application fee of \$2,040.

1.8 Neighbourhood Public House and Cold Beer and Wine Store Approvals

1.8.1 Every **applicant** seeking approval from **Council** in connection with a liquor licence for a neighbourhood public house or cold beer and wine store must pay an application fee of:

- (a) \$1,070 where an amendment to the **Zoning Bylaw** is not required; and
- (b) \$4,615 where an amendment to the **Zoning Bylaw** is required.

1.8.2 Where an application fee has been paid in accordance with clause (b) of subsection 1.8.1:

- (a) the **applicant** is not required to pay a separate zoning amendment fee under the provisions of clause (b) of subsection 1.2.1; and
- (b) the application fee includes the costs associated with conducting a neighbourhood survey.

1.9 Reviews of Applications for Liquor-Related Permits

1.9.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*; or
- (b) any of the following in relation to an existing licence to serve liquor:
 - (i) addition of a patio;
 - (ii) relocation of a licence;
 - (iii) change of hours; or
 - (iv) patron participation

must proceed in accordance with subsection 1.9.2.

1.9.2 Pursuant to an application under subsection 1.9.1, every **applicant** must:

- (a) pay an application fee of \$510;
- (b) post and maintain on the subject property a clearly visible sign which indicates the intent of the application; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application.

1.9.3 The sign specified in clause (b) of subsection 1.9.2 must:

- (a) be at least 1.2 metres by 2.4 metres in size;
- (b) contain block lettering that is at least 5 cm high on a background of contrasting colour;
- (c) be located in a location which has been approved by the **City**;
- (d) be posted for at least 30 days following the first publication of the notice in the newspaper under clause (c) of subsection 1.9.2;
- (e) specify an expiry date for receipt of public input which is at least 30 days after:
 - (i) the date the sign is posted on the property; or
 - (ii) the date the notice is published in the newspaper,whichever is later; and
- (f) be in the form set out in Schedule A which is attached and forms a part of this bylaw.

1.9.4 The notice specified in clause (c) of subsection 1.9.2 must:

- (a) be at least 12 cm wide and 15 cm long in size;
- (b) specify an expiry date for receipt of public input which is at least 30 days after:
 - (i) the date the sign is posted on the property; or
 - (ii) the date the notice is published in the newspaper,whichever is later; and
- (c) be in the form set out in Schedule A.

1.10 Subdivision and Consolidation of Property

1.10.1 Every **applicant** for the subdivision of property which does not include an air space subdivision or the consolidation of property, must pay an application fee of \$765 for the first new parcel created, plus \$105 for the second and each additional parcel created.

1.10.2 Where an **applicant** requests an extension or amendment of a preliminary approval for the subdivision of property, an application fee of \$255 must be paid.

1.10.3 Where a road closure or road exchange is required as the result of the subdivision of property, a fee of \$765 must be paid in addition to the application fee specified in subsection 1.10.1.

1.10.4 Every **applicant** for an air space subdivision must pay an application fee of \$6000 plus \$150 for each air space parcel created.

1.10.5 Every **applicant** for the consolidation of property, where no further subdivision of such property is undertaken, must pay an application fee of \$100.

1.11 Strata Title Conversion of Existing Buildings

1.11.1 Every **applicant** for a Strata Title Conversion of an existing building must pay an application fee of:

- (a) \$2,040 for a **two-family dwelling**; and
- (b) \$3,060 for **multi-family dwellings**, and commercial and industrial buildings.

1.12 Phased Strata Title Subdivision Applications

1.12.1 Every **applicant** for a phased strata title subdivision must pay an application fee of \$510 per phase.

1.13 Servicing Agreements for Off-site Engineering Works & Services

1.13.1 Every **applicant** for a servicing agreement for off-site engineering works and services must pay a processing fee of \$1,020 plus an inspection fee of 4% of the estimated value of the approved off-site works and services.

1.13.2 Notwithstanding the provisions of subsection 1.13.1, where the inspection fee specified in subsection 1.13.1 exceeds an amount of \$2,000, the processing fee of \$1,020 specified in that subsection will be applied as a credit towards any amount over \$2,000.

1.14 Civic Address Changes

1.14.1 Every **applicant** for a civic address change must pay an application fee of:

- (a) \$255 where the civic address changes because of the subdivision or consolidation of property; and
- (b) \$255 where the civic address change is as a result of a personal preference on the part of the **applicant** for a new building on a corner lot.
- (c) \$1,020 where the civic address change is as a result of a personal preference on the part of the **applicant**.

1.15 Administration Fees

- 1.15.1 Where an **applicant** for any application subject to this bylaw submits information to indicate a change in ownership of any of the land involved in the application or requesting a change in the authorized agent for the application, a fee of \$255 must be paid.
- 1.15.2 Where an **applicant** for any application subject to this bylaw submits new information, after the original application submission, that results in an increase in the proposed density or to add or delete properties involved in the application, a fee of \$255 must be paid.
- 1.15.3 Where an **applicant** requires the Approving Officer for the **City** to sign a legal plan, a fee of \$50 must be paid for each legal plan.
- 1.15.4 Where an **applicant** for any application subject to this bylaw requires a Site Profile, a fee of \$50 must be paid per Site Profile application.
- 1.15.5 Where an **applicant** requests an amendment or discharge of a legal agreement that does not require approval from **City Council**, a fee of \$255 must be paid for each legal agreement.
- 1.15.6 Where an **applicant** requests an amendment or discharge of a legal agreement that requires approval from **City Council**, a fee of \$1,020 must be paid for each legal agreement.
- 1.15.7 Where an **applicant** for any application subject to this bylaw requires a second or subsequent landscape inspection prior to the release of a landscape security because of a failure by the **applicant** to comply with a requirement of the **City**, a fee of \$105 is required for a second and each subsequent landscape inspection.

PART TWO: INTERPRETATION

2.1 In this bylaw, unless the context otherwise requires:

AFFORDABLE SUBSIDIZED RENTAL HOUSING UNITS

means not for profit rental housing, including supportive living housing, which is owned and operated by the City, government agencies or non-profit residential housing societies.

APPLICANT

means a person who is an owner of the property which is the subject of an application, or a person acting with the written consent of the owner.

CITY

means the **City** of Richmond.

COUNCIL	means the Council of the City .
DEVELOPMENT PERMIT	means a Development Permit authorized under Section 920 of the <i>Local Government Act</i> .
DEVELOPMENT VARIANCE PERMIT	means a Development Variance Permit authorized under Section 922 of the <i>Local Government Act</i> .
MULTI-FAMILY DWELLING	means a detached, multi-floor building containing three or more residential dwelling units;
OFFICIAL COMMUNITY PLAN	means the current Official Community Plan of the City .
PUBLIC HEARING	means a Regular Council meeting for public hearings specified under Section 1.2 of the Council Procedure Bylaw .
TEMPORARY USE PERMIT	means a temporary commercial or industrial use permit authorized under Section 921 of the <i>Local Government Act</i> .
TWO-FAMILY DWELLING	means a detached building used exclusively for residential purposes containing two dwelling units only, which building is not readily convertible into additional dwelling units and the plans for which have been filed with the Building inspector showing all areas of the building finished, the design of the building conforming to one of the following classifications: (a) Each dwelling unit consisting of one storey only, not set upon another storey or upon a basement; or (b) Each dwelling unit consisting of two storeys only, the upper storey not containing a kitchen; not set upon another storey or upon a basement; or (c) Each dwelling unit consisting of a split level arrangement of two storeys only, the upper storey not containing a kitchen; not set upon another storey or upon a basement.
ZONING BYLAW	means the current Zoning Bylaw of the City .

PART THREE: PREVIOUS BYLAW REPEAL

- 3.1 Development Application Fees Bylaw No. 7276, as amended (originally adopted by **Council** on June 24, 2002) is repealed.

PART FOUR: SEVERABILITY AND CITATION

- 4.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 4.2 This bylaw is cited as “**Development Application Fees Bylaw No. 7984**”, and comes into force and effect on January 1, 2006.

SCHEDULE A to BYLAW 7984

**[NEW LIQUOR LICENCE APPLICATION] OR
[LIQUOR LICENCE AMENDMENT APPLICATION]**

Notice of Intent

Under the Liquor Control and Licensing Act

An application has been received by the Liquor Control and Licensing Branch, Victoria B.C. and by the City of Richmond from:

_____ *[Company name]* operating the
_____ *[Name of Establishment]* at
_____ *[Address of Establishment]*, Richmond, BC

The intent of the application is to _____

Residents, property owners and business owners may comment on this proposal by writing to:

THE CITY OF RICHMOND
PERMITS SECTION
LIQUOR LICENCE APPLICATIONS
6911 NO. 3 RD
RICHMOND, BC, V6Y 2C1

To ensure the consideration of your views, your letter must be received on or before *[expiry date]*. Your name and address must be included on your letter.

Please note that your comments may be made available to the **applicant** where disclosure is necessary to administer the licensing process.