



**City of Courtenay
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.334.4441
Fax: 250.334.4241

Development Application Fees

See *City of Courtenay Fees and Charges Bylaw No. 1673, 1992* for information on fees

APPLICATION	FEE & GST	TOTAL
Official Community Plan (OCP) Amendment		
1. Application fee.....	\$3,000 + HST	\$3,360.00
2. Small projects (less than 4 residential units or less than 465 m ² of commercial floor area)	\$2,500 + HST	\$2,800.00
Temporary Commercial or Industrial Use Permit		
1. Application fee	\$2,500 + HST	\$2,800.00
Zoning Bylaw or Land Use Contract Amendment		
1. Application fee	\$3,000 + HST	\$3,360.00
a. For existing developed residential property to allow for a secondary suite.....	\$500 + HST	\$560.00
2. Large projects - if application is for a parcel with a site area:		
a. Site area over 2 ha or if floor area exceeds 4500 m ²	\$5,000 + HST	\$5,600.00
*Plus:		
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)		
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)		
b. Site area over 8 ha or if floor area exceeds 9000 m ²	\$6,500 + HST	\$7,280.00
*Plus:		
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)		
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)		
3. Comprehensive Development zone (other than 2b)	\$7,500 + HST	\$8,400.00
*Plus:		
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)		
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)		
4. For each additional public hearing or public information meeting	\$2,000 + HST	\$2,240.00
5. If, at the discretion of the Director of Planning, a Peer Review is required for any technical documentation submitted in conjunction with an application, the applicant shall be required to cover the costs of such a review		
Development Permit Applications		
1. Application fee for projects requiring Council approval	\$2,500	\$2,500.00
a. For residential projects, add \$50 per residential unit or parcel over 25 units or parcels		
b. For commercial/industrial projects, add \$100 per 100 m ² of gross floor area over 500 m ² or add \$50 per 0.1 ha of site area over 0.4 ha whichever results in the greater fee		
2. Applications requiring approval of Director of Planning Services	\$1000	\$1000.00
3. Application to extend the period of validity for an existing permit	\$750	\$750.00
4. Application to amend an existing permit.....	\$750	\$750.00
5. Application for a residential unit in an intensive residential zone	\$500 per unit	\$500.00/unit
6. Development permit for signage only	\$200	\$200.00

*Per Residential Unit (i.e. Single Family Lots, Townhomes, Condominiums or Apartments)

Development Variance Permit Applications		
1. Application fee for commercial, industrial and multi-residential	\$1,500	\$1,500.00
2. Application for single residential or duplex	\$1,000	\$1,000.00
3. Application for variance of the Sign Bylaw	\$400	\$400.00
4. Application to extend the period of validity for an existing permit	\$500	\$500.00
5. Application for a phased strata development	\$1,500	\$1,500.00
Applications to the ALC		
1. Application to include or exclude land in the ALR	\$1000	\$1000.00
2. Application to subdivide land within the ALR	\$600	\$600.00
3. Application to use land in the ALR for non-farm purposes	\$600	\$600.00
4. Application to place fill or remove soil for non-farm purposes	\$600	\$600.00
5. For each additional public hearing or public information meeting	\$1000	\$1000.00
ALC Application Refunds		
1. If an application which requires a public hearing is withdrawn or rejected by Council prior to public notification, a partial refund will be issued.....		\$600.00
2. If an application to the ALC is withdrawn by the applicant prior to Council's consideration, a partial refund will be issued.....		\$300.00
Board of Variance		
1. Application to the Board of Variance	\$250 + HST	\$280.00
Building Permits		
1. Building permit (\$7 per \$1000 of construction value)	Minimum \$30	
2. Plumbing permit (\$6 per fixture).....	Minimum \$30	
3. Damage deposit. If value of construction is:		
a. Up to \$30,000	\$200	\$200.00
b. \$30,001 to \$80,000	\$500	\$500.00
c. \$80,001 to \$200,000	\$700	\$700.00
d. \$200,001 to \$2,000,000	\$1,000	\$1,000.00
e. Over \$2,000,000	\$1,500	\$1,500.00
Comfort Letter		
1. "Comfort letter" for compliance with bylaws or zoning	\$150 + HST	\$168.00
Liquor License Applications		
1. Application fee, or	\$500 + HST	\$525.00
2. If a public hearing is to be held	\$1,250 + HST	\$1,312.50
Landscaping Inspections		
1. After 3 landscaping inspections, fee for each additional inspection	\$100 + HST	\$112.00
Sign Permits		
1. Freestanding sign over 2.5 m in height	\$100	\$100.00
2. Under-awning sign, portable and temporary signs.....	\$10	\$10.00
3. Flag or banner sign and sign alterations	\$20	\$20.00
4. Freestanding sign under 2.5 m and all other signs	\$45	\$45.00
Site Profile		
1. Administration Fee	\$150 + HST	\$168.00

Strata Conversion

1. Application for a strata conversion of a previously occupied building		
a. Inspection fee	\$100 + HST	\$112.00
b. Application fee	\$500	\$500.00
c. For each additional unit/parcel	\$100	\$100.00

Subdivision Application Fees

1. First parcel	\$600 + HST	\$672.00
2. Each additional parcel	\$150 + HST	\$168.00

Tree Cutting & Removal

1. Application for a tree cutting permit	\$250 + HST	\$280.00
a. Plus each tree removed	\$5/tree + HST	\$5.60/tree

Refunds & Renewal Fees

1. If an application which requires a public hearing is withdrawn or rejected by Council prior to public notification, a partial refund will be issued.....		\$1,000.00
3. If an application has not been considered by Council within 6 months a renewal fee is required.....	25% of original application fee	