

**REGIONAL DISTRICT OF NORTH OKANAGAN
BYLAW NO. 2677, 2018**

CONSOLIDATED FOR CONVENIENCE

This document is an office consolidation of the above-noted Bylaw and includes the amendments listed below. This Bylaw has been consolidated for convenience and is intended for information and reference purposes only. This document is not the official version of the Bylaw. Be advised that plans, pictures, other graphics or text in the official version may be missing or altered in this consolidated version. Where accuracy is critical, please contact the Corporate Services Department at the Regional District of North Okanagan.

TEXT AMENDMENTS

| Bylaw No. | Adopted | Amendment |
|------------------|----------------|---|
| 2839 | Sept. 18, 2019 | – Amend Schedule 'A' to add fee for Antenna Structure Concurrence Request |
| 2824 | Apr. 22, 2020 | – Amend Schedule 'A' to add fee for Temporary Use Permit for an Existing Cannabis Production Facility |
| 2880 | Feb 17, 2021 | – Amend Schedule 'A' to add fee for Contaminated Sites: Site Disclosure Statement Review |
| 3064 | Mar. 18, 2026 | – Amendments to the text of the Bylaw, Replacement of Schedule "A", Deletion of Schedule "B" |

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2677, 2018

A bylaw to repeal Regional District of North Okanagan
Development Application Procedures and Administrative Fees Bylaw No. 2315, 2008, as amended
and
to establish a bylaw for Development Application Procedures and Administrative Fees

WHEREAS Section 225 [*Procedure bylaws*] of the *Local Government Act*, states that the Board of the Regional District of North Okanagan must establish, by bylaw, general procedures to be followed by the Regional Board and Board committees to conduct the business of the Board;

AND WHEREAS in accordance with Section 397 [*Imposition of fees and charges*] and Section 462 [*Fees related to applications and inspections*] of the *Local Government Act*, the Regional Board is desirous of establishing fees and charges which more accurately reflect cost recovery for services provided;

NOW THEREFORE, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

1. TITLE

This Bylaw may be cited as the ***“Regional District of North Okanagan Development Application Procedures and Administrative Fees Bylaw No. 2677, 2018”***.

2. DEFINITIONS

In this bylaw;

“Applicant” means an owner of land or his authorized agent applying for approval of an amendment to a Regional District Bylaw or issuance/amendment of a permit under Part 14 of the *Local Government Act*.

“Regional Board” means the Board of Directors of the Regional District of North Okanagan.

“Regional District” means the Regional District of North Okanagan as described in its Letters Patent and amendments thereto but shall not include incorporated municipalities.

“Security Deposit” means an unconditional Irrevocable Letter of Credit, bank draft or cash drawn on a chartered bank in Canada valid for a period of not more than one year.

3. SCOPE

This bylaw applies to:

Development Application Fees related to:

3.1 An application for amendments to:

- a) Official Community Plan Bylaw
- b) Zoning Bylaw;

- ~~e) Land Use Contract Bylaw;~~
- d) Regional Growth Strategy Bylaw.

3.2 The issuance, amendment and renewal of:

- a) Development Permits;
- b) Delegated Development Permits;
- c) Development Variance Permits;
- d) ~~Development Permits with Variance;~~
- e) Temporary Use Permits;
- f) Soil Removal and Deposit Permits.

3.3 The approval and renewal of:

- a) Liquor License Referrals;
- b) Cannabis License Referrals;
- c) Strata Conversion of previously occupied Buildings;
- d) Subdivision Application Referrals;
- e) Lot Frontage Waivers;
- f) Campground Permits;
- g) Manufactured Home Community Permit;
- h) Board of Variance;
- i) Floodplain Exemptions;
- j) Legal Document **registration**, amendment or discharge.

Administrative Fees related to:

3.4 Fees associated with the following administrative functions;

- a) Various printing fees (Minutes, Bylaws, Maps, etc.)
- b) Title Searches
- c) Document Retrieval
- d) NSF Cheques
- e) Address Changes
- f) Regional Growth Strategy.

4. APPLICATION

Applications for an amendment, a permit, or an approval shall be made by the applicant to the General Manager, Planning and Building of the Regional District, or his designate, on the applicable form available from the Regional District. **Applicants may submit electronic documents or physical documents as one complete package.**

5. FEES

At the time of submission of an application for an amendment, a permit or an approval, and from time to time during the processing of the application as set out below, the applicant shall pay to the Regional District fees in the amount as set out in Schedule "A" of this Bylaw.

6. PROCESSING OF APPLICATIONS

In addition to any requirements contained in the *Local Government Act* and *Community Charter*, the following shall be the requirements of the Regional District.

The General Manager, Planning and Building, or his designate, shall process every application and a report shall be presented to the Regional Board, except in the case of a subdivision application and an application for a delegated development permit. The report shall:

- a) State the purpose of the application;
- b) Contain a recommendation on whether or not the application should be approved in principle or denied and sufficient rationale to support the recommendation;
- c) Contain a map locating the property;
- d) Specify whether or not the approval of the Ministry of Transportation under Section 52(3) of the *Transportation Act* or Section 505 of the *Local Government Act* is required;
- e) State the proposed security deposit to be posted by the applicant, if any; and,
- f) Provide additional relevant information.

**6.1 ~~Amendments to OCP, Zoning and Land Use Contract Bylaws~~
*Official Community Plan (OCP) and Zoning Amendments***

6.1.1 An application for an ~~amendment of an OCP, Zoning, or Land Use Contract~~ ***OCP or Zoning Amendment*** Bylaw must be made on an approved form as provided by the Regional District, signed by ***the owner and*** the applicant of the property affected, and shall be accompanied by the fee outlined in Schedule "A".

6.1.2 The application shall include the following:

- a) Completed Application form;
- b) Current Certificate of Title, together with copies of any charges registered against the title of the property;
- c) A plan drawn to scale showing proposed development;
- d) Written explanation for the proposed amendment and corresponding community benefit;
- e) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate, in order to evaluate the application.

6.1.3 Development Approval Information

The General Manager, Planning and Building, or his designate may require the applicant to provide development approval information pursuant to the *Local Government Act*. A report may be required from a qualified professional on the following with respect to an OCP or zoning amendment bylaw;

- a) Transportation patterns including traffic flow;
- b) Impact and assessment on local infrastructure;
- c) Assessment of capacity of public facilities including schools and parks;
- d) The natural environment of the area affected; and,
- e) Impact or need for community services.

6.1.4 The General Manager, Planning and Building, or his designate, may waive any requirement under Section 6.1.3 if, in his ***their*** opinion, the information is not relevant to the application.

6.1.5 An applicant may appeal in writing the decision of the General Manager, Planning and Building, or his designate in regards to Development Approval Information to the Regional Board at no charge to the applicant.

6.1.6 Public Information Meeting

When an application has been approved in principle by the Regional Board, subject to the applicant holding a Public Information Meeting, the applicant shall cause said meeting to be held in accordance with current Board policy on holding Public Information Meetings, as amended from time to time, together with payment of the applicable fee outlined in Schedule "A".

6.1.7 Notice Requirements

a) When an amendment requires public notification, that notice shall comply with Section 466 [*Notice of public hearing*] **or Section 467 [*Notice if public hearing not held*]** of the *Local Government Act* as amended from time to time. Written notices shall be mailed to all registered property owners of land situated within 100 metres from that part of the area that is subject to the bylaw amendment; except for lands located at Silver Star in Electoral Area "C", **and for Rezoning applications for properties located within community sewer areas which are designated Residential and which proposed residential housing**, where written notices shall be mailed to all registered property owners of land situated within 30 metres from that part of the area that is subject to the bylaw amendment. The notice shall be sent by the Regional District.

~~b) All applications for OCP, Zoning and Land Use Contract Bylaws, which pertain to specific property(s), require a development notice sign to be posted by the applicant in accordance with Schedule "B".~~

6.1.8 If it is deemed necessary to hold an additional Public Hearing **or give additional notification**, the applicant will be required to pay the applicable fee for an additional Public Hearing **or notification** as specified in Schedule "A".

6.2 Development Variance Permit and ~~Development Permit w/ Variance~~ Applications

6.2.1 An application for issuance or amendment of a Development Variance Permit ~~or a Development Permit w/ Variance~~ must be made on an approved form as provided by the Regional District, signed by **the owner and** the applicant, and shall be accompanied by the fee outlined in Schedule "A".

6.2.2 The application shall include:

- a) Completed application form;
- b) Current copy of a Certificate of Title for the affected property(s), together with copies of any charges registered against the title of the property;
- c) Written explanation for the proposed variances;
- d) Written explanation of the benefit which would accrue to the public in consideration of the application;
- e) A plan drawn to scale showing the proposed development;
- f) A landscape plan; and,
- g) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate in order to evaluate the application.

6.2.3 Development Approval Information

The General Manager, Planning and Building, or his designate, may require the applicant to provide development approval information pursuant to the *Local Government Act*. A report may be required from a qualified professional on the following with respect to a Development Variance Permit or Development Permit w/ variance;

- a) Transportation patterns including traffic flow;
- b) Impact and assessment on local infrastructure;
- c) Assessment of capacity of public facilities including schools and parks;
- d) The natural environment of the area affected; and,
- e) Impact or need for community services.

6.2.4 The General Manager, Planning and Building, or his designate, may waive any requirement under Section 6.2.3 if, in his **their** opinion, the information is not relevant to the application.

6.2.5 Notice Requirements

- a) When an approval requires public notification, that notice shall comply with ~~Section 466 [Notice of public hearing]~~ **Section 499 [Notice to affected property owners and tenants]** of the *Local Government Act* as amended from time to time. Written notices shall be mailed to all registered property owners of land situated within 100 metres from that part of the area that is subject to the application; except for lands located at Silver Star in Electoral Area "C", where written notices shall be mailed to all registered property owners of land situated within 30 metres from that part of the area that is subject to the bylaw amendment. The notice shall be sent by the Regional District.

6.2.6 Landscaping Requirements

- a) When landscaping is a condition of a Development Permit, the applicant shall provide a security deposit in the amount of 125% of the estimated cost of the landscaping. The applicant must submit one (1) quote from a qualified landscaping contractor, which shall determine the cost of the landscaping estimate.
- b) The landscaping security deposit may be reduced as the works are completed.
- c) All landscaping must be completed within one (1) year from the issuance of the permit. Should this not occur, the Regional District may cash the security deposit and cause the works to be completed.
- d) Any changes to the landscaping plan must be approved by the General Manager, Planning and Building, or his designate.

6.2.7 The issued permit shall be in the form approved by the Regional District from time to time.

6.3 Development Permit and Development Permit Minor Amendment Applications

6.3.1 An application for issuance or amendment of a Development Permit must be made on an approved form as provided by the Regional District, signed by **the owner and** the applicant, and shall be accompanied by the fee outlined in Schedule "A".

6.3.2 The application shall include:

- a) Completed application form;
- b) Current copy of a Certificate of Title for the affected property(s), together with copies of any charges registered against the title of the property;
- c) Written explanation for the proposed development;
- d) A plan drawn to scale showing the proposed development;
- e) A landscape plan; and,
- f) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate, in order to evaluate the application.

6.3.3 Development Approval Information

The General Manager, Planning and Building, or his designate, may require the applicant to provide development approval information pursuant to the *Local Government Act*. A report may be required from a qualified professional on the following with respect to a Development Permit;

- a) Transportation patterns including traffic flow;
- b) Impact and assessment on local infrastructure;
- c) Assessment of capacity of public facilities including schools and parks;
- d) The natural environment of the area affected; and,
- e) Impact or need for community services.

6.3.4 The General Manager, Planning and Building, or his designate, may waive any requirement under Section 6.3.3 if, in his **their** opinion, the information is not relevant to the application.

6.3.5 Landscaping Requirements

- a) When landscaping is a condition of a Development Permit, the applicant shall provide a security deposit in the amount of 125% of the estimated cost of the landscaping. The applicant must submit one (1) quote from a qualified landscaping contractor, which shall determine the cost of the landscaping estimate.
- b) The landscaping security deposit may be reduced as the works are completed.
- c) All landscaping must be completed within one (1) year from the issuance of the permit unless otherwise specified in the Permit. Should this not occur, the Regional District may cash the security deposit and cause the works to be completed.
- d) Any changes to the landscaping plan must be approved by the General Manager, Planning and Building, or his designate.

- 6.3.6 The issued permit shall be in the form approved by the Regional District from time to time.
- 6.3.7 The determination of a Minor Amendment to a Development Permit shall be at the discretion of the General Manager, Planning and Building or his designate.

6.4 Temporary Use Permits

- 6.4.1 An application for issuance or amendment of a Temporary Use Permit must be made on an approved form as provided by the Regional District, signed by **the owner and** the applicant, and shall be accompanied by the fee outlined in Schedule "A".
- 6.4.2 The application shall include:
- a) Completed application form;
 - b) Current copy of a Certificate of Title for the affected property(s) together with copies of any charges registered against the title of the property;
 - c) Written explanation for the proposed temporary uses;
 - d) A plan drawn to scale showing the proposed development; and,
 - e) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate, in order to evaluate the application.
- 6.4.3 The General Manager, Planning and Building, or his designate, may require the applicant to provide development approval information pursuant to the *Local Government Act*. A report may be required from a qualified professional on the following with respect to an OCP or zoning amendment bylaw;
- a) Transportation patterns including traffic flow;
 - b) Impact and assessment on local infrastructure;
 - c) Assessment of capacity of public facilities including schools and parks;
 - d) The natural environment of the area affected; and,
 - e) Impact or need for community services.
- 6.4.4 The General Manager, Planning and Building, or his designate, may waive any requirement under Section 6.4.3 if, in his **their** opinion, the information is not relevant to the application.
- 6.4.5 Notice Requirements
- a) When an amendment requires public notification, that notice shall comply with ~~Section 466 [Notice of public hearing]~~ **Section 494 [Public notice and hearing requirements]** of the *Local Government Act* as amended from time to time. Written notices shall be mailed to all registered property owners of land situated within 100 metres from that part of the area that is subject to the bylaw amendment; except for lands located at Silver Star in Electoral Area "C", where written notices shall be mailed to all registered property owners of land situated within 30 metres from that part of the area that is subject to the bylaw amendment. The notice shall be sent by the Regional District.

- ~~b) All applications for Temporary Use Permits, which pertain to specific property(s), require a development notice sign to be posted by the applicant in accordance with Schedule "B".~~

6.4.6 The issued permit shall be in the form approved by the Regional District from time to time.

6.5 Strata Conversion of Previously Occupied Buildings

6.5.1 An application for approval of a strata conversion of a previously occupied building must be made on an approved form as provided by the Regional District, signed by **the owner and** the applicant, and shall be accompanied by the fee outlined in Schedule "A".

6.5.2 The application shall include:

- a) Completed application form;
- b) Current copy of a Certificate of Title for the affected property(s) together with copies of any charges registered against the title of the property;
- c) Written explanation for the proposed strata conversion;
- d) A plan drawn to scale showing the proposed strata conversion; and,
- e) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate, in order to evaluate the application.

6.6 Campground Permit and Manufactured Home Community Permit Applications

6.6.1 An application for approval of a Campground Permit or a Manufactured Home Community Permit must be made on an approved form as provided by the Regional District, signed by **the owner and** the applicant, and shall be accompanied by the fee outlined in Schedule "A".

6.6.2 The application shall include:

- a) Completed application form;
- b) Current copy of a Certificate of Title for the affected property(s) together with copies of any charges registered against the title of the property;
- c) Written explanation for the proposed Campground or Manufactured Home Community;
- d) A plan drawn to scale showing the proposed development; and,
- e) An applicant may include additional information requested by the General Manager, Planning and Building, or his designate, in order to evaluate the application

6.7 Development Applications within Riparian Areas

The Provincial Riparian Areas Regulation applies to all Residential, Commercial and Industrial activities that require local government approval under Part 14 of the *Local Government Act*, including:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of non structural impervious or semi-impervious surfaces;

- e) flood protection works;
- f) construction of roads, trails, docks, wharves and bridges;
- g) provision of maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in Section 455 of the *Local Government Act*,

and are located within a “riparian assessment area” which is defined as follows:

- a) for “stream”, the 30 metre strip on both sides of the stream , measured from the high water mark, or
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank, and
- c) for a ravine 60 meters wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

Note that a “stream” is defined as follows:

- a) a watercourse, whether it is usually contains water or not;
- b) a pond, lake, river, creek, or brook;
- c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

If any of the above applies then a property owner/developer will be required to follow the RAR and at their expense, hire a Qualified Environmental Professional to provide an assessment report to the Ministry of Environment. The Regional District must receive notification from senior levels of government as per Section 4 (2) or (3) of the Regulation before approving or allowing development to proceed within a riparian assessment area.

If a development is proposed in an area that is clearly not in the proximity of a “riparian assessment area”, then the normal local approval process will be followed. However, if there is any doubt, staff may require the property owner/developer to sign an affidavit stating that there are no changes proposed within a “riparian assessment area” in order to allow the normal local government approval processes to proceed. The property owner/developer will take full responsibility for any consequences of not following the Provincial Riparian Areas Regulation or providing incorrect information.

6.8 Development Applications that require a Regional Growth Strategy Amendment

6.8.1 If a proposal requires an amendment to Regional Growth Strategy Bylaw No. 2500, 2011, as determined by the Regional Growth Strategy Support Team, then a Regional Growth Strategy Amendment application must be made on an approved form as provided by the Regional District, signed by the applicant, and shall be accompanied by the fee outlined in Schedule “A”.

6.8.2 The application shall include:

- a) Completed Application form;
- b) Current Certificate of Title, together with copies of any charges registered against the title of the property;
- c) A plan drawn to scale showing proposed development;
- d) Written explanation for the proposed amendment and corresponding community benefit; and

- e) An applicant may include additional information requested by the General Manager, Planning and Building or his designate.

6.8.3 Development Approval Information

The General Manager, Planning and Building or his designate may request the applicant provide development approval information to aid in the analysis of the application in accordance with the provisions of Sections 6.1.3, 6.2.3 or 6.3.3 of this Bylaw, as applicable.

- 6.8.4 An applicant will be required to provide the consultation and advertising deposit outlined in Schedule "A" at the time of Regional Growth Strategy Amendment application submission and any unused portion of the deposit will be returned to the applicant at the time of bylaw adoption or a resolution on non-support from the Board of Directors.

- 6.8.5 An applicant, if not a local government, shall be responsible for paying the Regional District's portion of the costs for resolution of non-acceptance of a Regional Growth Strategy Bylaw standard amendment bylaw, including facilitation or arbitration by a neutral third party and Final Adoption may be withheld until such a time as the above mentioned costs are recovered from the applicant.

6.8.6 Public Information Meeting

When a Regional Growth Strategy Amendment application has been received, the Board of Directors may direct the applicant to hold a Public Information Meeting in accordance with current Board policy on holding Public Information Meetings, as amended from time to time.

6.8.7 Public Hearing

If it is deemed necessary to hold an additional Public Hearing, the applicant will be required to pay the applicable fee for an additional Public Hearing as specified in Schedule "A".

6.9 FLOODPLAIN EXEMPTIONS

- 6.9.1 Pursuant to Section 524 of the *Local Government Act*, the Regional District of North Okanagan may grant exemptions from the application of floodplain setbacks and flood construction elevations provided that the property owner submits a written request for an exemption to the Regional District accompanied by the fee outlined in Schedule "A" and the exemption is consistent with the Provincial Guidelines, or a professional engineer or geoscientist, or other prescribed person, certifies that the property can be safely used for the intended use.

6.10 SOIL REMOVAL AND DEPOSIT APPLICATIONS

- 6.10.1 As applicable within Electoral Areas "B" and "C" of the Regional District, an application for approval of a Soil Removal and Deposit Permit shall be made in accordance with *Regional District of North Okanagan Soil Removal and Deposit Bylaw No. 2647, 2014* and shall be accompanied by the fee outlined in Schedule "A".

SCHEDULE "A" – Fees

| DEVELOPMENT APPLICATION FEES | |
|--|--|
| Application Type | Fee |
| Official Community Plan (OCP) Amendment (incl. 1 Public Hearing) -Applications for Commercial, or Industrial or Comprehensive Development Zones or Site Specific Text Amendment | \$ 2200 Additional \$ 500 |
| Zoning Amendment (Map and/or Text) (incl. 1 notification or Public Hearing) Applications for Commercial, Industrial, or Comprehensive Development Zones or Site Specific Text Amendment | \$ 2000 Additional \$ 500 |
| Joint OCP & Zoning Bylaw Amendment (incl. 1 Public Hearing) -Applications for Commercial, Industrial, Multi-Family or Comprehensive Development Zones or Site Specific Text Amendment | \$ 2600 Additional \$ 500 |
| Liquor Licence Referral (not incl. Public Hearing listed below) | \$ 1000 |
| Cannabis License Referral (not incl. Public Hearing listed below) | \$ 2000 |
| Development Variance Permit (1-2 variances) - each additional variance in excess of two | \$ 1100 \$ 200 |
| Delegated Development Permit (Form & Character) | \$ 1000 |
| Delegated Development Permit (Environment & Hazard) | \$ 400 |
| Development Permit Minor Amendment - Board Consideration - Delegated | \$ 500 \$ 200 |
| Temporary Use Permit | \$ 1300 |
| Temporary Use Permit for an Existing Cannabis Production Facility | \$ 2000 |
| Subdivision (fee simple or strata) (base fee) - Each lot in excess of one (1) | \$ 1000 \$ 100 |
| Subdivision Application Revision (after PLR issued) | \$ 200 |
| Subdivision (boundary adjustment) | \$ 800 |
| Subdivision (phased strata - Form P) (base fee) - Each lot in excess of one (1) - Each phase as submitted | \$ 1000 \$ 100 \$ 500 |
| Strata Conversion of Previously Occupied Building | \$ 1000 |
| Lot Frontage Waiver | \$ 700 |
| Floodplain Exemption | \$ 700 |
| Board of Variance | \$ 500 |
| Campground Permit (base fee) - each additional site | \$ 800 \$ 50 |
| Manufactured Home Community (base fee) - each additional space | \$ 800 \$ 50 |
| Legal Document Review (Registration, Amendment or Discharge) - Standard staff administered (1-2 documents) - Each additional standard document in excess of 2 submitted concurrently - Non-standard staff administered (per document) - Board resolution required (per document) - Board resolution and notification of Public Hearing required (per document) | \$ 400 \$ 100 \$ 700 \$ 1100 \$ 2000 |

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|---|---------|
| Soil Removal and Deposit Permit | \$ 1100 |
| Regional Growth Strategy (RGS) Amendment | \$ 3500 |
| RGS Consultation & Advertising Fee (deposit) | \$ 3000 |
| Antenna Structure Concurrence Request | \$ 750 |

| DEVELOPMENT APPLICATION ADMINISTRATIVE FEES | |
|--|---|
| Type | Fee |
| Additional Public Hearing | \$ 1300 |
| Additional Notification | \$ 800 |
| Development Permit Exemption Technical Document Review (per document) | \$ 150 |
| Public Information Meeting Review | \$ 500 |
| Application Cancellation - Amount of fee <u>retained</u> if application cancelled prior to initiating report - Amount of fee <u>retained</u> if application cancelled after initiating report | \$ 250 All - No refund given |
| Application Amendment (after application is considered, applies to all application types) | 25% of original fee |
| Retroactive Applications (applications submitted after construction has commenced or land use has started) | Additional \$ 250 in addition to respective application fee |
| Delegated Development Permit Renewal | \$ 200 |
| Soil Removal and Deposit Permit, Development Permit or Development Variance Permit Renewal | \$ 500 |
| Security Release Review | \$ 200 |
| Temporary Use Permit Renewal | \$ 500 |
| Application Extension - After one year of inactivity, prior to closing file | \$ 250 |
| Subdivision Application Extension - All types, prior to expiry | \$ 500 |
| Contaminated Sites Site Disclosure Statement Review | \$ 100 |
| Property Information Request | \$ 100 |
| Online Title Search (for applications only) | \$15.00 |
| Title Document Retrieval (for applications only) -Standard online retrieval -Non-standard online retrieval | \$ 40.00 each At cost plus 25% administration fee |
| Civic address change (initiated by owner) | \$ 60.00 |
| Certificate of Outstanding Utility Charges | \$ 30.00 |
| NSF cheque | \$ 25.00 |

| PRINTING FEES | | |
|--------------------------------------|-----------------------------------|-----------------------|
| Type | Fee | |
| | Colour Prints | B&W Prints |
| 8.5 x 11 print/copy | \$ 1.00 | \$ 1.00 |
| 11 x 17 print/copy | \$ 3.00 | \$ 2.00 |
| 18 x 24 print/copy | \$ 10.00 | \$ 5.00 |
| 24 x 36 print/copy | \$ 15.00 | \$ 10.00 |
| 36 x 48 print/copy | \$ 20.00 | \$ 15.00 |
| Oversize map (over 4 feet in length) | \$ 5.00 per lineal foot | |
| Custom mapping request | \$ 85/hr charge plus printing fee | |
| Bylaws (excluding maps) | | |
| - 19 or less pages | | \$ 3.00 |
| - 20 to 59 pages | | \$ 5.00 |
| - 60 pages or more | | \$ 10.00 |