

	Planning & Design POLICY	Policy Number 2024-03
---	---	-------------------------------------

Calculation of Development Fees: Policy

Summary

Title of Document:	Calculation of Development Fees: Policy
Title of Designated Responsible Manager:	Development Manager, Planning & Design
Original Date Approved:	Oct 10, 2024
Approved By:	General Manager, Planning & Design
Last Revision:	Oct 10, 2024
Next Review Date:	Not defined

Purpose:

This policy sets out how the Planning & Design Department will calculate total fees to be charged for a development permit application.

Background:

Every application for a development permit requires an associated fee. Fees vary based on the scope of the project, time involved to review, and other factors. The fees for each type of development are outlined and governed by Bylaw 5197 – The Fees And Charges Bylaw, as approved by City Council. The applicable fee for any development permit application will vary based on what the proposed development is and the associated fee as stated in Bylaw 5197. When development permit applications have been received in the past that included multiple forms of development (for example a Single Detached Dwelling, and a Secondary Suite) the departments practice has been to only charge the highest applicable development fee for that application. However, this does not allow for full cost recovery of our staffs work. As a result this policy has been created to clarify how all fees for Development Permit Applications will be calculated going forward. See ‘Policy’ section below for further details.

Policy:

- **When any Development Permit Application is received, the total amount of fees that are charged for the application is:**
 - **The sum of the associated fees (as outline in Bylaw 5197) for EACH proposed development. This means that the associated fee for each individual proposed development will be charged.**

	<p>Planning & Design</p> <p>POLICY</p>	<p>Policy Number</p> <p>2024-03</p>
---	---	-------------------------------------

Supporting Documents

- Land Use Bylaw 6300
- Bylaw 5197 – The Fees And Charges Bylaw

Responsibility for Policy Implementation

Development Manager, Planning & Design

Policy Status:

Current Status: in effect

Date Effective: Oct 10, 2024

Approval Details: approved by General Manager, Planning & Design

Endorsement Details

Next Review Date: n/a

Procedure Author : Planner 2

Authored date: Oct 1, 2024

Contacts:

- Development Manager, Planning & Design,
- General Manager, Planning & Design