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.

<table>
<thead>
<tr>
<th>AMENDMENT BYLAW</th>
<th>DATE OF ADOPTION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaw 8982</td>
<td>March 11, 2013</td>
<td>(If different from Date of Adoption)</td>
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</tbody>
</table>
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(a) the application is withdrawn prior to being submitted to a public hearing; and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 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.

1.3 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.

1.4 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 or granny flat 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.

1.5 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.

1.6 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 Land Use Contract Amendments

1.7.1 Every applicant for an amendment to a Land Use Contract must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

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 or 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 939 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.

1.16 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 resign 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.

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 920 of the Local Government Act.

DEVELOPMENT VARIANCE PERMIT means a Development Variance Permit authorized under Section 922 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 972 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 966 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.
PUBLIC HEARING means a Regular Council meeting for public hearings specified under Section 1.2 of the Council Procedure Bylaw No. 7560.

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 921 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.