



**City of Courtenay
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250-703-4839
Fax: 250-334-4241

Development Application Fees

See *City of Courtenay Fees and Charges Bylaw No. 2883, 2017* for information on fees

APPLICATION	TOTAL
Official Community Plan (OCP) Amendment	
Application Fee.....	\$3,000.00
Small projects (less than 4 residential units or less than 465 m ² of commercial floor area)	\$2,500.00
Temporary Commercial or Industrial Use Permit	
Application fee	\$2,500.00
Zoning Bylaw or Land Use Contract Amendment	
1. Application fee	\$3,000.00
a. For existing developed residential property to allow for a secondary suite.....	\$500.00
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	\$5,000.00
*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	\$6,500.00
*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)	\$7,500.00
*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	\$2,000.00
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	\$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 (round up to nearest \$100.00)	
2. Application for a residential unit in an intensive residential zone	\$500.00/unit
3. For the Exterior renovation of existing commercial properties within the Downtown Courtenay Business Improvement Area.....	\$100.00
4. Environmental Development Permit.....	\$1,000.00
5. Minor Environmental Development Permit	\$500.00
6. Application to extend the period of validity for an existing permit	\$750.00
7. Application to amend an existing permit.....	\$750.00

*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		\$1,500.00
2. Application for single residential or duplex		\$1,000.00
3. Application for variance of the Sign Bylaw		\$400.00
4. Application to extend the period of validity for an existing permit		\$500.00
Application for a phased strata development		\$1,500.00
Applications to the ALC		
1. Application to include or exclude land in the ALR		\$1000.00
2. Application to subdivide land within the ALR		\$600.00
3. Application to use land in the ALR for non-farm purposes		\$600.00
4. Application to place fill or remove soil for non-farm purposes		\$600.00
5. For each additional public hearing or public information meeting		\$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		
Application to the Board of Variance		\$250.00
Building Permits		
1. Building permit (\$7.50 per \$1000 of construction value)	Minimum \$50	
2. Plumbing permit (\$8 per fixture).....	Minimum \$50	
3. Damage deposit. If value of construction is:		
a. Up to \$30,000		\$200.00
b. \$30,001 to \$80,000		\$500.00
c. \$80,001 to \$200,000		\$700.00
d. \$200,001 to \$2,000,000		\$1,000.00
e. Over \$2,000,000		\$1,500.00
Liquor License Applications		
1. Application fee, or	\$500 + GST	\$525.00
2. If a public hearing is to be held	\$1,250 + GST	\$1,312.50
Landscaping Inspections		
1. After 3 landscaping inspections, fee for each additional inspection	\$100 + GST	\$105.00
Sign Permits		
1. Freestanding Sign over 2.5 m in height		\$100.00
2. Freestanding Signs under 2.5 m in height		\$45.00
3. Fascia Signs, Canopy Signs, Projecting Signs		\$45.00
4. Portable Signs, Under Canopy Signs.....		\$10.00
Site Profile		
1. Administration Fee	\$150 + GST	\$157.50
Soil Removal or Replacement Fee		\$600.00

Strata Conversion

1. Application for a strata conversion of a previously occupied building		
a. Inspection fee	\$100 + GST	\$105.00
b. Application fee		\$500.00
c. For each additional unit/parcel		\$100.00

Subdivision Application Fees

1. First parcel		\$600.00
Each additional parcel		\$150.00

Tree Cutting & Removal

1. Single family lots equal to or under 2,000 m ² in size, or when only two trees are removed on any sized lot.....		\$50.00
2. Single family lots between 2,000 m ² and 4,000 m ² in size.....		\$100.00
3. Lots of a land use other than single family residential, lots larger than 4,000 m ² and multi lot subdivisions.....		\$250/4000m ² of lot area
4. Hazardous tree removal.....		No Fee