



LONG RANGE PLANNING REFERRAL		
REFERRAL TYPE:	Fees and Charges Bylaw Amendments (Development Services)	
FILE NO:	Fees and Charges Bylaw No. 028	
REFERRAL ISSUED:	April 26, 2021	<input type="checkbox"/> ORIGINAL REFERRAL
COMMENTS DUE BY:	May 17, 2021	<input checked="" type="checkbox"/> REVISED REFERRAL

THIS DEVELOPMENT APPLICATION HAS BEEN REFERRED TO THE FOLLOWING:

- Urban Development Institute (UDI)
- Canadian Home Builders Association (CHBA)
- Westbank First Nation (WFN)
- Regional District of Central Okanagan

CWK OFFICE USE ONLY	File Manager: Stirling Scory
UDI Meeting Date: TBD, if requested by UDI	
File No:	Fees and Charges Bylaw No. 028 Amendments

DESCRIPTION/OVERVIEW:

Background:

This referral is an update to the original that was released for comment and feedback in February of 2019. It was the intent at that time that the proposed amendments would be presented to Council for their consideration in July of 2019; however, due to timing issues the proposed amendments were never taken before Council and the file became inactive. In 2021, the file was re-initiated by staff with the intent to present to Council for consideration in June of 2021.

A review of the Development Services Schedules of the Fees and Charges Bylaw was first identified as a project for the 2018 Operational Plan. A key component for the rationale to have a general fee increase was provided at the 2018 Developers Roundtable meeting. It was during these discussions with developers and builders that it was identified that in general, developers and builders were supportive of fee increases if the result would improve processing efficiencies. The intent of the proposed fees are meant to cover the increasing processing costs for applications, as these fees have not been increased since prior to incorporation. Additionally, it is anticipated that the introduction of new fees increases and changes to the existing fee schedule will limit the frequency of chronic permitting challenges (work without a permit, early inspections, frequent redesigns, etc.) which may result in a more operationally efficient process.

As a means to ensure that the work that was originally completed through the City’s interdepartmental review with Building, Development Engineering, Engineering, and Planning is still accurate, staff have completed a new regional analysis and interdepartmental review. Through this process additional propositions have been provided as a means to recover costs and to improve clarity in which the fees and charges are applied. Additional revisions also come in the form of legislative updates (taken from the ALC).

At this time, staff are proposing to replace the following schedules:

- Schedule 2 – Building Permit Fees
- Schedule 3 - Approving Officer Fees
- Schedule 5 - Development Services Fees

Proposal:

A summary of the key proposed changes have been included below:

Schedule 2 – Building Permit Fees

- Create a new permit fee structure:
 1. Non-refundable application fee (similar to the previous \$200 and \$500 deposits, but they will no longer be credited on the permit at issuance, with the exception projects with high permit values).

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2. Permit Fee

- As noted above, projects with high permit values (over \$2,000,001.00) will be required to pay a \$5500 application fee which will be credited towards the permit cost. The intent is to recover costs for large projects which require significant review and do not proceed through BP issuance.
- Included a notation that for site servicing fees, only the Development Engineering Fees apply, not the 1.14% BP fee.
- Included a new solid fuel burning appliance fee.
- Updated the re-inspection fee to address issues with chronic offenders and provided additional cost recovery. The intent is that this will allow for an expedited review of other permits by not reducing the amount of early inspections.
- Increased the minimum permit fee to \$100.00 (combined with the minimum application fee, the minimum fee for a permit “out the door” is \$250.00).
- Changed the plumbing permit fee to a base fee which allows for up to 10 fixtures.
- Introduced a double permit fee for work without a permit or as a result of bylaw enforcement. Similar to the re-inspection fee changes, the intent is to address problem permits where additional staff time is required to issue stop work orders, evaluate the work that has been completed and work to determine a resolution.
- Include a reference to the existing section of the Building Bylaw (S.9.8) which allows for up to a 10% reduction in permit fees that include engineering and a coordinating professional.
- Increased the permit transfer fee to cover the cost associated with re-issuing permits, transferring payment information, and updating application information.
- Introduced a new alternative resolution fee.
- Introduced a permit extension fee for permit prior to expiry.
- Introduced a new non-standard building permit review fee (hourly fee) which can be requested by applicants or required by the General Manager to provide cost recovery for BPs which warrant significant review or inspections and exceed typical processing.
- Changed the refund fee to a standard 75% rather than a range based on the fee.
- Generally increased other fees to provide additional cost recovery (permit fees have not been increased since prior to incorporation).
- Added ‘Value of Construction Permit’ as a general provision of the Building Permit Fees Schedule to clarify the process for how construction value is calculated.
 - In rare circumstances the declared value of construction is not accurate and staff must review the application to determine an accurate construction value. Staff want to ensure applicants are clear in how construction value is calculated.
- Changed the fee limits for work without a permit: permit value of construction less than or equal to \$2,000,000 is a maximum additional fee of \$25,000 and where a permit value exceed \$2,000,000 is a maximum addition fee of \$50,000
- Removed Damage Deposit and added Damage to Municipal Infrastructure. A fee will no longer be charged at time of application and instead damage to municipal infrastructure will be repaid at actual cost. This will ensure large repair costs are not subsidized by the City and that for the majority of development of homeowners will not have to pay a damage deposit.
 - In order to administer the ‘actual cost’ of repair, the City will rely on municipal ticketing and bylaw enforcement.

Schedule 3 Approving Officer Fees

- Reformatted the fees to simplify the application of fees and match other Schedules.
 - Combine the Works and Services Bylaw section from Schedule 4 with the new table included in Schedule 3.
- Moved a processing fee which was previously charged at time of approval or issuance to be included as part of the application fee. This will result in a higher initial fee at the PLR stage and provide cost recovery for permits that never receive final subdivision (typically smaller subdivisions).
- Increased the engineering fee for developments from 1.8% of onsite works to 3.0%. This fee is intended to provide additional cost recovery for the time Development Engineering spending reviewing and inspecting servicing as part of development applications.

- Introduced a new fee for restrictive covenant change or renewal.
- Addition of a legal cost section (similar to Development Services Section).
- Changed the performance and warrant security for fee simple subdivisions from \$580.00 to 5% of City works or \$1000, whichever is greater.
 - This ensures that the subdivision of 1 and 2 lots are charged relative to the cost (less than or equal to \$1000 likely) and are not paying the same for 10 – 20 lot subdivision.
- Removed Bareland Strata/Development Fee.
- Added an annual fee increase of 2% to all fees with a dollar (\$) value. The 2% fee increase will provide future cost recovery and cover the rising cost of inflation year over year. The proposed fee increase annually until further amendments to the bylaw are made.
- Added a fee schedule for 2021, 2022, and 2023 outlining the proposed annual fee increase (2%). Fees will be rounded up to the nearest \$10.

Schedule 4 Engineering Fees

- Updated the Section numbers to address the removal of Section 3 Works and Services Bylaw No. 0249).
- Removed previously proposed water fee provisions. It was determined through interdepartmental review that Planning staff were not required to do this amendment.

Schedule 5 Development Services Fees

- Renamed to Planning Services Fees.
- Update the rezoning fee for 1-2 lot residential rezoning to now allow up to 3 additional residential parcels. This is intended to promote infill development.
- Included fee increases for a majority of applications to provide additional cost recovery for application processing. Planning fees are still heavily subsidized compared to the actual processing cost for an application.
- Added a notation that the \$500.00 public hearing fee is included in the base fee for one public hearing.
- Development Variance Permit fees have been separated into two categories:
 - 1 or 2 variances
 - 3 or more variances

The intent for this is to limit the number of variances being requested as the previous fee allows for an unlimited number of variance requests and provide for cost recovery for the additional review required with multiple (3+) variances.

- A Temporary Use Permit extension fee has been added.
- A fee for Antenna Siting Applications which requires Council resolution has been added.
- Minor updates to the refund section to better reflect the cost associated with processing an application relative to its stage in the process (e.g., 100% refund if not assigned to staff).
- Removed the documents section due to limited use and document availability on the website.
- Added an annual fee increase of 2% to all fees with a dollar (\$) value. The 2% fee increase will provide future cost recovery and cover the rising cost of inflation year over year. The proposed fee increase annually until further amendments to the bylaw are made.
- Added a fee schedule for 2021, 2022, and 2023 outlining the proposed annual fee increase (2%). Fees will be rounded up to the nearest \$10.
- Added a note clarifying what permit fee would apply for development permits that contained 'mixed-use'.
- Added the revised Agricultural Land Commission Fee schedule. A breakdown of the costs paid to the ALC were added for clarification to the applicant.

Concurrent Bylaw Amendments

City of West Kelowna Ticket Information Utilization Bylaw NO. 0095

- Increased the total fine for Failure to Obtain a DP to \$1000
- Removed reference to the OCP and added reference section to the Development Applications Procedure Bylaw NO. 0260

The changes to Bylaw NO. 0095 will allow Bylaw Enforcement to charge a larger fee for infractions. These charges are to deter repeat offenders and chronic problems that take significant staff time to resolve.

City of West Kelowna Development Applications Procedure Bylaw NO. 0260

- Added provisions for a Development Permit required prior to Development.
 - Improves clarity for when a ticket/fine may be issued. Provides enforceability that was previously administered through the Official Community Plan.
- Added provisions for failure to comply with a Development Permit
 - Improves clarity for when a ticket/fine may be issued. Provides enforceability that was previously administered through the Official Community Plan.
- Added a section: Enforcement and Penalty
 - Increased the maximum fine to be issued to \$50,000 from \$10,000 to be up to date with the province.
 - This will allow Bylaw Enforcement to administer the 'actual cost' of damage to municipal infrastructure.
- Added a new Schedule, Schedule 13: Antenna Siting and Design Application
 - The new schedule serves as a general guide to the processing procedure for antenna siting and design applications.

Comments

At this time, the City is seeking your feedback on the proposed amendments. The draft bylaw (redline) is attached to provide an overview of the proposed changes. The redline version of the proposed bylaw also includes comparative research on the right hand side (the City of Kelowna and other comparative municipalities fees).

Please email any comments you have regarding the draft bylaw. If it is more convenient, you can also provide a 'marked-up' copy of the draft bylaw with your comments.

Attachments:

1. Draft Fees and Charges Bylaw
2. Draft Fees and Charges Bylaw (redline version with comparative research)

Should you require any further information to review this proposal, please contact the undersigned.

Please note that should no comments be received by the 'comments due by' date, it will be determined that you have no objections to the proposal.

Stirling Scory

Planner II

Development Services

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SCHEDULE 2 BUILDING PERMIT FEES

Value of Construction Permit:

The value of construction declared on the application for the permit shall be the total current monetary worth of all construction or work related to the building or structure, and shall include but is not limited to:

- a) Site preparation and civil work including excavation and the use of hoisting, pile driving, compaction or erection devices and blasting;
- b) All design documents, labour and fees involved in the design, material, investigative testing, consulting services, construction labour and management, even if provided by the owner, or donated by others, contractors profit and overhead, sales tax and construction insurance; and
- c) All mechanical, electrical, plumbing, drainage and gas installations necessary for the carrying out of the construction to its completed form.

Where the declared value of construction is disputed, the building official may place a value on the construction. An appraisal may be submitted to determine the value of the construction permit.

1. Non-Refundable Application Fees (charged for the review of building permits) shall be:

Type of Fee	Fee
Building Permit Application Fees (Based on Actual Construction Value)	
Actual Construction Value	
\$1.00 - \$50,000.99	\$150.00
\$50,001.00 - \$200,000.99	\$250.00
\$200,001.00 - \$750,000.99	\$350.00
\$750,001.00 - \$2,000,000.99	\$500.00
\$2,000,001.00 and greater*	\$5500.00*
*For projects \$2,000,001.00 and greater the non-refundable application fee will be credited towards the permit fee.	
Other Application Permit Fees	
Strata title conversion (existing building)	\$750.00 \$500.00 plus \$100.00 per unit plus \$50.00 final approval fee
Relocation of a building dwelling or placement of a mobile home (CSA Z240) or factory built home (CSA A277) .	\$400.00 plus applicable foundation or assembly costs (actual construction value) 1% of construction cost
Notice on title (S. 57 or 58) Removal	\$500.00 \$200.00
Demolition permit	\$500.00 \$100.00 plus \$1000.00 \$500.00 damage deposit (despite Section 2) plus disconnection fees
Installation of a chimney/solid fuel burning appliance	\$200.00
Property information report or letter	\$100.00
WestMap information request	\$50.00
NOTE: Any additional application costs which are required in the processing of any of the applications listed in this Application Fee Schedule will be borne by the applicant.	

~~8) The deposit required upon application for a building permit shall be \$100.00 for projects with an estimated value of less than \$200,000.00 and \$500.00 for projects with an estimated value over \$200,000.00.~~

2. Permit Fees (charged for the issuance of building permits) shall be:

Commented [A1]: City of Kelowna Fee: Does not separate application fee from permit fee.
Other Comparable (City of Vernon): Non-refundable application fees (in addition to permit fees):
 o Projects valued at less than \$100,000 – \$50.00
 o Non-complex Building – \$100.00
 o Complex Buildings – \$250.00

Commented [A2]: City of Kelowna Fee: \$1100.00 + \$110.00/unit over 5 units
Other Comparable (City of Campbell River): \$750.00 + 100.0 per unit

Commented [A3]: City of Kelowna Fee: Building Permit Fee.
Other Comparable (City of Penticton): \$530.00 + additional building permit fee for new work on site for foundations, cribbing, etc.

Commented [A4]: City of Kelowna Fee: No separate fee.
Other Comparable (City of Penticton): \$510.00

Commented [A5]: City of Kelowna Fee: \$175.00 fee for each building + \$1000.00 damage deposit
Other Comparable (City of Vernon): \$250.00 non-heritage, \$200.00 heritage
Other Comparable (District of Peachland): 1.2% of construction value + \$1000.00 damage deposit
Other Comparable (District of Lake Country): 1.2% of construction value + \$200 (less than \$100,000 value) or \$500 (Greater than \$100,000 value) + \$1500.00 damage deposit

Commented [A6]: City of Kelowna Fee: \$175.00
Other Comparable (City of Nelson): \$200.00

Type of Fee	Fee
Building Permit Fees	
For construction, addition, alteration, repair, <u>retaining walls, pool fences, sign structures, mobile home parks, campgrounds, and other construction projects removal or demolition of a building, site services or part thereof.</u>	<u>1.14 percent of actual construction value (\$11.40 per \$1,000) with a minimum \$100.00 permit fee \$50.00</u>
For site servicing permits, the Subdivision, Development Engineering and Approving Officer Fee Schedule applies.	<u>Fees as applicable in Schedule 3</u>
Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.	<u>Double all applicable fees to a maximum additional fee of \$25,000</u> <u>Double the application fee for demolition permits</u>
Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.	<u>Double all applicable fees to a maximum additional fee of \$50,000 (subject to General Manager/Director review)</u>
Additional Building Permit Fees	
<u>Damage to Municipal Infrastructure</u>	<u>Actual Cost; damage to City owned infrastructure will be replaced at the actual cost of replacement/repair.</u>
Plumbing	\$10.00 per fixture
Fire protection system and equipment	\$150.00 \$40.00 for the first sprinkler head <u>plus \$2.00 \$1.00</u> for each sprinkler head thereafter <u>plus \$25.00 \$10.00</u> for each fire hydrant, hose cabinet, hose outlet, and stand pipe
<u>Evaluating an existing building to be moved</u>	\$100.00 minimum
Re-inspection Fee	\$150.00 \$100.00
<u>Subsequent re-inspection fee</u>	<u>Double the previous re-inspection fee to a maximum re-inspection fee of \$1000.00</u>
Additional plan review fee for <u>minor*</u> revisions to plans (applies to each iteration of a revised plan) *Minor revisions include revisions which require two hours or less of additional review time as determined by the building inspector	\$250.00 \$200.00
Additional plan review fee for <u>major*</u> revisions to plans (applies to each iteration of a revised plan) *Major revisions include revisions which require more than 2hrs of additional review time as determined by the building inspector	\$500.00 <u>plus cost of the added or revised actual construction value 1.14% (\$11.40 per \$1000).</u>
<u>Where a project over \$2,000,001.00 has been substantially revised and warrants a new plan check and/or review by other departments (subject to General Manager/Director review).</u>	<u>An additional application fee will be required and the original/ previous application fee will not be credited towards the Building Permit.</u>
Permit transfer fee	\$150.00 \$50.00
<u>Alternative solution review</u>	<u>\$250.00 per submission</u>
<u>Non-standard building permit review or inspections</u>	<u>\$100.00 per hour with a minimum of one hour charged. fee of \$100.00</u>

Commented [A7]: City of Kelowna Fee: \$175.00 minimum, non-refundable
Other Comparable (District of Peachland): Minimum permit fee of \$100.00.

Commented [A8]: City of Kelowna Fee: \$55.00 for the first sprinkler head, \$2.00 for each additional sprinkler head, \$20.00 each for other fire protection items.
Other Comparable (City of Penticon): \$180.00 (up to 10 sprinklers) \$2.00 for each additional sprinkler and \$25.00 for other fire protection items.

Commented [A9]: City of Kelowna Fee: \$150.00 re-inspection fee.
Other Comparable (City of Penticon): \$185.00 where more than two inspections have been called for.
Other Comparable (City of Vernon): \$150 (does not include plumbing and hoarding fees).

Commented [A10]: City of Kelowna Fee: \$60.00/hr
Other Comparable (RDCCO): \$400.00 plan review fee where new plans are submitted.
Other Comparable (City of Penticon): \$110 + GST

Commented [A11]: City of Kelowna Fee: \$60.00/hr
Other Comparable (RDCCO): \$400.00 plan review fee where new plans are submitted.

Commented [A12]: City of Kelowna Fee: \$150.00

Commented [A13]: City of Kelowna Fee: \$200.00 per alternative resolution.
Other Comparable (District of Lake Country): \$200.00 per alternative resolution

Commented [A14]: City of Kelowna Fee: \$60.00 per hour.

<u>(subject to approval or General Manager Requirement)</u>	
<u>Permit extension (prior to expiry)</u>	<u>\$100.00</u>
Reductions and Refunds	
Project or a portion of a project certified by a Coordinating Registered Professional as required by the BCBC or Bylaw.	Up to 10% for the value of that portion of the project covered by the certification. A reduction shall not result in a fee of less than \$500.00.
<u>Permit cancellation or expiry after issuance (no work started, construction has not commenced)</u>	<u>75% refund of the permit fee, there is no refund of the building permit application fees noted in table 1</u>
<u>+Permit Cancellation after work has started.</u>	<u>There will be no refund of permit fees where construction has started.</u>
<u>Note: An administration fee will apply for all refunds.</u>	

Commented [A15]: City of Kelowna Fee: \$100.00 permit fee extension
Other Comparable (District of Lake Country): \$100.00 permit extension fee

Commented [A16]: City of Kelowna Fee: Where work has not commenced the permit fee less the greater of \$175.00 or 25% of the permit fee may be refunded on presentation of the original receipt to the Building Inspector.
Other comparable (City of Vernon): 75% refund when a permit is surrendered and cancelled within one year of issuance provided construction has not begun or an inspection has not been made.

- 4) ~~The fee for a temporary permit shall be \$100.00 per year, plus an additional fee of \$100.00 for a renewal of the permit.~~
- 6) ~~The pre-inspection fee shall be \$100.~~
- 12) ~~Where a project authorized by a permit is not started and the permit is cancelled or expired, the City will refund fees as follows:~~
 - 1) ~~Permits having a total permit fee of \$200.00 or less—no refund shall be allowed; or~~
 - 2) ~~Permits having a total permit fee of \$201.00—\$500,000—50% of the permit fee in excess of \$200.00 shall be refunded; or~~
 - 3) ~~Permits having a total permit fee of \$500,001.00 or more—75% of the permit fee in excess of \$200.00 shall be refunded.~~

- 14) ~~The fee for inspection of a secondary suite is \$100.00.~~
- 15) ~~The registration fee for voluntary legalization of a secondary suite is \$125.00 or \$250.00 when legalization is through bylaw enforcement.~~
- 16) ~~For installation of a sign, a fee of:~~
 - 1. ~~\$30 for a sign permit application;~~
 - 2. ~~\$100 for a fascia and projecting sign permit; and~~
 - 3. ~~\$140 for a freestanding sign permit.~~

3. ~~Damage Deposit~~ (charged for the issuance of building permits) shall be:

Type of Fee	Fee
Damage Deposit (based on actual construction value)	
\$1.00—\$50,000.00	\$500.00
\$50,001.00—\$200,000.00	\$700.00
\$200,001.00—\$750,000.00	\$1,000.00
\$750,001.00—\$2,000,000.00	\$1,500.00
\$2,000,001.00 and greater*	\$2,000.00
\$0.00—\$10,000.00	\$400.00
\$10,000.00—\$30,000.00	
\$30,000.00—\$80,000.00	
\$80,000.00—\$200,000.00	
\$200,000.00—\$2,000,000.00	
\$2,000,000.00 and over	
Damage Deposit Refund	
Refunded in whole or in part if it has not been used by the Municipality City after:	
1. Final inspection has been approved; and	

~~2. Municipal streets, services, property and protected areas have been inspected and are in satisfactory condition as determined by municipal City staff.~~

SCHEDULE 3

SUBDIVISION, DEVELOPMENT ENGINEERING AND APPROVING OFFICER FEES

Annual Fee Increase

An annual fee increase shall be permitted until this bylaw is further amended or replaced. The fees and charges, as noted in Schedule 3, shall increase annually by two percent (2%) on March 1 of each year. The fees in Schedule 3 marked with an asterisk (*) shall be exempt from this fee increase.

All fees and charges shall be rounded to the nearest ten (10) dollars.

Commented [A17]: Section added to improve clarity in the administration of fee increase to relevant fees in Schedule.

1. Non-Refundable Preliminary Layout Review Fees (Fee Simple, Bare Land Strata, Phased Strata, and Boundary Adjustment)

The following non-refundable fees (base fee plus applicable per parcel fees) shall be charged for the submission and review of subdivision applications:

Commented [A18]: Bob: Add for clarity

Fee-Type of Fee	2021 Fee Amount	2022 Fee	2023 Fee
Base Fee			
Base Fee (applies to all applications)	\$500.00	\$510.00	\$530.00
Processing Fee	(\$300.00 for more than 3 parcels) \$300.00 for 1-2 parcels		
Per Lot-Parcel Fees (in addition to the base fee)			
2-20 Lots/Parcels (\$350.00+)	\$350.00	\$360.00	\$370.00
21- 30 Lots/Parcels (\$6650.00+)	\$250.00 in excess of 20	\$260.00 in excess of 20	\$270.00 in excess of 20
31- 40 Lots/Parcels (\$9150.00+)	\$200.00 in excess of 30	\$210.00 in excess of 30	\$210.00 in excess of 30
Over 40 Lots/Parcels (\$11,150.00+)	\$150.00 in excess of 40	\$160.00 in excess of 40	\$160.00 in excess of 40
Other Fees			
Form "P" review	\$250.00	\$260.00	\$270.00
Latecomer agreement	\$400.00 \$1500.00	\$260.00 \$1550.00	\$270.00 \$1610.00
Site profile form review	\$100.00	\$110.00	\$110.00
Note:			
<ul style="list-style-type: none"> An annual fee increase shall be permitted until this bylaw is further amended or replaced. The fees and charges, as noted in Schedule 3(1), will increase annually by two percent (2%) on March 1 of each year. All fees and charges shall be rounded to the nearest five/ten (5/10) dollars. 			

Commented [A19]: Not a new fee, the previous processing fee is now included as an upfront application fee for additional cost recovery for projects which do not proceed.

Commented [A20]: Bob: Delete duplication (see section 2).

Commented [A21]: Removed and put at front of schedule to improve clarity.

2. Subdivision and Development Engineering Fees (Administration and Engineering Fees)

The following fees shall be charges-charged for final subdivision approval or issuance of a Building Permit:

Commented [A22]: Bob: Add for clarity

Fee-Type of Fee	2021 Fee	2022 Fee	2023 Fee
Boundary adjustment-Application	\$550.00 per application	\$570.00 per application	\$580.00 per application
Fee simple subdivision	\$550.00 base fee plus \$550.00 per new parcel	\$570.00 base fee plus \$570.00 per new parcel	\$580.00 base fee plus \$580.00 per new parcel
Bare land strata	\$410.00 base fee plus \$410.00 per new parcel	\$420.00 base fee plus \$420.00 per new parcel	\$430.00 base fee plus \$430.00 per new parcel
Preliminary layout review renewal	\$250.00 \$400.00	\$260.00	\$270.00

Commented [A23]: Not a new fee, the new wording is to simplify the current fees which are charged for the original parcel and new parcels.

Commented [A24]: Not a new fee, the new wording is to simplify the current fees which are charged for the original parcel and new parcels.

Commented [A25]: City of Kelowna Fee: \$260.00 per year Other Comparable (City of Penticton): \$150.00

Final plan or document signing	\$250.00 \$150.00	\$260.00	\$270.00
<u>Restrictive covenant review, change or removal (when requested by an owner or applicant)</u>	\$500.00	\$510.00	\$530.00
<u>Document retrieval (title, title documents, corporate registry, etc.)</u>	<u>Actual Cost</u>		
Latecomer Agreement Fee	\$1500.00 per application	\$1530.00 per application	\$1570.00 per application
<p><u>Note:</u></p> <ul style="list-style-type: none"> An annual fee increase shall be permitted until this bylaw is further amended or replaced. The fees and charges, as noted in Schedule 3(2), shall increase annually by two percent (2%) on March 1 of each year. All fees shall be rounded to the nearest fiveten (510) dollars. 			
Development <u>(excluding asphalt and concrete)</u> <u>Note: the exclusion shall only apply to the 1.8% of onsite works.</u>	1.8% onsite and/or 3.0% offsite works		
Offsite works not abutting the subdivision or development	3.0% of capital cost of offsite works		
<u>Bare Land Strata/Development (excluding asphalt and concrete)</u>	5.0% offsite works		
<u>Document retrieval (title, title documents, corporate registry, etc.)</u>	<u>Actual Cost</u>	<u>Actual Cost</u>	<u>Actual Cost</u>
<u>Legal costs</u>	<u>Any additional City legal costs which are required in the processing of any of the applications listed in this Application Fee Schedule will be borne by the applicant, including but not limited to the preparation and registration of restrictive covenants, Land Use Contract Amendments, Phased Development Agreements, etc.</u>		
Performance and Warranty	Security Amount		
Maintenance <u>Security</u>			
Works and s Services <u>a</u> Agreement (<u>Performance</u>).	125% of off-site works and <u>10%</u> engineering		
Fee simple subdivision	<u>5.0% of City works</u> or \$1000 whichever is greater \$580.00 per parcel		
Bare land strata/development	5.0% of offsite <u>City</u> works		
Offsite works not abutting subdivision or development	5.0% of capital costs of offsite works		
Deficiencies and/or defects	200- 0 % of the cost to repair		
As-built drawing	\$1000.00 per as-built drawing		
Note: Development Cost Charges, if applicable, for Subdivision or Development shall be established and collected by a separate Bylaw.			

Commented [A26]: City of Kelowna Fee: Non-standard legal document review \$650.00 +\$300.00/hr after 3 hours

Commented [A27]: Section removed and placed at front of schedule to improve clarity and reduce redundancy.

Commented [A28]: Bob: Clarify that exclusion only applies to 1.8%

Commented [A29]: Bob: Delete capital cost of.

Commented [A30]: Bob: Not sure where this came from. Not needed, high cost that is not essential for recovery.

Commented [A31]: City of Kelowna Fee: 5% or \$1,000 whichever is greater.
Other Comparable (City of Penticton): 5% of the cost of works.

**SCHEDULE 4
ENGINEERING FEES**

1. SANITARY SEWER-USE (~~SANITARY SEWER DRAINAGE SYSTEMS BYLAW NO. 0072~~)

The following fees shall apply in relation to the provision of municipal sanitary sewer-use services.

Type of Fee	Fee
1.0 Application Fees	
Application Fee —Residential sanitary service	\$100.00 per service
Application Fee —Industrial, commercial or institutional sanitary service	\$250.00 per service
NOTE: Application fees shall apply to each and every service connection application, regardless of whether previous connection fees have been paid for the same parcel.	
2.0 Service Installation	
Residential service installation - Owner is responsible for all capital costs to construct or extend sanitary service to the subject parcel	Actual Cost
Industrial, commercial or institutional service - Owner is responsible for all capital costs to construct or extend sanitary service to the subject parcel	Actual Cost
NOTE: The aforementioned service installation fees apply solely to the construction of any sanitary sewer service lateral from the mainline sanitary sewer (located within the municipal right-of-way) to the Owners service connection at the property line parcel boundary . All installation/construction works within the municipal right-of-way shall be undertaken by the Owner's forces, at the Owners sole cost, including but not solely limited to, any additional costs to complete the works due to unforeseen circumstances, site conditions, conflicts with existing utilities, or any such condition that requires additional effort to complete said installation. A municipal highway permit is required for any work on municipal property or right-of-way.	
The Owner is further advised that the physical connection from the municipal service lateral at the property line to the dwelling/facility shall be the sole responsibility of the Owner, with all works and appurtenances thereto installed in accordance with the provisions of the BC Building Code and any costs associated with the physical connection to the service lateral shall be the Owner's responsibility.	
3.0 Performance Security	
Residential service Performance security	125% of Actual Cost
Industrial, commercial or institutional service Performance security	125% of Actual Cost
NOTE: The Owner shall deposit security (in a form acceptable to the City) to warranty satisfactory completion (performance) of the proposed sewer connection. Any and all additional costs incurred shall be the sole responsibility of the Owner. No reduction in security shall be granted until such time as the works are completed in their entirety (to the satisfaction of the General Manager of Engineering and Public Works) and all requisite fees/ charges have been paid by the Owner.	
4.0 Service Terminations	
Residential service Termination	\$150.00 per service
Industrial, commercial or institutional service Termination	\$300.00 per service
NOTE: Debt Servicing, Parcel Taxes & Development Cost Charges if applicable, for sewer service areas shall be established and collected by a separate Bylaw.	
5.0 New Sanitary Sewer Connection Capital Fee for Properties & Existing Structures	
Single Family Residential (per unit)	\$85.21
Carriage house (per m ² of floor area)	\$0.27
Small residential (per unit)	\$63.91
Commercial (per m ² of floor area)	\$0.21
Industrial (per m ² of parcel area)	\$0.47
Institutional (per m ² of parcel area)	\$0.28
Campground (per site)	\$0.00
Golf Course (per ha)	\$0.00
Agricultural (per ha)	\$0.00

2. WATER

The following fees/charges shall apply in relation to the provision of municipal water services.

Type of Fee	Fee
1.0 Connection Fees	
1.1 Connection Fee — Residential Water Service	\$350.00 per service
2.0 Standard Water Meters	
2.1 5/8" meter (3/4" service connection)*	\$580.00 per meter
*replacement only — due to loss/ damage by owner	
2.2 3/4" meter (1" service connection)	\$810.00 \$635.00 per meter
2.3 1" meter (1.25" and 1.5" service connections)	\$950.00 \$790.00 per meter
2.4 1.5" turbine meter (2" service connection)	\$1,970.00 per meter
NOTE: New 5/8" meters (3/4" service connection) are only permitted as a replacement due to loss/ damage by owner. The fee for a replacement 5/8" meter is \$750.00.	
3.0 Pit Water Meters	
3.1 5/8" outside pit meter (3/4" service connection) Pit Water Meter Installation	Fees will be calculated at the actual cost of parts, labour, and administration fees, \$1,750.00 per meter
3.2 3/4" outside pit meter (1" service connection)	\$1,800.00 per meter
3.3 1" outside pit meter (1.5" service connection)	\$1,910.00 per meter
3.4 1.5" outside pit meter (2" service connection)	\$2,200.00 per meter
4.0 Miscellaneous Fees	
4.1 Hydrant permit (7 days) upon approval only	\$75 Calculated based on water usage, equipment rental, administrative fees, and includes a damage deposit.
4.2 Water Off Service (regular hours)	\$75 per service address
4.3 Water On Service (regular hours)	\$75 per service address
4.4 Water Off Service (after hours)	\$200 per service address
4.5 Water On Service (after hours)	\$200 per service address
4.6 Penalty (inaccessible premises)	\$100
New Water Connection Capital Fee for Properties & Existing Structures	
Single Family Residential (per unit)	\$2938.12
Carriage house (per m ² of floor area)	\$9.33
Small residential (per unit)	\$2203.59
Commercial (per m ² of floor area)	\$7.35
Industrial (per m ² of parcel area)	\$16.32
Institutional (per m ² of parcel area)	\$9.79
Campground (per site)	\$727.19
Golf Course (per ha)	\$16159.68
Agricultural (per ha)	\$16,159.68

Commented [A32]: All water meter fees have been updated based on the type of the meters which are currently being offered. In addition, the water meter fee increases are based on an activity based costing methodology which evaluated material costs, labour costs, and administrative costs associated with each meter.

Commented [A33]: The change from a fixed hydrant permit cost to an actual cost fee to ensure that there is adequate cost recovery when hydrant permits are requested on a case by case basis.

3-2. ROADS

The following fees shall apply in relation to access, alteration, or construction upon municipal roads.

Type of Fee	Fee
1.0 Permits	
Access permit	\$100.00 per application
Municipal highway permit application	\$75.00 per application
Utility crossing permit	\$75.00 per application
Inspection permit	\$75.00 per application
NOTE: Includes permits for construction access and works on municipal rights-of-ways.	
2.0 Road Closure	

Road closure application	\$1,000.00 per application
Road closure security deposit	\$2,500.00 per application
NOTE: The Owner shall deposit security (in a form acceptable to the City) to cover associated administrative costs for any proposed road closure. Any and all associated costs incurred shall be the sole responsibility of the Owner. No reduction in security shall be granted until such time as the proposed road closure application has been approved and all requisite fees have been paid by the Owner.	
3.0 – Miscellaneous Fees	
Impoundment of vehicle	Actual Cost
Removal of chattel or obstructions	Actual Cost
NOTE: Development Cost Charges if applicable, for a Subdivision or Development shall be established and collected by a separate Bylaw.	

4.3. MISCELLANEOUS

The following fees shall apply in relation to access, alteration, or construction upon municipal rights-of-way.

Type of Fee	Fee
4.0 – Miscellaneous Fees	
Impoundment of vehicle	Actual Cost
Removal of chattel or obstructions	Actual Cost
Blasting permit	\$250.00 \$185.00 per application

SCHEDULE 5

DEVELOPMENT SERVICES PLANNING FEES:

Annual Fee Increase

- An annual fee increase shall be permitted until this bylaw is further amended or replaced.
- The fees and charges, as noted in Schedule 5, shall increase annually by two percent (2%) on March 1 each year.
- All fees and charges shall be rounded up to the nearest fiveten (\$10) dollars.
- Agricultural Land Commission Applications shall administer the annual fee increase on the portion of the fee charged to directly to the City only.

1. The following fees shall be charged for the review of development applications:

Application Type	2021 Fee	2022 Fee	2023 Fee
Zoning Bylaw, Land Use Contract, Comprehensive Development Zone, Text Amendments			
One to three two additional residential parcels	\$1500.00 \$1425.00	\$1530.00	\$1570.00
More than three two potential additional residential parcels	\$2500.00	\$2550.00	\$2610.00
Text amendment	\$1500.00 \$1425.00	\$1530.00	\$1570.00
All commercial, industrial, multiple family residential zones	\$2500.00	\$2550.00	\$2610.00
Comprehensive development zones	\$3500.00 \$2500.00	\$3570.00	\$3650.00
Discharge Amend of a land use contract	\$500.00 \$250.00	\$510.00	\$530.00
<i>NOTE: All fees in this section include one \$500.00 public hearing fee. Should an additional public hearing be required, an additional fee for the actual cost of the public hearing or a minimum of \$500.00 will may apply.</i>			
Official Community Plan Amendment			
Standalone amendment/ text amendment	\$2000.00 \$1400.00	\$2040.00	\$2090.00
In conjunction with another bylaw amendment (Zoning, Land Use Contract, Comprehensive Development Zone)	\$1500.00 \$900.00	\$1530.00	\$1570.00
<i>NOTE: All fees in this section include one \$500.00 public hearing fee. Should an additional public hearing be required, an additional fee for the actual cost of the public hearing or a minimum of \$500.00 will apply.</i>			
Development Permit			
Where land is subject to more than one Development Permit Area, the applicant will be required to pay each applicable fee.			
Minor	\$250.00 \$400.00	\$260.00	\$270.00
Commercial or Industrial	\$1500.00 \$4000.00	\$1530.00	\$1570.00
Multiple Family Residential and Intensive Residential	\$2000.00 \$1500.00	\$2040.00	\$2090.00
<i>Note: Where residential and commercial would be combined to form a 'mixed-use' building, the Multiple Residential and Intensive Residential Fee shall apply.</i>			
Sensitive Terrestrial Ecosystem and/ or Aquatic Ecosystem	\$1000.00 \$695 plus \$10 per lot	\$1020.00	\$1050.00
Hillside and/ or Wildfire Interface	\$1000.00 \$695 plus \$10 per lot	\$1020.00	\$1050.00

Commented [A34]: City of Kelowna Fee: \$1950.00
Other Comparable (RDCO): \$2500 (for one or more additional parcels)

Commented [A35]: City of Kelowna Fee: \$1535.00
Other Comparable (City of Pitt Meadows): Rezoning Text Amendment Fee \$2500.00
Other Comparable (City of Pentiction): \$1375

Commented [A36]: City of Kelowna Fee: \$3580.00
Other Comparable (Pitt Meadows): \$4700.00 + \$35.00/100m2 site area
Other Comparable (City of Pentiction): \$5500.00

Commented [A37]: City of Kelowna Fee: No fee.
Other Comparable (City of Vernon): Discharge of a Land Use Contact \$1400.00.

Commented [A38]: City of Kelowna Fee: \$3580.00 for a major OCP amendment.
Other Comparable (City of Nelson): OCP Amendment Fee \$3000.00
Other Comparable (City of Pentiction): OCP Amendment: \$2200, with a public hearing \$5500

Commented [A39]: City of Kelowna Fee: \$3580.00 for a major OCP amendment (+ rezoning fee)
Other Comparable (RDCO): \$3262.00
•Reduced to \$1075.00 when an amendment in conjunction with another application results in no additional parcels
Other Comparable (Pentiction): \$1430 in conjunction with rezoning

Commented [A40]: City of Kelowna Fee: \$250.00 for a Minor Direct Natural Environment Development Permit and \$975.00 for a Minor Direct Urban Design Development Permit.
Other Comparable (City of Pentiction): Minor Development Permit (staff issuable) \$770.00

Commented [A41]: City of Kelowna Fee: Major Urban Design Development Permit \$1775.00
Other Comparable (City of Pitt Meadows): Commercial or Industrial Development Permit \$2500.00 + \$40.00/100m2 bldg GFA
Other Comparable (City of Pentiction): \$1320

Commented [A42]: City of Kelowna Fee: Major Urban Design Development Permit \$1775.00
Other Comparable (City of Pitt Meadows): Multi-Family Development Permit \$2500.00 + \$55/ residential unit.
Other Comparable (City of Pentiction): \$1320

Commented [A43]: City of Kelowna Fee:
Multiple Lots \$1500.00 + \$30.00 /lot
Single Lot (Council review) \$1775.00
Single Lot \$975.00
Minor Direct: \$250.00
Other Comparable (City of Vernon): \$1100.00
Other Comparable (City of Pentiction): \$660

Commented [A44]: Other Comparable (City of Pentiction): \$1320

Development Variance Permit			
Development Variance Permit	\$1000.00 \$700.00	\$1020.00	\$1050.00
Variances in conjunction with other applications	\$700.00	\$720.00	\$730.00
Temporary Use Permit			
Temporary Use Permit	\$1000.00 \$650.00	\$1020.00	\$1050.00
Liquor and Cannabis Licensing Applications or Referrals			
For a Liquor-Primary License	\$1500.00 \$1190.00	\$1530.00	\$1570.00
For a Temporary or Permanent amendment to an existing License	\$750.00	\$770.00	\$790.00
For a Liquor License Endorsement	\$1000.00 \$750.00	\$1020.00	\$1050.00
For a Special Occasion License	\$100.00 \$50.00	\$110.00	\$110.00
For a Special Occasion License requiring a Council resolution	\$500.00 \$250.00	\$510.00	\$530.00
Zoning Bylaw text amendment for non-medical cannabis retail store	\$7500.00	\$7650.00	\$7810.00
Amendments to existing non-medical cannabis retail licenses	\$1000.00	\$1020.00	\$1050.00
Comprehensive Development Plan			
Step A: Consideration and submission of a terms of reference	\$2500.00	\$2550.00	\$2610.00
Step B: Submission of Comprehensive Development Plan *(plus an additional fee of \$80.00 \$75.00 per hectare of the planning area to a maximum Step B fee of \$30,000.00 \$25,000.00)	\$5000.00 plus \$80.00 per hectare	\$5100 plus \$90.00 per hectare	\$5210 plus \$90.00 per hectare
Agricultural Land Commission Applications			
Application for a Non-Adhering Residential Use. <u>Note: \$450.00 to be paid to the ALC if the City forwards the application to the ALC.</u>	\$900.00 \$450.00	\$920.00 \$460.00	\$940.00 \$470.00
Land owner's Application for Inclusion	No Fee.		
Application for Non-Farm Use or Subdivision. <u>Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.</u>	\$1500.00 \$750.00	\$1530.00 \$770.00	\$1570.00 \$790.00
Soil Use for Placement of Fill or Removal of Soil. <u>Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.</u>	\$1500.00 \$750.00	\$1530.00 \$770.00	\$1570.00 \$790.00
Extensions, Renewal, Amendments			
Application extension request (prior to an application lapsing)	\$250.00 \$100.00	\$260.00	\$270.00
Renewal of issued development permit (no change in conditions)	\$250.00 \$125.00	\$260.00	\$270.00

Commented [A45]: City of Kelowna Fee: \$1570.00 + \$110.00 per additional variance.
Other Comparable (City of Penticton): 1 or 2 variances \$770.00, 3 or more \$1320.00

Commented [A46]: City of Kelowna Fee: Temporary Use Permit Fee \$1865.00 and \$1865.00 for an extension
Other Comparable (District of Lake Country): Temporary Use Permits \$1100.00

Commented [A47]: City of Kelowna Fee:
Liquor Licence Application (No Council Resolution): \$60
New Liquor Primary Licence (up to 99 people): \$2090
New Liquor Primary Licence (100+ people) \$2355
Change to Existing Licence: \$2090

Commented [A48]: City of Kelowna Fee: \$2355
Other Comparable (City of Pitt Meadows): \$2500.00

Commented [A49]: City of Kelowna Fee: \$9605.00 + \$90.00/ha (upfront application fee)
Other Comparable (RDCCO): \$5000.00 + \$75.00 per hectare to a maximum of \$25,000 (upfront application fee), no additional Step B fee.

Commented [A50]: ALC Application Fees: (Updated for amendment of fee schedule on September 30, 2020).

Commented [A51]: Since 2019, have had 8 applications withdrawn/cancelled. Including 1: A; 4: DP; 2 DVP; and 1: Z.

Amendment to issued Development Permit (either General Manager or Council consideration)	\$500.00 \$150.00	\$510.00	\$530.00
<u>Temporary Use Permit Extension</u>	\$500.00	\$510.00	\$530.00
Other Application Fees			
Board of variance	\$700.00	\$720.00	\$730.00
Floodplain <u>or other exemptions</u>	\$700.00 \$425.00	\$720.00	\$730.00
Site Profile Review	\$100.00	\$110.00	\$110.00
<u>Antenna siting and design application requiring Council resolution</u>	\$1500.00	\$1530.00	\$1570.00
<u>Additional Public Hearing Fee</u>	\$500.00		
Additional title registration required	\$25.00 per document.	\$30.00 per document.	\$30.00 per document.
<u>Development Related Report Requiring Council Resolution</u>	\$500.00	\$510.00	\$530.00
Legal Fees	Any additional City legal costs which are required in the processing of any of the applications listed in this Application Fee Schedule will be borne by the applicant, including but not limited to the preparation and registration of restrictive covenants, Land Use Contract Amendments, Phased Development Agreements, etc.		

Commented [A52]: City of Kelowna Fee:
 •Major (Council Consideration): \$765
 •Minor (with re-circulation): \$600
 •Minor (without re-circulation): \$160
Other Comparable (City of Penticton): \$660
Other Comparable (District of Lake Country): \$640
Other Comparable (City of Campbell River): \$200.00 for minor amendments (staff issuable), \$1000.00 for major amendments requiring Council considerations.

Commented [A53]: City of Kelowna Fee: No fee.
Other Comparable (City of Port Moody): Wireless Communication Facility Proposal Review \$4733.00.

2. Refund of Application Fees

Step in the Process	Refund Amount
<u>Official Community Plan, Zoning Bylaw, Land Use Contract Bylaw, Comprehensive Development Zone, Agricultural Land Commission and Text Amendment Applications</u>	
If an application is withdrawn prior to being assigned to staff.	100%
Prior to preparation of a technical report to Council.	50%
Development Permit, Development Variance Permit, Board of Variance, Floodplain Exemption, Antenna Siting, Temporary Use Permit and Liquor or Cannabis License Applications (not including text amendments)	
If an application is withdrawn prior to being assigned to staff.	100%
Prior to preparation of a comprehensive response or following review by the Development Review Committee. Prior to preparation of the technical report to Council, Board of Variance, General Manager of Development Services.	50%
Comprehensive Development Plan Application	
Part A - Prior to the internal referral of the Draft Terms of Reference	50%
Part B - Prior to the first public consultation session	50%
NOTE: In extenuating circumstances, Council may consider refunds of up to 100% of an application fee.	
Note: An administrative fee will apply for all refunds.	

Commented [A54]: Number of refunds in 2018: 1 application refunded (as of 03/16/2021)

Commented [A55]: Number of refunds in 2018: 7 applications (as of 03/16/2021)

REFUND OF APPLICATION FEES:

3. Temporary Use Permit Application

- Step in the process _____ % City Fee Refund
- a) Prior to preparation of the technical report to Council 50%
- b) If the application is refused by Council 35%

DOCUMENTS:

1. ~~Bylaw Documents~~

- a) ~~OCP-Bylaw Document~~ ~~\$ 30.00~~
- b) ~~Zoning-Bylaw Document~~ ~~\$ 25.00~~

