

Branch — Current Planning

Introduction

Mandate: Current Planning meets the challenge of translating the City’s growth vision into plans and development approvals. The branch is responsible for ensuring the efficient use of land in order to create a safe, healthy, attractive, vibrant and sustainable community.

The Current Planning Branch advances Edmonton’s social and economic growth through the coordination of planning, development and building application approvals to facilitate the corporate vision for Edmonton’s tomorrow. The branch helps navigate through complex regulations to achieve fair and positive outcomes that satisfy the needs of clients and the City’s overall vision for a quality urban environment. Branch staff provide expert guidance and advice in the development, inspection and licencing application and approval processes making the experience simple and transparent for all clients.

The Branch implemented a new business model in 2010 to achieve long-term financial sustainability and enhanced, accountable service levels for revenue generating planning services. This model ensures that revenue collected for the processing of applications is directly and indirectly attributed to the delivery of those services. This includes technical and corporate support costs in addition to providing for investment in service improvement initiatives. This initiative also supports the long-term financial sustainability of the City as a whole by eliminating the need for tax levy support. The result is that Current Planning leads timely and effective approval processes that contribute to the livability and sustainability of the City.

While the work of this branch addresses all six City goals, Current Planning services are important to Transform Edmonton’s Urban Form (The Way We Grow) and Diversify Edmonton’s Economy (The Way We Prosper).



Branch — Current Planning

Approved 2013 Budget – Branch Summary (\$000)

	2011 Actual	2012 Budget	2013 Budget	\$ Change '12-'13	% Change '12-'13
Revenue & Transfers					
User Fees, Fines, Permits, etc.	\$ 36,069	\$ 38,130	\$ 45,351	\$ 7,221	18.9
Grants	6	-	-	-	-
Transfer from Reserves	-	250	2,750	2,500	1,000.0
Total Revenue & Transfers	<u>36,075</u>	<u>38,380</u>	<u>48,101</u>	<u>9,721</u>	<u>25.3</u>
Expenditure & Transfers					
Personnel	18,614	22,631	28,038	5,407	23.9
Materials, Goods & Supplies	1,217	809	869	60	7.4
External Services	1,980	2,184	2,206	22	1.0
Fleet Services	15	12	12	-	-
Intra-municipal Services	4,607	8,283	16,363	8,080	97.5
Utilities, Bank & Other Charges	1,058	880	931	51	5.8
Transfer to Reserves	10,406	3,941	941	(3,000)	(76.1)
Subtotal	37,897	38,740	49,360	10,620	27.4
Intra-municipal Recoveries	(1,822)	(360)	(1,259)	(899)	
Total Expenditure & Transfers	<u>36,075</u>	<u>38,380</u>	<u>48,101</u>	<u>9,721</u>	<u>25.3</u>
Net Operating Requirement	\$ -	\$ -	\$ -	\$ -	-
Full-time Equivalents	222.5	251.5	297.5	46.0	

Full-time Equivalents in other Departments

As Current Planning has shifted to full cost recovery, Branch revenue has correspondingly been applied to 100% of technical and corporate support costs related to the delivery of its services. The result is a reduction of tax levy requirements to various branches in the City. In 2013, the Branch will cover the costs of 45 Full-time Equivalents supporting development processes in other departments.

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Budget Changes for 2013

(\$000)

Revenue & Transfers - Changes

User Fees, Fines, Permits, etc. \$7,221

Revenue will increase by \$7,904 based on current forecasts. This is partially offset by rate changes (both decreases and increases) that result in a revenue decrease of \$683.

Transfer from Reserves \$2,500

Transfers from the Current Planning Reserve will offset costs for Urban Planning and Environment by \$2,500.

Expenditures & Transfers - Changes

Personnel \$5,407

Movement within the salary ranges, changes in benefits and settlement of union contracts accounts for \$940. Further implementation of the Current Planning Business Model includes 38.0 FTEs which accounts for \$3,667. There is a historical adjustment for \$800 for 8.0 FTEs to address increased work demands in 2012.

Material, Goods & Supplies \$60

Additional hardware and software costs of \$60 to support additional staff.

External Services \$22

Increased advertising costs based on historical trends.

Intra-municipal Services \$8,080

As the full cost recovery business model is implemented, technical and corporate support costs continue to grow. Urban Planning and Environment accounts for \$2,500. Transportation Services accounts for \$2,194. Increased space rent costs from Corporate Properties accounts for \$1,129. Increased Central Management accounts for \$1,059. Increased Corporate Services charges for IT, HR, Materials Management, Law and Communication accounts for \$890. Finance accounts for \$308.

Utilities, Bank & Other Charges \$51

Additional telephones and training costs of \$51 to support additional staff.

Transfer to Reserves (\$3,000)

As the Current Planning Reserve approaches its proposed target balance, strategies are being adopted (including fees reductions), to manage the reserve balance not to exceed targeted balance.

Intra-municipal Recoveries (\$899)

Increased building permits and land development application fees on City capital projects based on historical trends.

Full-time Equivalents - Changes

An additional 38 FTEs are required in 2013 to address service volume demands, service enhancements, business facilitation and Green Building Strategies. There is a historical adjustment for 8.0 FTEs to address increased work demands in 2012.

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Approved 2013 Budget – Program Summary (\$000)

Program Name - Land Development Services

Results to be Achieved

The Branch provides a range of planning services, including coordination and advancement of raw land development between the City and the development industry and planning for future uses. This leads to the construction of municipal infrastructure and ultimately, fully serviced residential, commercial and industrial lots.

Service Standards	Resources (\$000)	2011 Actual	2011 Budget	2012 Budget	2013 Budget
Determines the way neighbourhoods are planned, transformed, and grow over time.	Revenue & Transfers	\$ -	\$ -	\$ -	\$ -
	Expenditure & Transfers	5,581	5,946	6,896	7,251
	Net Operating Requirement	<u>\$ 5,581</u>	<u>\$ 5,946</u>	<u>\$ 6,896</u>	<u>\$ 7,251</u>
Estimated 2012 levels:					
300 Bylaw resolutions to Council.	Management		2.0	2.0	2.0
250 subdivisions approved.	Exempt		13.0	15.0	15.0
200 projects coordinated through development.	Union		46.0	48.0	48.0
	Temporary		2.0	2.0	2.0
	Full - Time Equivalents		<u>63.0</u>	<u>67.0</u>	<u>67.0</u>

2012 Services

- Current planning applications (LDAs), including ASPs, NSPs, plan amendments, rezoning, road closures and subdivisions.
- Subdivision application review and processing, rezoning bylaw coordination and administration, naming and addressing.
- Prepare and negotiate servicing agreements on behalf of the City and utilities.
- Uphold, track and administer terms and conditions of all servicing agreements.

Changes in Services for 2013

The branch is investing in several process changes targeting enhanced accountability and transparency for each application.

- Pilot the Expedited Engineering Drawing Review process.
- Streamline Development Coordination and City Wide Planning processes including increased emphasis on industrial development .
- Launch the acceptance, circulation, and review of electronic plans.

Program Name - Safety Codes, Permits and Inspections

Results to be Achieved

Complete inspections and municipal enforcement to ensure that projects conform to approved drawings and safety code requirements. Review and issue building permits for structural/mechanical building plans.

Service Standards	Resources (\$000)	2011 Actual	2011 Budget	2012 Budget	2013 Budget
Building permit and inspection services ensure that building projects conform to approved drawings and safety code requirements.	Revenue & Transfers	\$ 3	\$ -	\$ -	\$ -
	Expenditure & Transfers	7,079	7,904	7,615	7,839
	Net Operating Requirement	<u>\$ 7,076</u>	<u>\$ 7,904</u>	<u>\$ 7,615</u>	<u>\$ 7,839</u>
Estimated 2012 levels:	Management		1.0	1.0	1.0
50,000 permit issue requests.	Exempt		3.0	4.0	4.0
100,000 inspections completed.	Union		53.0	55.0	55.0
	Temporary		-	-	-
	Full - Time Equivalents		<u>57.0</u>	<u>60.0</u>	<u>60.0</u>

2012 Services

- Examine drawings for compliance with codes; issue permits for residential and commercial projects.
- Provide advice to contractors and professionals on major projects.
- Complete inspections to ensure compliance with approved plans.
- Issue occupancy stickers and investigate complaints from customers.

Changes in Services for 2013

The branch has invested in several process changes targeting enhanced accountability and transparency for each application.

- Continue to implement the Building Regulations team and implementation of the new Quality Management Plan.
- Streamline residential and commercial permitting processes in coordination with the other branch services.
- Launch the acceptance, circulation and review of electronic plans.

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Program Name - Business Licencing

Results to be Achieved

The City requires all business owners to have a Business Licence to ensure health, safety and community standards are maintained for all citizens.

Service Standards	Resources (\$000)	2011	2011	2012	2013
		Actual	Budget	Budget	Budget
The Current Planning Branch ensures that any individual or company providing goods or services in Edmonton has the correct business licence for their operation. The Branch also ensures that businesses and practitioners have the correct agency approvals, permits and verify the land use zoning for the type of business operation. This results in approximately 35,000 licences per year.	Revenue & Transfers	\$ 215	\$ 215	\$ 826	\$ 942
	Expenditure & Transfers	367	215	826	942
	Net Operating Requirement	<u>\$ 152</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Management		-	-	-
	Exempt		1.0	1.0	1.0
	Union		3.0	7.0	7.0
	Temporary		1.0	1.0	1.0
Full - Time Equivalents		<u>5.0</u>	<u>9.0</u>	<u>9.0</u>	

2012 Services

- Business licencing applications, reviews and approvals.
- Licencing Bylaw administration, maintenance and compliance.
- Ongoing collaboration with community stakeholders for licencing of Body Rub centres and practitioners.
- \$9.6 million of revenues transferred to Corporate Revenue Programs to cover corporate needs.

Changes in Services for 2013

The branch has invested in several process changes targeting enhanced accountability and transparency for each application.

- Streamline licencing processes in coordination with development permitting services.
- The acceptance, circulation and review of electronic applications.
- Enhance the online application and payment processes.

Program Name - Development Permits

Results to be Achieved

This section considers and issues development permits and compliance certificates, carries out development enforcement and prepares amendments to the Zoning Bylaw.

Service Standards	Resources (\$000)	2011	2011	2012	2013
		Actual	Budget	Budget	Budget
This service reviews and issues development permits for new construction, renovations, new businesses, changes to building use, and ensures the conditions of their permits are met. It amends and maintains Zoning Bylaws, implements new policies and develops zoning regulations. Estimated 2012 volumes: 15,000 development permits processed.	Revenue & Transfers	\$ 3	\$ -	\$ -	\$ -
	Expenditure & Transfers	3,551	3,243	4,014	4,219
	Net Operating Requirement	<u>\$ 3,548</u>	<u>\$ 3,243</u>	<u>\$ 4,014</u>	<u>\$ 4,219</u>
	Management		1.0	1.0	1.0
	Exempt		3.0	3.0	3.0
	Union		35.0	39.0	39.0
	Temporary		-	-	-
Full - Time Equivalents		<u>39.0</u>	<u>43.0</u>	<u>43.0</u>	

2012 Services

- Review and approve development permit applications, provide advice to current and potential applicants.
- Carry out development negotiations with prospective applicants.
- Enforcement of zoning regulations and development approvals, maintenance of zoning bylaws.
- Coordination of approvals with Urban Planning and Environment, Transportation, Parks, Drainage and other City interests.

Changes in Services for 2013

The branch has invested in several process changes targeting enhanced accountability and transparency for each application.

- Streamline residential and commercial permitting processes in coordination with the other branch services.
- Launch the acceptance, circulation and review of electronic plans.

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Program Name - Customer Services and Operations

Results to be Achieved

This program is responsible for leading the branch business model development, implementation, and performance management, system improvements, the customer service centre and records management. The team ensures that all applications move efficiently through each stage of the City's process – from internal application to records management.

Service Standards	Resources (\$000)	2011	2011	2012	2013
		Actual	Budget	Budget	Budget
The team oversees branch operations and strategy. Staff ensure all applications move efficiently through each stage of the City's process: from application to approval, payment and records management. The Service Centre also provides support to the City's 311 Contact Centre.	Revenue & Transfers	\$ 35,854	\$ 29,122	\$ 37,554	\$ 47,159
	Expenditure & Transfers	19,497	12,029	19,029	27,850
	Net Operating Requirement	<u>\$ (16,357)</u>	<u>\$ (17,093)</u>	<u>\$ (18,525)</u>	<u>\$ (19,309)</u>
2011 numbers: 175,000 applications and intakes processed.	Management		1.0	1.0	1.0
	Exempt		5.0	10.0	56.0
	Union		48.0	57.0	57.0
	Temporary		4.5	4.5	4.5
	Full - Time Equivalents		<u>58.5</u>	<u>72.5</u>	<u>118.5</u>

2012 Services

- Assist customers to obtain licences, permits, land use approvals, and pay municipal fees.
- Process permits, licences, compliance certificates, encroachment agreements, file searches, parking passes and parking permits.
- Provide 311 support, and manage library and records management.
- Business model development, system implementation, performance measurement and reporting.

Changes in Services for 2013

The branch has invested in several process changes targeting enhanced accountability and transparency for each application.

- Implementation of the Current Planning Future State project.
- Focus on business facilitation and community liaison services.
- Continued development of the Service Centre for more efficient customer service.

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Program Name - Customer Services and Operations Current Planning Business Model

FUNDED

Description

The Current Planning Business Model (approved 2009) recommends a total of 38 FTEs at a cost of \$3.8 million to continue implementation. The increase in costs will be covered from an increase in revenue collected from fees. The FTEs will be allocated to address:

- 1) Service Volume Demands - 21 FTEs;
- 2) Service Enhancements - 7 FTEs such as electronic application reviews and circulations, increased quality control, new service delivery models and detailed performance reporting;
- 3) Business Facilitation - 5 FTEs to deliver the services in line with the Way We Prosper and ancillary economic development initiatives, primarily to facilitate industrial development; and
- 4) Green Building Strategy - 5 FTEs to work with industry to devise and implement practices in line with the Way We Green.

Justification

- 1) Increased Volume - positions will be filled in response to growth in service demands and will be funded by increased revenues.
- 2) Service Enhancements - increased quality measures and reporting, new service delivery models, and increased adoption of electronic application reviews and circulations will impact applications and services for individual residents, contractors and the development industry.
- 3) Business Facilitation - ensuring competitive development with an industrial focus. An imbalance of property taxes between residential and non-residential classes places the City at greater financial risk over the long term.
- 4) Green Building Strategy - in alignment with the Executive Committee's 2009 direction to develop a Green Building Plan, service development is required for the new construction methods and business processes.

Service Level Impact

(1) Increased Volume - The current staffing levels are insufficient to meet service objectives across the Branch. Not funding this request will result in prolonged service timelines, and ongoing dependence on overtime for basic service delivery. (2) Service Enhancement - Not funding will inhibit the development of new, efficient and enhanced methods of service delivery. (3) Business Facilitation - Would limit our ability to exploit economic development opportunities and advance the Way We Prosper. (4) Green Building Strategy - Not funding will delay the achievement of the City of Edmonton goals and objectives regarding energy sustainability and reduction of community greenhouse gas emissions in private development.

Impact on Other Departments

Financial Services & Utilities - This service package includes funding for financial support to provide continuous and efficient support for ongoing operational support for development activities, which are expected to grow at a rapid pace. Given significant volume and dollars involved, insufficient resources in this area will pose significant financial risks.

incremental (\$000)	2013				2014				2015			
	Exp	Rev	Net	FTEs	Exp	Rev	Net	FTEs	Exp	Rev	Net	FTEs
New Budget	\$ 3,800	3,800	-	38.0	\$ 1,000	1,000	-	10.0	\$ 1,000	1,000	-	10.0
Annualization	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 3,800	3,800	-	38.0	\$ 1,000	1,000	-	10.0	\$ 1,000	1,000	-	10.0

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Bylaws Requiring Approval

In order to generate the revenues in the approved 2013 budget, City Council approved the Bylaw Amendments and fee changes contained in the following bylaws:

- Bylaw 15894 - Safety Codes Permit Bylaw
- Bylaw 12513 - City Streets Development Control
- Bylaw 13138 - Business Licence Bylaw

Approved 2013 Budget - User Fee Information

Development Permit and Compliance Fees

	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
A. Residential Applications				
Accessory Buildings, Swimming Pools, Uncovered Decks	\$114	\$105	(\$9)	-7.9%
Hot tubs, Solar Panels (unless part of another development permit application)	\$114	\$105	(\$9)	-7.9%
Additions to Single Detached, Duplex, or Semi-Detached Housing – increase in floor area or height	\$400	\$370	(\$30)	-7.5%
Exterior Alterations, Additions to Single Detached, Duplex, or Semi-Detached Housing – no increase in floor area or height	\$270	\$250	(\$20)	-7.4%
Over-height Fences, Recreational Vehicle Parking	\$149	\$155	\$6	4.0%
Secondary Suites, Garage and Garden Suites (outside of the combo permit)	\$270	\$250	(\$20)	-7.4%
New Single Detached Housing (outside of the house combo permit application), Duplex, Semi-detached, Residential Sales Centres	\$416	\$430	\$14	3.4%
Mobile Home Move On and Additions	\$149	\$150	\$1	0.7%
New or Additions to Apartment and Row Housing, and all other housing not listed above, up to four dwelling units	\$710	\$740	\$30	4.2%
- Plus, for each additional dwelling unit	\$62	\$65	\$3	4.8%
Exterior Alterations to Existing Apartment Units or Row Housing Units	\$310	\$320	\$10	3.2%
Home Occupation:				
a) Minor Home Occupation	\$108	\$110	\$2	1.9%
b) Major Home Occupation	\$270	\$280	\$10	3.7%
Group Homes, Limited Group Homes	\$300	\$300	\$0	0.0%
Residential Move On	\$310	\$300	(\$10)	-3.2%

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	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
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B. Commercial, Industrial, Institutional, Mixed-Use Applications

For new buildings or additions to existing buildings with a gross Floor Area up to 500 m ² (5,381.95 sq. ft.)	\$750	\$780	\$30	4.0%
- Plus, for each additional 100 m ² (1,076.39 sq. ft.) of gross floor area or part thereof in commercial portion	\$82	\$85	\$3	3.7%
For new mixed-use buildings with a gross Floor Area up to 500 m ² in commercial portion and up to four dwelling units in residential portion	\$1,460	\$1,520	\$60	4.1%
- Plus, for each additional 100 m ² (1,076.39 sq. ft.) of gross floor area or part thereof in commercial portion	\$82	\$85	\$3	3.7%
- Plus, for each additional dwelling unit in residential portion	\$62	\$65	\$3	4.8%
Exterior alterations or renovations to existing buildings	\$310	\$320	\$10	3.2%
Outdoor Patio, Sidewalk Café, Temporary Event Tents, Temporary Garden Greenhouse, Garden Centre, Solar Panels	\$310	\$320	\$10	3.2%
Commercial Move On	\$750	\$780	\$30	4.0%

C. All Land Use Applications

Change of Use:				
a) Permitted Use or Uses in Direct Control Districts	\$235	\$244	\$9	3.8%
b) Discretionary Use	\$385	\$400	\$15	3.9%
c) Child Care Services	\$350	\$364	\$14	4.0%
Demolitions	\$74	\$75	\$1	1.4%
Vehicular Parking Lots	\$710	\$740	\$30	4.2%
Cell Towers:				
a) Rooftop	\$2,240	\$2,330	\$90	4.0%
b) Freestanding	\$3,000	\$3,120	\$120	4.0%
Sign Developments:				
a) Temporary Signs:				
i. Permit valid for up to 90 days	\$74	\$82	\$8	10.8%
ii. Permit valid for over 90 days	\$222	\$245	\$23	10.4%
b) Fascia Signs	\$74	\$82	\$8	10.8%
c) Freestanding, Projecting or Roof Signs	\$222	\$245	\$23	10.4%
d) Digital Signs	\$385	\$400	\$15	3.9%
Satellite Signal Receiving Antennae, Amateur Radio Antennae and support structures	\$156	\$165	\$9	5.8%

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	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
D. Compliance Certificates / Zoning Confirmation				
Single Detached, Semi-Detached or Duplex:				
a) Regular Service	\$110	\$115	\$5	4.5%
b) Express Service	\$220	\$230	\$10	4.5%
Others:				
a) Regular Service	\$228	\$240	\$12	5.3%
b) Express Service	\$457	\$480	\$23	5.0%
Compliance Certificate Restamp	\$104	\$105	\$1	1.0%
Written Confirmation of Zoning (per site)	\$104	\$105	\$1	1.0%
Search of Files for Outstanding Orders (per site)	\$104	\$105	\$1	1.0%

E. Leave as Built Permit (structures constructed not in accordance to approved plan)

Accessory building for house	\$100	\$100	\$0	0.0%
Single Detached House, Semi-Detached House, Duplex	\$150	\$150	\$0	0.0%
Other than above (Multi-Family, Commercial, Industrial, etc.)	\$350	\$350	\$0	0.0%

F. Additional Fees

Notification Fee:				
a) Minor residential applications - Includes: accessory building, uncovered deck, swimming pool, hot tub, additions, exterior alterations, over-height fence, etc.	\$40	\$40	\$0	0.0%
b) All other applications - Includes: secondary suites, new house construction, all commercial and industrial permits, group homes, signs, etc. - Excludes: home occupation and change of use applications	\$100	\$100	\$0	0.0%
Developments Existing Without Permits	Double the regular application fee	Double the regular application fee		
Minor Amendment to Development Permit Application:				
a) Minor Residential Applications	\$100	\$100	\$0	0.0%
b) Single Detached House, Semi-Detached House, Duplex	\$150	\$150	\$0	0.0%
c) Other than above (Multi-Family, Commercial, Industrial, etc.)	\$350	\$350	\$0	0.0%
Re-circulation Fee (3 rd and subsequent re-circulation)	50% of original application fee	50% of original application fee		
Pre-application Meeting	n/a	\$300		

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Land Development Application Fees

	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
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A. Rezoning Applications

2012 Fee

		TO PROPOSED ZONE							
		1	2	3	4	5	6	7	8
FROM EXISTING ZONE	1	1,104	1,911	2,847	3,702	3,909	1,911	3,293	1,437
	2	1,325	996	1,974	2,847	3,909	1,325	3,214	2,385
	3	1,325	1,325	1,325	1,325	3,909	1,325	3,214	2,385
	4	1,325	1,325	1,325	1,325	2,847	1,654	3,651	2,385
	5	1,325	1,325	1,325	1,325	1,654	1,974	3,651	1,911
	6	1,325	1,325	1,654	1,654	2,710	3,909	4,635	1,911
	7	1,325	1,325	1,974	1,974	2,710	1,325	2,283	1,911
	8	1,325	1,325	1,974	1,974	2,710	1,911	3,293	1,437

2013 Approved Fees

		TO PROPOSED ZONE							
		1	2	3	4	5	6	7	8
FROM EXISTING ZONE	1	1,200	2,100	3,000	4,000	4,300	2,100	3,500	1,700
	2	1,400	1,200	2,100	3,000	4,300	1,400	3,500	2,500
	3	1,400	1,400	1,400	1,400	4,300	1,400	3,500	2,500
	4	1,400	1,400	1,400	1,400	3,000	1,700	4,000	2,500
	5	1,400	1,400	1,400	1,400	1,700	2,100	4,000	2,100
	6	1,400	1,400	1,700	1,700	3,000	4,000	4,800	2,100
	7	1,400	1,400	2,100	2,100	3,000	1,700	3,000	2,100
	8	1,400	1,400	2,100	2,100	3,000	2,100	3,500	1,500

Land Use Zone / Provision

- 1 A, AG, AGI, AGU, AP, CS, NA, RR, US
- 2 GLD, RF1, RF2, RF3, RF4, RMH, RPL, RSL, TSDR, TSLR, HVLD
- 3 CCLD, CCSF, GLG, RF5, RF6, UCRH
- 4 CCMD, RA7, RA8
- 5 CCHD, HDR, RA9, RMU
- 6 CCNC, CNC, CSC, UVCa
- 7 AJ, AN, CB1, CB2, CB3, CCA, CHY, CMU, CO, EZ, GVC, HA, JAMSC, TMU, UW, AED, UI
- 8 EIB, EIM, IB, IL, IM, IH, MA, PU, EETB, EETC, EETL, EETM, EETR

Note: The applicant shall pay the difference in fees, prior to third reading of the amending Bylaw, for any application resulting in a Zone in a higher fee category than that initially applied for, whether the application was amended by the applicant, the Planning and Development Department, or City Council. If the resulting Zone is in a lower fee category, no refund shall be made.

Text Amendment to the Zoning Bylaw (2012): minimum \$1,593

Text Amendment to the Zoning Bylaw (Approved 2013 Fee): \$2,000

Additional Rezoning Fees

Advertising Fee (2012): \$1,189 + GST

Advertising Fee (Approved 2013 Fee): \$1,237 + GST

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Re-notification Fee (2012): \$0.52 per label

Re-notification Fee (Approved 2013 Fee): \$1.00 per label

Direct Control Rezoning and Special Area Zones

1. ADMINISTRATIVE (Standard Zone ? DC or DC ? DC)

Description: To be used where a standard zone is being converted to a DC for a minor technical reason or an approved DC zone requires an amendment to deal with a change to a minor design detail.

(i.e. moving (not adding or deleting) landscaping elements, moving waste facilities)

Changes to a site plan where the main structure(s)/character are not changing;

Removal of uses from Standard Zone;

Minor numerical change to regulation(s) from Standard Zone;

Removal of regulation(s) from Standard Zone;

Minor amendments to previously approved DC.

2012: Base fee of \$5,709

Approved 2013: Base fee of \$5,937

2. MINOR (Standard Zone ? DC or DC ? DC)

Description: Changes to the character of the site that do not significantly change the intensity of the use.

(i.e. suburban townhouse development with higher level architecture or landscaping than the standard zone,

addition of uses to standard zone or approved DC)

Resembles a standard zone with minor changes to uses that change the character of the zone;

Addition or changes to regulation(s) from Standard Zone;

No increase to FAR from existing zoning;

Only “architectural” changes to height that do not result in additional floor area.

2012: Base fee of \$5,709 + \$0.50 / m² (buildable floor area = site size * FAR)

Approved 2013: Base fee of \$5,937 + \$0.50 / m² (buildable floor area = site size * FAR)

3. MAJOR (Standard Zone ? DC or DC ? DC)

Description: Significant changes to the character and intensity of uses.

(i.e. commercial, residential and mixed use towers, adding residential uses to commercial site or non-residential uses to residential site, large-site rezonings, most infill projects)

Increase two or more of FAR / height / density;

Major additions of uses from previous standard zone or DC;

Major changes or additions of regulations from standard zone or DC;

Application requires comprehensive site planning supported by technical studies;

Any application that meets the criteria of the Large Site Rezoning Process.

2012: Base fee of \$11,416 + \$1.00 / m² (buildable floor area = site size * FAR)

Approved 2013: Base fee of \$11,873 + \$1.00 / m² (buildable floor area = site size * FAR)

Additional Fees

DC2 Notification Fee (2012): minimum = \$27 (each label = \$1)

DC2 Notification Fee (Approved 2013 Fee): minimum = \$35 (each label = \$1)

Branch — Current Planning

	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
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B. Concept Plans and Plan Amendments

Municipal Development Plan Amendment	N / A	Application fee is \$8,000 minimum	N / A	N / A
Area Structure Plan, Neighbourhood Structure Plan, Servicing Design Concept Brief, Outline Plan	Application fee is \$2,130 or \$231 /gross ha included in the proposed plan (excluding environmental reserve), whichever is greater	Application fee is \$2,450 or \$270 /gross ha included in the proposed plan (excluding environmental reserve), whichever is greater	\$39 / gross ha	16.9%
Area Structure Plan Amendment	Application fee is \$2,130 or \$231 /gross ha included in the proposed amendment (excluding environmental reserve), whichever is greater. - Excludes those amendments necessitated by an amendment to the Neighbourhood Structure Plan	Application fee is \$2,450 or \$270 /gross ha included in the proposed amendment (excluding environmental reserve), whichever is greater. - Excludes those amendments necessitated by an amendment to the Neighbourhood Structure Plan	\$39 / gross ha	16.9%
Neighbourhood Structure Plan Amendment, Area Redevelopment Plan Amendment	Application fee is \$2,130 or \$231 /gross ha included in the proposed amendment (excluding environmental reserve), whichever is greater	Application fee is \$2,450 or \$270 /gross ha included in the proposed amendment (excluding environmental reserve), whichever is greater		

C. Road Closure Applications

Road Closure Application	\$1,040	\$1,082	\$42	4.0%
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D. Addressing Fees

Change of Address (per address)	\$312	\$324	\$12	3.8%
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Note:

Applications for address changes are only permitted in the following circumstances:

1. Where the existing address is creating inherent confusion for the delivery of public services and the general public, or
2. Where Emergency Response and Administration deem necessary.

Branch — Current Planning

	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
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E. Show Home Agreement

Show Home Agreement Application Fee	N/A	\$1,000	\$0	0.0%
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F. Subdivision and Condominium Applications

The following fees shall be charged upon submission of a Subdivision Application:				
a) For each lot designated for single detached or semi-detached dwelling	\$239	\$249	\$10	4.2%
b) For each lot designated for multiple residential development	\$2,208	\$2,296	\$88	4.0%
c) For each lot designated for commercial development	\$1,448	\$1,506	\$58	4.0%
d) For each lot designated for industrial development with the following lot size:				
i. 0.5 ha or less	\$598	\$622	\$24	4.0%
ii. greater than 0.5 ha but not exceeding 1 ha	\$1,195	\$1,243	\$48	4.0%
iii. greater than 1 ha but not exceeding 1.5 ha	\$1,799	\$1,871	\$72	4.0%
iv. greater than 1.5 ha	\$2,402	\$2,498	\$96	4.0%
e) For each lot designated but not covered by the above categories, except reserve lot or public utility lot	\$239	\$249	\$10	4.2%
The following fees shall be charged upon submission of a plan of subdivision or instrument for endorsement:				
a) For each lot designated for single detached or semi-detached dwelling	\$576	\$599	\$23	4.0%
b) For each lot designated for multiple residential development	\$2,548	\$2,650	\$102	4.0%
c) For each lot designated for commercial development	\$1,788	\$1,860	\$72	4.0%
d) For each lot designated for industrial development with the following lot size:				
i. 0.5 ha or less	\$939	\$977	\$38	4.0%
ii. greater than 0.5 ha but not exceeding 1 ha	\$1,531	\$1,592	\$61	4.0%
iii. greater than 1 ha but not exceeding 1.5 ha	\$2,139	\$2,225	\$86	4.0%
iv. greater than 1.5 ha	\$2,779	\$2,890	\$111	4.0%
e) For each lot designated but not covered by the above categories, except reserve lot or public utility lot	\$576	\$599	\$23	4.0%

Branch — Current Planning

	2012 Fee	Approved 2013 Fee	\$ Increase	% Increase
Bare Land Condominium Fees				
Application fee for a Bare Land Condominium is based on the fees charged upon submission of a Subdivision Application as per each bare land unit to be created and its intended use.	Refer to Subdivision Fees Section	Refer to Subdivision Fees Section		
Endorsement fee for a Bare Land Condominium Plan is based upon the fees charged upon the submission of plan of subdivision for endorsement as per each bare land unit to be registered and its intended use.	Refer to Subdivision Fees Section	Refer to Subdivision Fees Section		
Flat fee for parking stalls converted to a bare land unit (per stall)	\$135	\$140	\$5	3.7%

Strata Space Plan Fees

Application fee for a Strata Space Plan is based on the fees charged for an application for subdivision and its intended use.	Refer to Subdivision Fees Section	Refer to Subdivision Fees Section		
Endorsement fee for a Strata Space Plan is based on the fees charged for the endorsement of a plan of subdivision and its intended use.	Refer to Subdivision Fees Section	Refer to Subdivision Fees Section		

Condominium Fees

Application fee per unit excluding common property pursuant to the Condominium Property Regulation.	\$40	\$40	\$0	0.0%
Flat Fee for parking stalls converted to condominium units (per stall)	\$22	\$23	\$1	4.5%

G. Additional Land Development Application Fees

Re-circulation (3 rd and subsequent re-circulation)	\$1,000	\$1,000	\$0	0.0%
Authorization Fee	\$1,000	\$1,000	\$0	0.0%
Pre-Application Meeting	\$500	\$500	\$0	0.0%
Advertising Fee	\$1,189	\$1,237	\$48	4.0%
Re-notification Fee	\$0.52 /label	\$1.00 /label	\$0.48 / label	92.3%
DC2 Notification Fee	\$1.00 /label, \$27 minimum	\$1.00 /label, \$35 minimum	\$0	0.0%