

DISTRICT OF NORTH SAANICH



BYLAW NO. 1471

CONSOLIDATED FOR CONVENIENCE ONLY

A BYLAW TO ESTABLISH FEES & CHARGES FOR MUNICIPAL ADMINISTRATIVE SERVICES AND INFORMATION

The amending bylaws which have been consolidated into North Saanich Fees and Charges Bylaw No. 1471 (2018):

1499, 1515, 1520, 1550

As of October 2022

DISTRICT OF NORTH SAANICH FEES AND CHARGES BYLAW NO. 1471 (2018)

This consolidation of the District of North Saanich Fees and Charges Bylaw No. 1471 (2018) and amendments have been prepared exclusively for the use of the District of North Saanich for convenience only.

The District of North Saanich does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.



DISTRICT OF NORTH SAANICH

BYLAW NO. 1471

A BYLAW FOR TO ESTABLISH FEES & CHARGES FOR MUNICIPAL ADMINISTRATIVE SERVICES AND INFORMATION

WHEREAS Section 194 of the *Community Charter* authorizes municipalities by bylaw to impose fees and charges for the provision of various services and/or information;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing various services and information;

NOW THEREFORE the Council of the District of North Saanich, in open meeting lawfully assembled, ENACTS AS FOLLOWS:

FEES

1. The District hereby impose fees for the provision of services and information as specified in Schedule "A" attached to this bylaw.
2. Wherever this Bylaw sets out fees and charges with respect to other District bylaws and such other bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

REPEAL

3. "District of North Saanich Fees & Charges Bylaw No. 1399 (2015)" is hereby repealed.

CITATION

4. This Bylaw may be cited for all purposes as "**North Saanich Fees and Charges Bylaw No. 1471 (2018)**".

READ A FIRST TIME the 3rd day of December, 2018.

READ A SECOND TIME the 3rd day of December, 2018.

READ A THIRD TIME the 3rd day of December, 2018.

FINALLY ADOPTED the 17th day of December, 2018.

Geoff Orr

MAYOR

Curt Kingsley

CORPORATE OFFICER

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

DISTRICT OF NORTH SAANICH

SCHEDULE A TO BYLAW NO. 1471

FEES AND CHARGES FOR ADMINISTRATIVE SERVICES AND INFORMATION

Photocopies and reports

Photocopies, letter, legal and 11 x 17 paper, single sided, black & white	per page	\$0.25
Photocopies, letter, legal and 11 x 17 paper single sided, colour	per page	\$0.30
Photocopies, letter, legal and 11 x 17 paper, double sided, black & white	per page	\$0.50
Photocopies, letter, legal and 11 x 17 paper, double sided, colour	per page	\$0.60
Copies 24" x 36" or larger, black & white	2 charges	\$20 process fee & \$1.00/page
Copies 24" x 36" or larger, colour	2 charges	\$20 process fee & \$2.00/page
Large format scanning of plans & drawings	2 charges	\$10 process & \$0.50 per page
Official Community Plan	per document	\$50.00
Zoning Bylaw	per document	\$25.00
List of Electors where the Municipal Act entitles a person to obtain a copy	per list	\$25.00
Special reports & studies	per copy	cost
Staff time for retrieving information	per quarter hour	\$12.50
Comfort letters	per	\$100.00
Fire Incident reports & Liquor License inspections	per	\$100.00
R.C.M.P. reports – criminal record checks, police certificates, fingerprints, police reports and traffic accident reports	per report	\$50.00

Mapping and Orthophotos

Map 1:10,000 (30"x 40")	per map sheet	\$20.00
Orthophoto 1:10,000 (30"x40")	per sheet	\$30.00
Custom plotting	per hour	\$50.00
Map book	per	\$10.00
Digital mapping data		\$50 processing

Financial Information

Property Tax certificate	per roll	\$30.00
Mortgage Company property tax listing	per roll	\$10.00
NSF charges	per	\$25.00

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

BL 1520

OCP Bylaw Amendments, Zoning Bylaw Amendments and Temporary Use Permits

BL 1520

OCP Amendments, Zoning Bylaw Amendments and Temporary Use Permits	Fee
Zoning Bylaw Amendment	
- Major Institutional, Commercial, or Industrial proposed zones over 1,000m ² floor area or Residential proposed zones with 10 or more additional residential units	\$7,000
- Minor Institutional, Commercial, or Industrial proposed zones under 1,000m ² floor area or Residential proposed zones with 2 to 9 additional residential units	\$5,000
- Zoning Bylaw Amendment for one additional residential lot or	\$3,000
- Zoning bylaw text amendment	\$3,000
- Marine Zone Amendments	\$5,000
Official Community Plan Bylaw Amendment	\$6,000
Concurrent Official Community Plan Amendment Bylaw and Zoning Amendment	(Relevant Zoning Bylaw Amendment Fee + Official Community Plan Bylaw Amendment) - 25% reduction in the total fees
Additional Public Hearing Notification Fee	\$1,000
Postponement Fee	\$500
Temporary Use Permit	\$2,000
Temporary Use Permit – Retaining an existing dwelling unit while a new dwelling is under construction	\$2,000
Temporary Use Permit – Agricultural Zone	\$1,000
Temporary Use Permit Renewal or Amendment	\$1,000

Development Permits

BL 1520

Development Permits	
Development Permit Area (DPA -1), Marine Uplands and Foreshore	\$1,000
Development Permit Area (DPA -2), Creeks, Wetlands, Riparian Areas and Significant Water Resources	\$1,000
Development Permit Area (DPA -3), Sensitive Ecosystems	\$1,000

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Development Permit Area (DPA -4), Steep Slopes	\$1,000
Development Permit with Variances (DPA -1-DPA-4)	Base DPA -1, 2, 3 and 4 fee plus \$500
Development Permit Area (DPA – 5), Commercial and Industrial	\$2,000
Projects over 1000m2 floor area	\$6,000
Development Permit Area (DPA – 6), Multi-Family Dwellings	\$2,000
Projects with 10 or more additional units	\$6,000
Development Permit Area (DPA – 8), Intensive Residential Development	\$2,000
Projects with 10 or more additional units	\$6,000
Development Permit with Variances	Base DPA -5, 6 and 8 fee plus \$500
Development Permit – Amendment	\$500
Development Variance Permit	\$1,500

Subdivision

BL 1520	Subdivision	
	Preliminary Layout Acceptance (PLA) – Fee simple	\$1500 + \$250 for each additional lot created
	Preliminary Layout Acceptance (PLA) – Bare Land Strata	\$1500 + \$250 for each additional strata lot created
	Preliminary Layout Acceptance (PLA) – Phased Building Strata	\$1500 + \$250 for each additional strata lot created
	Preliminary Layout Acceptance (PLA) – Strata Conversion	\$1000 + \$250 for each strata unit created
	Applications for lot line adjustments and/or consolidation involving not more than three original parcels and creating no extra parcels	\$1,000
	Subdivision – Final Approval (all types) Note: Excludes \$50 plan examination fee established by the Local Government Act	\$1000 + \$100 per lot (all types)
	Subdivision – Final Approval lot line adjustment Note: Excludes \$50 plan examination fee established by the Local Government Act	\$500
	Preliminary Layout Acceptance (PLA) – Application Deadline Extension	\$500
	Preliminary Layout Acceptance (PLA) – Application Amendment	\$500

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Development Miscellaneous

BL 1520	Development Miscellaneous	
	Agricultural Land Reserve Application	As per ALC Act and Regulation as amended from time to time
	Board of Variance Application	\$750
	Letter of Comfort	\$100
	Preparation and Registration of Covenants and Phased Development Agreements or other Legal Agreements	\$5,000
	Land Use Contract Amendment	\$2000
	DP & DVP Signage Fee	\$75. \$50 refunded if sign returned
	Removal of S.57 Community Charter Notice from Title	\$500
	Property File Review	\$75

Development Refunds

BL 1520	Development Refunds	
	\$500 refund if any of the following do not proceed to Public Hearing: OCP Amendment or Zoning Bylaw Amendment	
	75% of the applicable fee if an application is terminated, abandoned or discontinued for any reason prior to the preparation of a staff report on the application	
	If the District's actual legal costs associated with processing an application under the Development Application Procedures Bylaw are less than the amount of the fees that an applicant has paid, the excess shall be returned to the applicant	

Culvert Fees

Basic fee – 6 metre (20 foot) culvert installation	\$2,500
Culverts in excess of six metres shall be charged the basic fee for the first 6 metres and an additional charge per metre	Per metre additional charges: 300mm (12") diameter - \$115 375mm (15") diameter - \$140 450mm (18") diameter - \$160 600mm (24") diameter - \$185

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Hydrant Use Fees

Permit fee	\$100
Water consumption fees	At current residential rates per 1,000 Imperial Gallons (\$5.00 minimum charge).

Other Miscellaneous Fees

Address change	\$300 at time of application
Directional signs for tourist services, facilities and attractions for a three (3) year term	\$200 per installation plus annual maintenance of \$25 to be paid in advance.

BL 1499

Sign Fees

Permit to alter or more a Sign for which a permit has been issued	No charge
Permit to move a Sign to another property	\$75.00
Permit for a new Sign	\$75.00
Permit for a Temporary Sign	\$40.00
Permit for a freestanding Sponsorship Sign	No charge
Permit for a Memorial Sign	No charge

BL 1515

Business Licence Fees

Category	License Fee
Home Based Business including Bed and Breakfast	\$50.00
Intermunicipal	\$100.00
Commercial – Small 500 m2 (5382 sq. ft.) or less of gross area used for business	\$100.00
Commercial – Large Over 500 m2 (5382 sq. ft.) of gross area used for business	\$100.00
Winery, including the business of a winery, distillery, brewery or the storage, bottling or distributing of alcoholic liquors	\$300.00
Non-Resident	\$100.00
Daily – per day	\$35.00
Business License transfer	\$25.00
ALR cannabis production and sale	\$500.00
Inter-community	\$170.00
Transfer of Business License	\$25.00

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Tree Application and Permit Fees

Type	Fee
Application and Permit fees	
High or Extreme Risk Tree, a dead Tree, a Tree where more than 50% of its crown is dead, wildfire hazard Tree or a Tree of a species that is a regulated invasive plant or unregulated invasive plant of concern in British Columbia as declared by the Province or the Invasive Species Council of BC	\$0
Removal of trees under s.7.3 (annual allowance)	\$100 plus \$25 per tree removed
Any other Tree or Protected Tree Removal (except those removed under 7.3)	\$150 plus \$25 per tree removed
Removal of trees related to development including subdivision, development permit, or building permit	\$250 plus \$25 per tree removed
Tree Permit amendment or extension	\$75

*All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.