



DEVELOPMENT APPLICATION FEES

BYLAW NO. 8951

EFFECTIVE DATE – JANUARY 1, 2013

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.

<u>AMENDMENT BYLAW</u>	<u>DATE OF ADOPTION</u>	<u>EFFECTIVE DATE</u> (If different from Date of Adoption)
Bylaw No. 8982	March 11, 2013	
Bylaw No. 10083	November 14, 2022	
Bylaw No. 10450	May 15, 2023	
Bylaw No. 10617	November 25, 2024	
Bylaw No. 10674	July 28, 2025	
Bylaw No. 10687	July 28, 2025	



Development Application Fees Bylaw No. 8951

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 the applicable fee specified in the Consolidated Fees Bylaw No. 8636;
- (b) the **Zoning Bylaw** land use designation of a property must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636;

- 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 the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for a second and each subsequent **public hearing** required.

- 1.2.4 Notwithstanding the provisions of subsection 1.2.1, an **applicant** is entitled to a refund of 50% of the application fee paid pursuant to subsection 1.2.1 if:

- (a) for:
 - (i) the incremental fee for preliminary review, the application is withdrawn prior to being submitted to a meeting of **Council** or committee of **Council** for preliminary review; and

- (ii) the remaining fees, the application is withdrawn prior to being submitted to a meeting of **Council** or committee of **Council**; and
 - (b) the **City** does not incur any costs associated with such meeting.
- 1.2.5 Where **City** staff and the **applicant** agree on an expedited timetable for an application to amend the **Zoning Bylaw** land use designation of a property, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 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**.
- 1.2.6 In addition to the fees required pursuant to the other subsections of Section 1.2 (Zoning Amendments), every **applicant** for an amendment under Section 1.2 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.
- 1.2.7 In addition to the fees required pursuant to the other subsections of Section 1.2 (Zoning Amendments), every **applicant** for an amendment under Section 1.2 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.

1.3 Official Community Plan Amendments

- 1.3.1 Every **applicant** for an amendment to the **Official Community Plan** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 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 the applicable fee specified in the Consolidated Fees Bylaw No. 8636 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 paid pursuant to subsection 1.3.1 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**.

- 1.3.4 In addition to the fees required pursuant to the other subsections of Section 1.3 (Official Community Plan Amendments), every **applicant** for an amendment under Section 1.3 must submit the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.
- 1.3.5 In addition to the fees required pursuant to the other subsections of Section 1.3 (Official Community Plan Amendments), every **applicant** for an amendment under Section 1.3 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.

1.4 Development Permits

- 1.4.1 Every **applicant** for a **Development Permit**, other than a Development Permit referred to in Sections 1.4.2 and 1.4.3, must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.2 Every **applicant** for a **Development Permit** for a **coach house, granny flat, or Small-Scale Multi-Unit Housing** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.3 Where an application for a **Development Permit** is required solely by reason that the property is:
 - (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),
 the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.4 Every **Development Permit** holder requesting a General Compliance Ruling on a **Development Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.5 Where **City** staff and the **applicant** agree on an expedited timetable for an application for a **Development Permit**, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 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**.
- 1.4.6 In addition to the fees required pursuant to the other subsections of Section 1.4 (Development Permits), every **applicant** for a Development Permit under Section 1.4 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.
- 1.4.7 In addition to the fees required pursuant to the other subsections of Section 1.4 (Development Permits), every **applicant** for a Development Permit under Section 1.4 must pay the applicable fee as specified in the Consolidated

Fees Bylaw No. 8636 for the mailed Development Permit Panel meeting notices.

1.5 Development Variance Permits

- 1.5.1 Every **applicant** for a **Development Variance Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.5.2 In addition to the fees required pursuant to the other subsections of Section 1.5 (Development Variance Permits), every **applicant** for a Development Variance Permit under Section 1.5 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.
- 1.5.3 In addition to the fees required pursuant to the other subsections of Section 1.5 (Development Variance Permits), every **applicant** for a Development Variance Permit under Section 1.5 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed Development Permit Panel meeting notices.

1.6 Temporary Use Permits

- 1.6.1 Every **applicant** for a **Temporary Use Permit** or for renewal of a **Temporary Use Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.7 *Intentionally Deleted*

1.8 Reviews of Applications Related to Liquor Licences

- 1.8.1 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 1.8.2.
- 1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:
 - (a) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636;

- (b) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; 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, providing the same information required in subsection 1.8.2(b) above.

1.8.3 The sign specified in clause (b) of subsection 1.8.2 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 1.8.2;
- (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 first notice is published in the newspaper,
 whichever is later; and
- (f) be in the form set out in Schedule A of this bylaw.

1.8.4 The notice specified in clause (c) of subsection 1.8.2 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 first notice is published in the newspaper,
 whichever is later; and
- (c) be in the form set out in Schedule A.

1.8.5 In the case of an application for temporary changes to a licence to serve liquor, every **applicant** must submit to the City at least 30 days prior to the proposed date of change:

- (a) a copy of the completed Liquor Control and Licencing Branch application; and
- (b) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.9 Subdivision and Consolidation of Property

- 1.9.1 Every **applicant** for the subdivision of property which does not include an air space subdivision or the consolidation of property must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.9.2 Where an **applicant** requests an extension or amendment of a preliminary approval for the subdivision of property, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.9.3 Where a road closure or road exchange is required as the result of the subdivision of property, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid in addition to the application fee specified in subsection 1.9.1.
- 1.9.4 Every **applicant** for an air space subdivision must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.9.5 Every **applicant** for the consolidation of property, where no further subdivision of such property is undertaken, must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.10 Strata Title Conversion of Existing Buildings

- 1.10.1 Every **applicant** for a Strata Title Conversion of an existing building must:
 - (a) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for a **two-family dwelling**; and
 - (b) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for **multi-family dwellings**, and commercial and industrial buildings.

1.11 Phased Strata Title Subdivision Applications

- 1.11.1 Every **applicant** for a phased strata title subdivision must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 per phase.

1.12 Servicing Agreements and Latecomer Agreements

- 1.12.1 Every **applicant** for a servicing agreement for off-site engineering works and services must pay a processing fee and an inspection fee as specified in the Consolidated Fees Bylaw No. 8636.
- 1.12.2 Notwithstanding the provisions of subsection 1.12.1, where the inspection fee payable pursuant to subsection 1.12.1 exceeds an amount of \$2,000, the

processing fee paid pursuant to that subsection will be applied as a credit towards any amount over \$2,000.

- 1.12.3 Every **applicant** for a latecomer agreement for excess or extended services, as defined in section 508 of the *Local Government Act*, must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 prior to execution of the latecomer agreement.

1.13 Civic Address Changes

- 1.13.1 Every **applicant** for a civic address change must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.14 Telecommunication Antenna Consultation and Siting Protocol Fees

- 1.14.1 Every **applicant** under the **Telecommunication Antenna Consultation and Siting Protocol** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.15 Heritage Alteration Permits and Heritage Revitalization Agreements

- 1.15.1 Every **applicant** for a **heritage alteration permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.15.2 Every **applicant** for a **heritage revitalization agreement** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.15.3 In addition to the fees required pursuant to the other subsections of Section 1.15 (Heritage Alteration Permits and Heritage Revitalization Agreements), every **applicant** for a Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance and has no associated Development Permit, or a Heritage Revitalization Agreement, under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.
- 1.15.4 In addition to the fees required pursuant to the other subsections of Section 1.15 (Heritage Alteration Permits and Heritage Revitalization Agreements), every **applicant** for a Heritage Revitalization Agreement under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.
- 1.15.5 In addition to the fees required pursuant to the other subsections of Section 1.15 (heritage alteration permits and heritage revitalization agreements), every **applicant** for a **heritage alteration permit** that involves additional floor area or a variance to the **Zoning Bylaw**, or a **heritage revitalization agreement** that is not subject to the **public hearing** requirement under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed meeting notices.

1.16 Administration Fees

- 1.16.1 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, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.2 Where an **applicant** for any application subject to this bylaw submits information to indicate a change to the mailing address of the property owner, the applicant or the authorized agent for the application, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.3 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, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.4 Where an **applicant** requires the Approving Officer for the **City** to sign or re-sign a legal plan, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal plan.
- 1.16.5 Where an **applicant** for any application subject to this bylaw is required to submit a Site Profile, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each Site Profile submitted.
- 1.16.6 Where an **applicant** requests an amendment or discharge of a legal agreement that does not require approval from **City Council**, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal agreement.
- 1.16.7 Where an **applicant** requests an amendment or discharge of a legal agreement that requires approval from **City Council**, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal agreement.
- 1.16.8 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**, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for a second and each subsequent landscape inspection.
- 1.16.9 Where an **applicant** requests a letter of information on a property (a comfort letter) with general land use information, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each property.

- 1.16.10 Where an **applicant** requests a letter of information on a property (a comfort letter) for building permit matters, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each property.
- 1.16.11 Where an **applicant** requests to use an **On-Demand/Irrevocable Surety Bond** as an alternative form of security to cash or a letter of credit in respect of an obligation where the use of such alternative security has been endorsed by **Council**, the applicable fee specific in the Consolidated Fees Bylaw No. 8636 must be paid. The City's acceptance of an **On-Demand/Irrevocable Surety Bond** as an alternative form of security is subject to the **applicant** and the **On-Demand/Irrevocable Surety Bond** meeting the **City's** applicable qualifications and conditions to be published by the **City** from time to time and which may vary based on the obligation which the **On-Demand/Irrevocable Surety Bond** secures. For the purpose of this section 1.16.11, an **applicant** includes any person paying development cost charges pursuant to section 1.4.2 of *Development Cost Charges Imposition Bylaw No. 9499*.
- 1.16.12 Where the **City** retains external legal counsel in relation to an application that is subject to this bylaw, and the preparation and negotiation of the related legal documents, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

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 authorization of the owner.

CITY

means the **City** of Richmond.

COACH HOUSE

means a self-contained dwelling that:

- a) is accessory and either attached or detached to the single detached housing unit, except in the Edgemere neighbourhood where it must be detached from the principal dwelling unit;
- b) has at least 75% of its floor area located above the garage, except in the Edgemere neighbourhood where a maximum of 60% of its floor area must be located above a detached garage;
- c) has cooking, food preparation, sleeping and bathing facilities that are separate from those of the principal dwelling unit located on the lot;

- d) has an entrance separate from the entrance to the garage; and
- e) is a separate and distinct use from a secondary suite, and does not include its own secondary suite.

COUNCIL

means the **Council** of the **City**.

DEVELOPMENT PERMIT

means a **Development Permit** authorized under Section 490 of the *Local Government Act*.

DEVELOPMENT VARIANCE PERMIT

means a **Development Variance Permit** authorized under Section 498 of the *Local Government Act*.

GRANNY FLAT

means a self-contained dwelling that:

- a) is accessory to and detached from the single detached housing unit;
- b) is located totally on the ground floor in the rear yard of a single detached housing lot;
- c) has cooking, food preparation, sleeping and bathing facilities that are separate from those of the principal dwelling unit located on the lot;
- d) has an entrance separate from the entrance to the garage; and
- e) is a separate and distinct use from a secondary suite, and does not include its own secondary suite.

HERITAGE ALTERATION PERMIT

means a heritage alteration permit pursuant to Heritage Procedures Bylaw No. 8400 authorizing alterations or other actions in relation to protected heritage property or property within a heritage conservation area under Section 617 of the *Local Government Act*.

HERITAGE REVITALIZATION AGREEMENT

means an agreement pursuant to Heritage Procedures Bylaw No. 8400 between the **City** and owner of heritage property under Section 610 of the *Local Government Act*.

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**.

ON-DEMAND/IRREVOCABLE SURETY BOND

means an **on-demand surety bond** in (i) Canadian Dollars only, (ii) without expiry date and which is in full force and effect until the conditions therein are satisfied, (iii) provided by an insurer meeting the

qualifications set by the City from time to time, and
(iv) in the City's standard form.

PUBLIC HEARING

means a Regular Council meeting for public hearings specified under Section 1.2 of the Council Procedure Bylaw No. 7560.

SMALL-SCALE MULTI-UNIT HOUSING

means "small-scale multi-unit housing" as defined in the **Zoning Bylaw**.

TELECOMMUNICATION ANTENNA CONSULTATION AND SITING PROTOCOL

means the current policy adopted by **City Council** that identifies the **City** process for managing consultation and providing siting guidelines for telecommunications antenna proposals under a protocol pursuant to the *Federal Radiocommunications Act*.

TEMPORARY USE PERMIT

means a temporary use permit authorized under Section 493 of the *Local Government Act*.

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: SEVERABILITY AND CITATION

- 3.1** 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.

- 3.2 Development Application Fees Bylaw No. 7984** is hereby repealed.
- 3.3 This bylaw comes into force and effect on January 1, 2013.**
- 3.4 This bylaw is cited as “Development Application Fees Bylaw No. 8951.**

SCHEDULE A to BYLAW 8951

**[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
Type of Licence or Amendment Application _____
Proposed Person Capacity _____
Type of Entertainment (if applicable) _____
Proposed Hours of Liquor Service _____

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.