

Application for a Bylaw Amendment
Please select the type of Amendment you are requesting?

- Rezoning Other City Bylaw
 OCP Amendment _____

Incomplete applications will be returned to the applicant

<i>Attach separate sheet(s) if necessary</i>		office use File No: _____ Date: _____	
Application Information:			
Registered owner(s): <i>Where there is more than one registered owner on title, please indicate who the primary contact is with an asterisk *</i>			
Registered Owner Name(s):		Primary Owner* Contact Information:	
		Email:	
		Phone Number:	
Owner Mailing Address(es):			
Owner Declaration - This application is made with my full knowledge and consent <i>(please print name after signature)</i>			
Owner Signature:			
Owner Signature:			
Property Information:			
Civic Address of Subject Property/Properties:		Legal Description(s):	
Name of Authorized Agent:		Agent Signature:	
Agent mailing address:		Email and Phone Contact:	
		Business Licence/ICBL #:	
Summary of Proposal:			
Current zoning:		Purpose of application:	
Development Permit Area(s):			
Current OCP designation:			
Proposed zone		Property size (metric):	
<small>Personal information is collected under authority of the Land Title Act, Local Government Act, Strata Property Act and Freedom of Information Act (British Columbia) and will only be used for the purpose of processing the amendment application and ancillary documentation. For further inquiries please contact the City's Freedom of Information Coordinator at 250 954-4660.</small>			



A. Items to be submitted for ALL categories of Amendment Applications:

Please note: These submission requirements must be followed closely or your submission will be returned to you. Incomplete applications will not be accepted. You are advised to discuss specific requirements with City of Parksville Planning staff prior to submitting the application. Please place items in the order that they appear in this list.

		Required?	Submitted?
1.	A completed application form, duly signed by all owners/authorized corporate signatories, including the completed checklist.	Yes	
2.	PLEASE REFER TO THE REVISED DEVELOPMENT APPLICATION FEES DATED OCTOBER 2017	Yes	
3.	A State of Title Certificate (dated within 30 days) <ul style="list-style-type: none"> Copies of encumbrances (except those relating to mortgages, rail or mineral rights) shown on the title and sketch indicating location of covenants, easements, SRWs, etc. Legal interpretation of the potential implications resulting from encumbrances may be required. Where the registered owner(s) is a company, a company search listing the names of officers and directors, dated within 30 days.	Yes	
4.	A copy of the Registered Legal Plan for the parent parcel(s) showing current boundaries and legal description(s).	Yes	
5.	Proposal summary, indicating reasons for application, scale and scope of project, description of proposed uses and a detailed assessment of how the project complies with City policies and objectives.	Yes	
6.	<i>Policy 5.1.viii</i> of the OCP states amendment applications are expected to demonstrate that the proposal will provide benefit to the community as a whole. Please include details on the community amenity the project represents, including (where applicable) how and when the amenity will be secured.		
7.	Sustainable Community Builder Checklist.	Yes	
8.	Accessible Community Builder Checklist.	Yes	

A.1 Plans to describe your proposal:

*Please note, plans are referred to other City departments and Provincial agencies for comments on your proposal, therefore you **MUST** fold your full size plans to ensure they will fit within a legal sized application folder - unfolded plans or plans submitted in a tube are easy to misplace, causing delays. The cost of providing extra copies will be borne by the applicant.*

9.	Provide 5 full sized sets of plans, <u>collated and folded</u> .	Yes	
10.	1 set of reductions to 8½" x 11".	Yes	
11.	<u>Plus</u> a digital copy of all supporting plans and reports in AutoCAD or dxf format, or .pdf format on diskette or CD or memory stick/flash drive.	Yes	
12.	Site Plan(s) showing the following (in metric), with north arrow and date: <ul style="list-style-type: none"> ✓ Boundaries and dimensions of parent parcel, including legal and civic description. ✓ Architect/ Designer/BCLS contact information and professional seal/number. ✓ Distance from proposed buildings/structures to lot lines. ✓ Project details table: site area, site coverage (% total and per building), gross floor area ratio (total and per floor/use), building height, number, location and dimensions of parking spaces. ✓ Location of proposed and existing covenants, easements, rights-of-way. 	Yes	



<i>The following items must be submitted where applicable. If you believe the items are not applicable, you MUST meet with planning staff and obtain written exemptions from the requirement prior to submitting the application.</i>		Required?	Submitted?
13.	Does the approval require federal or provincial approvals (e.g. riparian or marine foreshore developments)? If yes, approvals, or written exemptions stating approvals are not required, from the appropriate federal or provincial agencies must be submitted with your application.	Yes	
14.	Will the proposal result in removal of more than 5 protected trees? If yes, please provide a tree survey plan and assessment, including a description of efforts to maximize tree retention, indicating the location, species type and condition of all trees with a DBH of 50cm or greater.	Yes	
15.	Will the project consist of single family residential uses only? If no, please provide a Landscape Concept Plan (see A.1), prepared by a BC registered Landscape Architect or appropriately qualified professional (RPF, ISA Arborist, etc.) including: ✓ An underground irrigation plan; ✓ Fencing, including height, design and location; ✓ Screening for outdoor refuse and recycling enclosure(s); ✓ Detailed landscape quote including labour and materials costs.	Yes	
B. Professional reports to support the proposal: <i>Supporting materials must be prepared by appropriately qualified professionals, working in their field of expertise, licensed and certified to practice in British Columbia.</i>			
16.	Geotechnical Assessment including graphic representations and sketch plans describing the site and supporting recommendations pertaining to development of the lots.	Yes	
	a. Where potential hazardous conditions exist the geotechnical assessment must contain information addressing current and potential future hazards affecting the site and recommendation to mitigate risk.		
17.	Is the site area greater than 2 ha in size? If yes, please provide an Environmental Assessment that includes the following specific items:	Yes	
	a. An inventory of the environmentally sensitive features evident on the subject property;		
	b. An assessment of the potential implications of the development proposal as it relates to the environmentally sensitive features on the subject property (and where applicable, the adjacent marine foreshore that may be impacted by the proposal);	Yes	
	c. Clear recommendations for mitigating the environmental impacts before, during and after development occurs;	Yes	
	d. Recommendations pertaining to landscaping and site development.	Yes	
18.	Is the property located within 1 km of the natural boundary of the Englishman River or the marine foreshore? If yes, please provide an Archaeological Assessment including an inventory of archaeological features and recommendations for mitigating potential impacts that may result during or after development.	Yes	
19.	Storm water management plan.	Yes	
20.	Engineering servicing plan.	Yes	



Engineering Pre-Design Submission Requirements

The following outlines the requirements for a complete Pre-Design Submission: (As per Section 2.0, Item 5.0.1 of the Engineering Standards and Specifications Manual. The required water and sewer analysis fees are now implicitly covered by the application fees).

ITEMS TO BE SUBMITTED			
		Yes	No [#]
A. Pre-Design Submission Package must include:			
1.	Two preliminary key plan drawings, as per Section B below (depicting all existing and required/proposed services*)		
2.	Servicing Report: <ul style="list-style-type: none"> • Assessing the capacity of all services. Current capacity, and capacity of all services with the proposed development, must be determined (water and sewer capacity are also addressed in item 3, below). • Assessing conformance to City bylaws of all existing services along all frontages. • Clearly describing all required services identified through the above assessments, and any other services proposed to be installed with the proposed development. 		
3.	All data required by the City of Parksville to conduct a water and sewer analysis for the project. See Schedule 'A' of the City of Parksville Engineering Standards and Specifications and contact the Engineering Department for further details.		
4.	Storm Water Management/Lot Grading Plan in accordance with City specifications, including Sections D-1 and 2.0. Effects of 10 year and 100 year storms on all pipes adjacent to site and downstream to final outfall required, and all necessary upgrades identified.		
<p><i>The above items must be prepared and sealed by a qualified registered professional and are based upon an understanding and review of the as-built drawings from the Operations Department, a site visit, preliminary survey and a comparison of the existing services and conditions to the bylaws (including works along the frontages). As-built drawings and bylaws can be obtained from the Operations Department. City staff will coordinate the sewer and water analysis testing.</i></p>			
<p>* "<u>services</u>" include, but are not limited to, municipal infrastructure such as water works, sanitary sewerage, storm sewerage and management [including lot grading], road works [sidewalks, landscaped boulevards, etc.], access, traffic control devices,</p>			



street lighting, and utilities such as electrical, telephone, cable TV, junction/utility/service boxes, connection offsets, and natural gas.

#--- appropriate and complete rationale must be provided for required items that are not included, for the City's consideration. Use a separate sheet if necessary.

B. Preliminary Key Plan Drawing Standards

	Yes	No
<ul style="list-style-type: none"> All drawings must be signed and sealed by a qualified Professional Engineer registered in BC. 		
<ul style="list-style-type: none"> Standard sheet size must be A1 metric. If more than one sheet is required, note the westerly or southerly as Key Plan A, with additional plans noting Key Plan B, C etc. 		
<ul style="list-style-type: none"> 1:500 scale unless otherwise approved (1:250 is acceptable for small and concentrated projects). 		
<ul style="list-style-type: none"> Standard drafting procedures must be used (e.g. for line types, line densities, symbols, dimensioning, etc.). 		
<ul style="list-style-type: none"> Lettering must be upper case and must have a minimum font size of 2.5 mm. 		
<ul style="list-style-type: none"> All elevations must be shown in metric geodetic datum [mean sea level 0] 		
<ul style="list-style-type: none"> All survey work must be tied into the Integrated Survey Monument System [ISM] and include the monument reference number[s]. 		
<ul style="list-style-type: none"> The development site must be outlined in bold. 		
<ul style="list-style-type: none"> Legal descriptions and civic addresses must be noted for subject property and surrounding properties. 		
<ul style="list-style-type: none"> Lot dimensions must be noted. 		
<ul style="list-style-type: none"> All existing and proposed statutory right of ways or easements and their permitted uses must be shown on the drawing (registration numbers must be noted for existing easements). 		
<ul style="list-style-type: none"> All existing services in the area must be depicted and identified (e.g. including service connections and driveways). 		
<ul style="list-style-type: none"> All "new" (i.e. required and/or proposed) services must be depicted and identified (with bold line thickness). 		
<ul style="list-style-type: none"> All other relevant features must be depicted and identified (e.g. structures, retaining walls, etc.) 		
<ul style="list-style-type: none"> Existing relevant on-site features must be depicted and identified [i.e. buildings and structures, wells, water, sewer, septic, storm works, hydro, cable or underground or overhead servicing]. 		
<ul style="list-style-type: none"> All dimensions must be noted on the drawing. 		



Note - Incomplete submission packages will be returned to the consultant. For complete information, please see City of Parksville Engineering Standards and Specifications.

Copies are available from:
Engineering Department
City of Parksville
100 Jensen Avenue East, Parksville
Telephone: 250 951-2484





SUSTAINABLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> • Residential • Commercial • Institutional 	<ul style="list-style-type: none"> • Industrial 	

Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

1.	Conserve, restore, or improve native habitat?			EXPLANATION
2.	Remove invasive species?			
3.	Involve innovative ways to reduce waste, and protect the air quality?			
4.	Include an ecological inventory?			

Please explain how the development contributes to the more efficient use of energy.

5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?			EXPLANATION
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?			
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?			

Please explain how the development facilitates good environmentally friendly practices.

8.	Provide on-site composting facilities?			EXPLANATION
9.	Provide an area for a community garden?			
10.	Include a car free zone?			
11.	Include a car share program?			

Please explain how the development contributes to the more efficient use of water.

12.	Use drought tolerant plants?			EXPLANATION
13.	Use rocks and other materials in the landscaping design that are not water dependant?			
14.	Recycle water and wastewater?			

15.	Provide for zero stormwater run-off?			
16.	Utilize natural systems for sewage disposal and storm water?			
17.	Use low flush toilets?			

Please explain how the development protects, enhances or minimizes its impact on the local natural environment.

18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?			EXPLANATION
19.	Cluster the housing to save remaining land from development and disturbance?			
20.	Protect groundwater from contamination?			

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.

21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			EXPLANATION
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Please explain how the project will be constructed sustainably.

22.	Reduce construction waste?			EXPLANATION
23.	Utilize recycled materials?			
24.	Utilize on-site materials / reduce trucking?			
25.	Avoid contamination?			

Environmental Score Total Number of "Yes"		/25	/22	% =
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Community Character and Design

Does the development proposal provide for a more "complete community" within designated nodal centres?

1.	Improve the mix of compatible uses within an area?		EXPLANATION
2.	Provide services, or an amenity in close proximity to a residential area?		
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?		

Please explain how the development increased the mix of housing types and options in the community.

4.	Provide a housing type other than single family dwellings?			EXPLANATION
5.	Include rental housing?			
6.	Include seniors housing?			
7.	Include cooperative housing?			
Please explain how the development addresses the need for attainable housing in Parksville.				
8.	Include the provisioning of Affordable Housing units?			EXPLANATION
Please explain how the development makes for a safe place to live.				
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?			EXPLANATION
10.	Help prevent crime through the site design?			
11.	Slow traffic through the design of the road?			
Please explain how the development facilitates and promotes pedestrian movement.				
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?			EXPLANATION
13.	Promote, or improve trails and pedestrian amenities?			
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)			
Please explain how the development facilitates community social interaction and promotes community values.				
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)			EXPLANATION
16.	Use colour and public art to add vibrancy and promote community values?			
17.	Preserve heritage features?			
Community Character Score Total Number of "Yes"		<i>17</i>	<i>17</i>	% =

Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development?

1.	Fill in pre-existing vacant parcels of land?			EXPLANATION
2.	Utilize pre-existing roads and services?			
3.	Revitalize a previously contaminated area?			

Please explain how the development strengthens the local economy.

4.	Create permanent employment opportunities?			EXPLANATION
5.	Promote diversification of the local economy via business type and size appropriate for the area?			
6.	Increase community opportunities for training, education, entertainment, or recreation?			
7.	Use local materials?			
8.	Use local labour?			
9.	Improve opportunities for new and existing businesses?			

Economic Development Score
Total Number of "Yes"



/9 /9

% =

TOTAL	/51	/38	Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
% TOTAL			

Other sustainable features?

ACCESSIBLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> • Multifamily Residential 	<ul style="list-style-type: none"> • Commercial • Industrial • Institutional 	

NOTE: The City of Parksville has adopted this checklist as an informal guide to assist developers in considering the needs of persons with disabilities. These guidelines do not absolve one from meeting the minimum standards of the BC Building Code but rather provide guidance on steps that may be taken beyond code in order to better accommodate persons with disabilities.

Parking				EXPLANATION
1.	Will there be parking that is designated for persons with disabilities?			
2.	Will 2% (or more) of parking spaces be designated as handicap parking?			
3.	Will designated handicap space be located within 50 metres of an accessible entrance?			
4.	Will handicap parking spaces be located on level surfaces?			
5.	Will handicap parking spaces be located on hard paved surface?			
6.	Will near by sidewalks be easy to access? For example, is there a curb-cut ramp adjacent the designated parking space?			
7.	Will handicap parking spaces have a minimum width of 3.9 metres?			
8.	Will the designated space maintain a vertical clearance of at least 2.4 metres?			
Parking Score Total Number of "Yes"		/8	/8	% =

Access (paths to entrance)				EXPLANATION
1.	Will the path from parking or street be a minimum of 920 mm wide?			
2.	Will the path consist of a hard travel surface?			
3.	Will the path be slip resistant?			
4.	Will the path be barrier free (no steps, stairs or obstructions over 13 mm high)?			
5.	Will the path have a slope of less than 1 unit rise for every 12 units of length?			
6.	Will adequate maneuvering space be provided? (i.e.: 1.5 X 1.5 m turning space)			
7.	Will protection from hazards (both on the ground and above) be provided?			
8.	Will the accessible entrance be obvious and easy to find?			
9.	Will there be more than one entrance that is easily accessible for persons with disabilities?			
Access Score Total Number of "Yes"		/9	/9	% =

Entrance (main entrance or accessible entrance)				EXPLANATION
1.	Will the door be a minimum of 812 mm wide?			
2.	Will the door have large, easy to grasp handle?			
3.	Will the door be easy to open manually?			
4.	Will the door feature an automated opening device?			
5.	If the main entrance will not be accessible, is there an alternative accessible entrance?			
6.	Will the accessible entrance be easy to locate?			
Entrance Score Total Number of "Yes"		/6	/6	% =

General Building Interior				EXPLANATION
1.	Will doors be at least 812 mm wide?			
2.	Will the threshold at doors be less than 13 mm high?			
3.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)			
4.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.			
5.	Will the pull side of the door have a clear area of at least 457 mm?			

6.	Will hallways and interior travel routes be at least 914 mm wide?				
7.	If carpet is to be used will it be low-pile, tightly woven and secured?				
8.	If drinking fountains will be present are they accessible and will there be a clear floor space of at least 762 X 1219 mm?				
9.	If public phones are to be available will they be mounted to be at an accessible height (top of phone no higher than 1219 mm)?				
10.	Will the public phone be hearing-aid compatible? Will it have a volume control?				
11.	If there will be four or more public phones in a given location will one of them be text capable?				
12.	If glass doors are to be present, will they include an eye level high contrast visual clue, such as a colour?				
13.	Will all alarm systems include both audio and visual signals (bells and flashing lights)?				
General Building Interior Score Total Number of "Yes"		7	/13		% =

Stairs / Escalators		yes <input type="checkbox"/> no <input type="checkbox"/>		
1.	Will stairs feature non-slip surfaces?			EXPLANATION
2.	Will steps feature tactile edges?			
3.	Will steps feature high visibility, high contrast edges?			
4.	Will stairs have continuous railings on both sides, with extensions beyond the top and bottom?			
Stairs / Escalators Score Total Number of "Yes"		4	/4	% =

Ramps		yes <input type="checkbox"/> no <input type="checkbox"/>		
1.	Will the ramp have a slope of 1:12 or less? (for every 12 cm along the base the height of the ramp increases 1 cm)			EXPLANATION
2.	Will the ramp have a non-slip surface?			
3.	Will the ramp rise no more than 762 mm between landings?			
4.	Will the unobstructed ramp width be at least 914 mm?			
5.	Will the ramp have a railing? [May also be required by building code]			
Ramp Score Total Number of "Yes"		5	/5	% =

Elevators		yes <input type="checkbox"/> no <input type="checkbox"/>				
1.	Will the elevator feature a minimum unobstructed floor space of 750 mm X 1200 mm?			EXPLANATION		
2.	Will access to elevator control buttons be unobstructed?					
3.	Will all elevator control buttons be located at a height between 381 mm to 1219 mm from the floor?					
4.	Will the control buttons feature a tactile indication of floors, such as brail or raised letters?					
5.	Will the elevator feature both visual and audible indication of doors opening and closing?					
6.	Will an emergency intercom be present that is identified by brail and raised letters?					
Elevator Score Total Number of "Yes"		/6	/6	% =		

Public Washroom		yes <input type="checkbox"/> no <input type="checkbox"/>				
Main Washroom						EXPLANATION
1.	Will there be signs at non-accessible washrooms directing disabled persons to accessible facilities?			EXPLANATION		
2.	Will the signage identifying the washroom use large icons?					
3.	Will the signage identifying the washroom be readable via touch, such as Braille?					
4.	Will the main door to the washroom be at least 812 mm wide?					
5.	Will the threshold to enter the washroom be less than 13 mm high?					
6.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)					
7.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force					
8.	Will there be a clear path to all fixtures that is at least 914 mm wide?					
9.	Will sinks be a minimum of 680 mm high, 750 mm wide and 1200 mm deep?					
10.	Will faucets be capable of being operated with a closed fist?					
11.	Will vanity mirrors be mounted with the bottom reflective surface at a height of 1016 mm or less?					
12.	Will there be at least one grab bar or railing on the side wall?					

Washroom Stall			
13.	Will there be at least one accessible stall (or if washroom is single occupant) that is accessible?		
14.	Will there be an unobstructed maneuvering space in front of the accessible washroom or stall of 1524 mm X 1524 mm?		
15.	Will the door to the stall be a minimum of 760 mm wide?		
16.	Will the stall door be operable with a closed fist?		
17.	Will the stall door use a locking mechanism of a lever type that is easy to latch and un-latch? Such that is could be operated by a closed fist?		
18.	Will the stall door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.		
19.	Will there be at least one grab bar on the side wall nearest to the toilette?		
20.	Will the space inside the stall be at least 1.6 m X 1.5 m?		
21.	Will the toilette have a seat height of between 432 mm – 482 mm?		
22.	Will there be 900 mm of clear space beside the toilette and 760 mm of clear space in front?		
Public Washroom Score Total Number of "Yes"			% = /22

TOTALS	Parking	%	If category is not applicable enter: N / A
	Access	%	
	Entrance	%	
	General Building Interior	%	
	Stairs / Escalators	%	Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the accessibility checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
	Ramps	%	
	Elevator	%	
	Public Washroom	%	

Other things to consider....

General Retail			Clothing Store Fitting Rooms		
1.	Will aisles be a minimum of 1100 mm wide?		1.	Will the fitting room (or rooms) have a minimum space of at least 1.5 m X 1.5 m	
2.	Will benches be provided for patrons to rest on as needed?		2.	Will the fitting room (or rooms) provide grab bars for persons to hold on to?	
3.	Will the lighting be adequate? For example, persons with reduced vision rely on bright and high contrast lighting.		3.	Will the door to the fitting room (or rooms) have a minimum width of 750 mm?	
4.	Will product be displayed at a height that is appropriate for persons using wheelchair or scooters?		4.	Will the fitting room door operate with a closed fist?	
5.	Will product displays be clear from the aisle and entrances so that the passage of persons in wheelchairs or scooters is not impeded?		5.	Will the fitting room door use a locking mechanism of a lever type that is easy to latch and un-latch?	
Total		/5	Total		/6
Auditorium & theater			Restaurant, Café or Dining Room		
1.	Will there be designated seating areas?		1.	Will some of the tables be accessible for persons in wheelchairs? (730 mm high, 680 mm knee clearance, 480 mm deep)	
2.	Will there be seating for a companion beside?		2.	Will menus be offered in a large font (14 point or larger) or will they be available in Braille?	
3.	Will there be clear sight lines / viewing corridors?		Total		/2
4.	Will headphones be available for the hard of hearing?				
Total		/4			

Other accessible features?

DEVELOPMENT APPLICATION FEES OCTOBER 2017

APPLICATION TYPES	FEES
Boundary Expansion Application Fee	\$ 5,000.00
Comfort Letter	\$ 150.00
Development Permit	
a) Single family residential purpose	\$ 500.00
b) Subdivision	\$ 500.00
c) Multi-unit residential, commercial, industrial, or institutional	\$ 750.00
Development Variance Permit	
a) Minor variance application – where required notification radius is less than 50 metres	\$ 200.00
b) Variance application – where required notification radius is 50 metres or greater	\$ 2,000.00
Official Community Plan Amendment	\$ 3,000.00 plus the cost of consultant fees where required by City policy
Zoning Bylaw Amendment	
a) Application fee	\$ 3,500.00
b) Second or subsequent public hearing fee	\$ 1,500.00 (each)
Road Dedication	\$ 500.00/application
Road Closure	\$ 1,000.00/application
Strata Title Conversion	\$ 1,000.00
Sign Permit fees	
a) First sign	\$ 50.00
b) Each additional sign	\$ 25.00
Subdivision Fee Simple/Bareland	
a) First 2 lots	\$ 2,500.00 plus
b) Next 3 lots	\$ 1,500.00 plus
c) Next 20 lots	\$ 500.00 per lot plus
d) Over 25 lots	\$ 400.00 per lot
e) Lot consolidation or lot line adjustment	\$ 500.00 per application
Strata Phase Approval	\$ 100.00 per strata lot
Tree cutting/pruning permit application fee	
a) First 5 trees	\$ 75.00 per tree plus
b) Next 5 trees	\$ 50.00 per tree plus
c) More than 10 trees	\$ 25.00 per tree

The above noted fees are an excerpt only and not a complete list of all fees and charges. For a complete list of fees please refer to the City's "Fees and Charges Bylaw, 2015, No. 1515".