

	City of Lacombe Planning and Development Fee Schedule Policy	
	Policy Number:	<i>66/210.01(15)</i>
	Approval Date:	<i>October 13, 2015</i>
	Effective By:	<i>January 1, 2016</i>
	Supercedes:	<i>Land Development Agreement Policy No. 66/201/01(13)PO</i> <i>Subdivision Application and Endorsement Fees Policy No. 66.451.03(05)PO</i> <i>Road Closure Bylaw Policy No. 32/716.00(05)PO</i> <i>Planning & Development Occupancy Permit Policy No. 61/215.00(08)PO</i> <i>Land Use Bylaw Fees and Charges Policy No. 61/451 (05) PO</i> <i>Planning & Development Letters: Zoning, AMVIC, Environmental (Phase 1) Assessment Policy No. 61/214/00(08)PO</i> <i>Processing Fees for Development Permits Policy No. 61/201.00 (08) PO</i> <i>Procedure for Completion of Compliance Certificates Policy No. 61/213.00 (05) PO</i> <i>Striping and Grading Interim Indemnity Agreement Policy No. 61/201.20 (11) PO</i> <i>Requirement for and Procedures for Return of Development Deposits Policy No. 61/201 (05) PO</i>
	Revision Date:	
	Review Date:	
	Department:	<i>Planning and Development</i>
	Reference:	

Purpose of Policy

To establish the fee schedule for all services undertaken by the Planning and Development Department. This policy does not include the fees related to the cost of permits in relation to the Alberta Uniform Standards Act.

Policy Statement

Applications for development and services provided through the Planning and Development Department require payment for services rendered. Services are provided by the Department, and through contracted firms and enable the development of land in the community.

Schedule A: Fee Schedule outlines the payment required for each service provided by the Department.

1. Payment of fees will be required for services rendered as outlined in the Fee Schedule.
2. A revision to the Fee Schedule shall be made when new services are established for the Planning and Development Department.

Applicability

This policy applies to all services provided by the Planning and Development Department as outlined in Schedule A: Fee Schedule.

Responsibilities

1. Planning and Development Department will be responsible for the collection of fee payments for each service rendered.
2. The Planning and Development Department shall undertake a periodic review of the Fee Schedule to ensure that it reflects the services provided by the Department.

This Policy receives its authority from the Municipal Government Act, and the City of Lacombe Land Use Bylaw.

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

Chief Administrative Office

UNCERTIFIED COPY

Schedule A: Fee Schedule

DEVELOPMENT PERMIT FEES

RESIDENTIAL	
Permitted Uses	\$100.00
Residential Permits over four (4) Units	\$150.00
Each additional unit above four (4) units	\$25.00
Discretionary Uses	\$150.00
COMMERCIAL/INDUSTRIAL/INSTITUTIONS	
Permitted Uses	\$200
Discretionary Uses	\$300
Occupancy Permit (Change of Use)	\$100
SIGNS	
Permitted Uses	\$75
Discretionary Use or requiring a relaxation/variance	\$100
HOME OCCUPATIONS	
Home Occupation 1 – Permitted Use	\$100
Home Occupation 2 – Discretionary Use	\$150
HISTORICAL BUILDING ASSESSMENT FEE (IN ADDITION TO ANY APPLICABLE FEES) BUILDINGS 50+ YEARS (COLLECTED ON BEHALF OF HISTORICAL SOCIETY)	
	\$150
ADVERTISING	
Permitted Use	\$25
Discretionary Use	\$75

NOTE: All the above fees will be doubled if development starts without proper permits being issued first or failure to notify Planning and Development Services of any significant plan change.

Development Permit Appeal \$250*

*\$200 of the appeal fee shall be refunded should the appellant be successful in their appeal

DEVELOPMENT PERMIT DEPOSITS*

RESIDENTIAL	\$1000.00
ALL OTHER INCLUDING: Multi-family residential over four (4) units, public, Commercial and Industrial	\$2000.00
LANDSCAPING DEPOSIT (WHERE APPLICABLE)	
• 100% OF ESTIMATED QUOTE	\$2000.00 MINIMUM
• Within DARP Overlay	\$150/planter
HARDSURFACING DEPOSIT (WHERE APPLICABLE)	
• 50% OF ESTIMATED QUOTE,	\$2000.00 MINIMUM
DOWNTOWN AREA REDEVELOPMENT PLAN ARCHITECTURAL DEPOSIT	
• RESIDENTIAL DEVELOPMENT (1-4 UNITS)	\$3000.00
• RESIDENTIAL DEVELOPMENT (5+ UNITS)	\$5000.00
• NON RESIDENTIAL DEVELOPMENT	\$5000.00

*NOTE: Please refer to procedure for information and conditions concerning deposit refund.

BUILDING FEES

RESIDENTIAL

Pursuant to Bylaw 168, the Building Permit fee is calculated as follows:

\$6.00 for each \$1000 of construction value to a maximum of \$1,000,000.00 and then

\$4.50 for every \$1000 of construction value in excess of \$1,000,000.00

NOTE: See Bylaw 168 for details related to Schedule B, assumed "construction values". The City uses these figures to calculate minimum construction values for the purpose of setting fees. Where the applicant's estimated construction value is greater, the City will use the estimated value.

LAND USE BYLAW AMENDMENT FEES

Amendment to the Land Use Bylaw for Text Only	\$750.00
Amendment to the Land Use Bylaw for a Redesignation of Land	\$1000.00
Amendment to the Land Use Bylaw for the Creation of a new Land Use District	\$1500.00

PLANNING FEES*

Municipal Development Plan - Amendment	\$3000.00
Area Structure Plan - Amendment	\$3000.00
Area Redevelopment Plan - Amendment	\$3000.00
Outline Plan – Initial Review and any Amendment	\$3000.00

*Any additional costs incurred by the City to review applications, including plans review by outside agencies on behalf of the City, shall be borne by the applicant

SUBDIVISION FEES

Application Fee:	up to 2 lots = \$850.00
	3 - 5 lots = \$1100.00
	6 lots over = \$1100 for the first 5 lots
	and \$175/lot for every after, excluding reserve and utility parcels
Endorsement Fee:	\$100.00 per parcel except for (c) below
Title Separation: (Section 652(4)(a) of the MGA)	\$500 flat fee
Subdivision Appeals	\$250*
	*\$200 of the appeal fee shall be refunded should the appellant be successful in their appeal
Extensions of Time (requested by Developers)	\$50.00 first extension
	\$100 for any subsequent extensions
Condominium Certificates* [Pursuant to Section 8(1)(b)(ii) of the <i>Condominium Property Act</i>]:	
Building Conversion Review Fee	\$250
Endorsement Fee per unit	\$40/unit at time of registration

***NOTE:** Bareland Condominium units are considered to be "lots" for the purpose of administering these fees. Reserve and public utility lots are not included in the calculations, however the remainder parcel is a lot.

PREPARATION OF AGREEMENTS

Preparation of a Development Agreement (and any required amendments)	\$300.00
Preparation of a Stripping and Grading Indemnity Agreement (and any required amendments)	\$300.00

ENFORCEMENT

Issuance of Stop Order

No warning letter sent prior to Stop Order Issuance

- | | |
|--|--|
| • Stop Order Issuance | \$50.00 |
| • Maintaining Stop Order on the property | \$100/week for the first two weeks;
\$50/week every week thereafter |

Warning letter sent prior to Stop Order Issuance

- | | |
|--|-----------|
| • Stop Order Issuance | \$250.00 |
| • Maintaining Stop Order on the property | \$50/week |

*Maintenance fee for Stop Order will cease when the Development Authority confirms that the property is no longer in violation of the Municipal Government Act or the Land Use Bylaw.

OTHER SERVICES AND FEES

Road Closure Bylaw	\$1000.00
Encroachment Agreement – preparation	\$100.00
Compliance Certificates	\$75.00 regular service (5 working days) \$100.00 rush service (less than 4 days) \$25.00 reissue
Confirmation of Zoning	\$50.00
Alberta Motor Vehicle Industry Council Letter	\$50.00
Environmental Assessment Letter	\$100.00
Statement of Significance Preparation (payment collected on behalf of the Heritage Resource Committee)	\$2000.00
Site inspection required for file closure	
• First two inspections	\$0.00
• 3+ inspections	\$50.00/inspection
Street Name Change	\$1000 + cost to replace signage

NOTE: Please refer to policy and procedure for information and conditions concerning the above services.