

## SUMMARY:

The Development Application Fees Bylaw sets out the fees imposed for development related activities such as rezonings, development permits, development variance permits, heritage alteration permits, subdivisions and stratifications, and soil deposit and removals. It also sets out the fees for the processing of latecomer agreements, engineering and inspection fees for subdivisions, and survey monuments, pursuant to Subdivision, Development & Servicing Bylaw and the Land Title Act and sign permits pursuant to Sign Bylaw.

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# CITY OF KELOWNA

## BYLAW NO. 12552 *REVISED: April 22, 2024*

### CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAW NO. 12631

## Development Application Fees

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The Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Development Application Fees Bylaw No. 12552".
2. General Administration
  - 2.1 Administration
    - 2.1.1 Fees are pursuant to Kelowna 2040 – Official Community Plan Bylaw No. 12300, City of Kelowna Zoning Bylaw No. 12375, Subdivision, Development and Servicing Bylaw No. 7900, Sign Bylaw No. 11530, Local Government Act, or Land Title Act.
    - 2.1.2 All fees and charges include relevant Provincial and Federal taxes unless otherwise stated.
    - 2.1.3 For fee calculations that are based on per 100 m<sup>2</sup>, the m<sup>2</sup> will be rounded down to the nearest multiple of 100 (example: 375 m<sup>2</sup> of commercial space will be rounded down to 300 m<sup>2</sup>).
    - 2.1.4 All fees are subject to the base fee plus any additional fees noted in Tables 1, 2, 3, 4, 5, and 6.
  - 2.2 Annual Fee Increases
    - 2.2.1 The fees and charges as noted in Tables 1, 2, 3, 4, 5, 6 will increase by five percent (5%) on January 1 each year, beginning January 1, 2025.
    - 2.2.2 All fees and charges will be rounded to the nearest 5 dollars (\$5).
    - 2.2.3 The yearly fee increase will be communicated through a City of Kelowna Informational Bulletin posted at [www.kelowna.ca](http://www.kelowna.ca), and at City Hall Application Centre on or before November 1 each year.
  - 2.3 Refunds or Increases
    - 2.3.1 Development fees for files which are cancelled prior to Council consideration are eligible for a 50% refund.
    - 2.3.2 No development fees will be refunded if the application has been submitted to Council.
    - 2.3.3 Subdivision and Sign permit fees are non-refundable.
    - 2.3.4 Board of Variance Appeal applications withdrawn prior to preparing the appeal for advertising are eligible for a \$500 refund.
    - 2.3.5 A project that changes scope prior to being accepted as complete and referred which results in a decrease or increase in fees will be eligible for a refund or be required to pay the difference.
    - 2.3.6 A project that changes scope after being accepted as complete and circulated which results in a decrease or increase in fees will not be eligible for a refund nor be required to pay the difference.
  - 2.4 Landscape Re-Inspections
    - 2.4.1 A landscape re-inspection fee will be charged for all landscape inspections that occur after an initial failed inspection. The fee will not be charged on the first inspection.
  - 2.5 Enforcement
    - 2.5.1 All applications that are made as a result of a Bylaw investigation are subject to double application fees.
3. The fees for Development Applications will be as shown on Schedule "A" attached to and forming part of this bylaw.

The City of Kelowna, "Development Application Fees Bylaw No. 10560" and all amendments thereto, are repealed.

4. This bylaw comes into force and takes effect on January 1, 2024.

Read a first, second and third time by the Municipal Council this 14<sup>th</sup> day of August, 2023.

Adopted by the Municipal Council of the City of Kelowna this 28<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Schedule "A"

Table 1: OCP Amendments, Rezoning, & Development Variance Permits

Application Type	Base Fee 2024	Additional Fees 2024
Pre-Application Meeting Major	\$ 415.00	Fee applies to first meeting only, additional meetings are free.
Pre-Application Meeting Minor	\$ 250.00	Fee applies to first meeting only, additional meetings are free.
Area Structure, Redevelopment, and Neighbourhood Plans	\$ 141,960.00	Additional fees may be required based on complexity and technical analysis as per Council Policy #247.
Master Development Agreement	\$ 10,920.00	-
<b>OCP Amendment</b>		
OCP Major (ex. FLU change)	\$ 4,575.00	\$260 per additional hectare over 1 ha
OCP Minor (ex. Text Amendment)	\$ 2,915.00	-
<b>Zoning Bylaw Amendment</b>		
RU, RR, A, MH1	\$ 1,660.00	-
MF1	\$ 2,485.00	-
MF2	\$ 3,050.00	-
MF3, MF4, CA1	\$ 3,680.00	-
C, I	\$ 3,810.00	-
P, W, U	\$ 3,430.00	-
UC, VC	\$ 4,600.00	-
c for Carriage House, cc for Child Care Major	\$ 985.00	-
r for Rental Only	\$ 1,905.00	-
a for Arena, fg for Fueling Station, dt for Drive Through	\$ 4,600.00	-
rcs for Retail Cannabis Sales, gg for Gambling Facility	\$ 3,815.00	-
Comprehensive Development Zone	\$ 21,765.00	-
Rezoning Extension	\$ 620	-
Text Amendments	\$ 3,810.00	-
Temporary Use Permit & Extension	\$ 3,140.00	-
<b>Development Variance Permit</b>		
Development Variance Permit (Council)	\$ 2,350.00	\$250 each additional variance
Development Variance Permit (Direct Delegated)	\$ 1,410.00	\$100 each additional variance

Table 2: Development Permits & Heritage Permits

Application Type	Base Fee 2024	Additional Fees 2024
<b>Development Permit (Form &amp; Character)</b>		
Development Permit (Direct Delegated)	\$ 1,320.00	-
Multi-Family and Mixed-Use	-	<i>For fee calculations that are based on per 100 m<sup>2</sup>, the m<sup>2</sup> will be rounded down to the nearest multiple of 100 (ex: 375 m<sup>2</sup> of commercial space will be rounded down to 300 m<sup>2</sup>).</i>
7-50 residential units	\$ 3,070.00	\$160 per 100 m <sup>2</sup> of Commercial/Institutional Use Net Floor Area
51-100 residential units	\$ 3,305.00	\$160 per 100 m <sup>2</sup> of Commercial/Institutional Use Net Floor Area
101-200 residential units	\$ 3,540.00	\$160 per 100 m <sup>2</sup> of Commercial/Institutional Use Net Floor Area
201-300 residential units	\$ 3,745.00	\$160 per 100 m <sup>2</sup> of Commercial/Institutional Use Net Floor Area
301+ residential units	\$ 3,980.00	\$160 per 100 m <sup>2</sup> of Commercial/Institutional Use Net Floor Area
Commercial / Industrial / Institutional	\$ 1,320.00	\$80 per 100 m <sup>2</sup> of Net Floor Area
<b>Amended Development Permit</b>		
Amended Direct Development Permit (Delegated)	\$ 470.00	For amendments on Direct DPs that do not negatively impact form and character.
Amended Council Development Permit (Delegated)	\$ 940.00	For amendments on Council Issued DPs that do not negatively impact form and character.
Amended Development Permit (Council)	\$ 1,755.00	For amendments on DPs that negatively impact form and character and require Council consideration.
<b>Heritage</b>		
Heritage Alteration Permit (Council)	\$ 2,825.00	-
Heritage Alteration Permit (Direct Delegated)	\$ 1,320.00	\$100 each variance
Under 50 m <sup>2</sup> of construction (Direct Delegated)	\$ 510.00	-
Heritage Revitalization Agreement	\$ 2,665.00	-
Heritage Designation Bylaw	\$ 310.00	-
Heritage Conservation Covenant	\$ 310.00	-
Heritage Register Removal	\$ 310.00	-
<b>Natural Environment &amp; Hazardous Condition</b>		
Under 50 m <sup>2</sup> of construction	\$ 510.00	-
Single Lot Delegated Permit	\$ 1,915.00	-
Council Review and/or Multiple Lot	\$ 2,915.00	-

Table 3: General & Subdivision

Application Type	Base Fee 2024	Additional Fees 2024
<b>General</b>		
Public Hearing or Regular Meeting Re-Advertising	\$ 620.00	-
Document Administration Fee Minor (ex. Change of Owner, Register Easement, etc.)	\$ 260.00	-
"Covenant (registration, discharge, etc.)	\$ 620.00	-
Legal Document Review	\$ 825.00	\$340 per hour over 3 hours
Site Profile Fees	\$ 260.00	-
Soil Deposit/Removal	\$ 700.00	-
Overheight Retaining Wall	\$ 700.00	-
Board of Variance Application	\$ 1,615.00	-
Revitalization Tax Exemption	\$ 390.00	-
Landscape Re-Inspection Fee	\$ 475.00	-
<b>Subdivision</b>		
Fee Simple (PLR) Bare Land	\$ 2,690.00	\$185 per lot over 2 lots
Technical Subdivision	\$ 540.00	-
Phased Strata Development	\$ 260.00	-
Form P	\$ 540.00	-
PLR Renewal	\$ 390.00	-
Final Approval Fee	\$ 260.00	-
Building Strata Conversion	\$ 3,445.00	-
Road Renaming	\$ 1,345.00	-
Airspace Parcel	\$ 23,400.00	-

Table 4: Agriculture & Liquor Licenses

Application Type	Base Fee 2024	Additional Fees 2024
<b>Temporary Farm Worker Housing</b>		
Temporary Farm Worker Housing (Council)	\$ 1,345.00	-
Temporary Farm Worker Housing (Delegated)	\$ 675.00	-
<b>Farm Protection</b>		
Development Permit (Council)	\$ 1,345.00	-
Development Permit (Direct Delegated)	\$ 675.00	-
Farm Residential Footprint Covenant	\$ 310.00	-
<b>ALC Applications (regulated by Province)</b>		
Non-Adhering Residential Use	\$ 450.00	-
Soil Use to Place Fill and/or Remove Soil	\$ 750.00	-
Non-Farm Use	\$ 750.00	-
Subdivision	\$ 750.00	-
Exclusion	\$ 750.00	-
<b>Liquor License (New or Change)</b>		
99 persons or less	\$ 2,375.00	-
100 Persons or more	\$ 2,670.00	-
No Council Consideration (Temporary Change)	\$ 260.00	-

Table 5: Development Engineering Fees

Application Type	Base Fee 2024	Notes
Street/Traffic Sign	Determined by Development Engineering	The Owner is responsible for the purchase and installation costs of all signs required for their development.
Survey Monument Fee	\$ 60.00	-
Survey Monument Replacements	\$ 1,380.00	-
Fire Hydrant Levy	\$ 290.00	For subdivisions serviced by community water distribution systems. In subdivisions where the developer is extending the water mains and installing fire hydrants this levy does not apply. The City will accumulate the funds accrued from the hydrant levy and these funds will be used to install fire hydrants as may be required
Latecomer Agreement	\$ 6,000.00	Per agreement. No charge for agreements of one-day duration
Development Engineering Inspection Fee	3.5% of the total cost of off-site construction plus GST	<ol style="list-style-type: none"> <li>1. Full cost of construction for "on-site" (new roads) and "off-site" (existing fronting roads), including clearing, grubbing, blasting, cuts and fills, gravel, compaction, pavement, concrete work, ditches, boulevard work if applicable, etc.</li> <li>2. All deep utilities such as storm drainage works, sanitary sewer work if applicable and water and fire protection including water utility construction of other water irrigation districts.</li> <li>3. Costs of civil works only for shallow utilities such as installation costs of ducting for power, telephone and cable TV. The cost of private utility cable work, FortisBC Gas works, service lines, street lighting etc. is not included in the construction cost for administration charge calculations.</li> <li>4. Consulting Engineering design fees are not included in the administration fee calculation.</li> <li>5. Administration charge is calculated at 3.5% of the actual construction costs as determined using the above identified items, substantiated by contractor unit prices, or payment invoices, or if levied before construction costs are in, by using the consulting engineer's construction cost estimates. These figures may be adjusted up or down by the City, if in our opinion an adjustment is warranted. This may take the form of a 10% contingency added or deletion of certain items. It is incumbent on the developer to provide actual construction costs if he does not agree with the engineers estimate.</li> </ol>
Water or Sanitary Sewer Network Modelling (Simple)	\$ 500.00	Simple modelling for defining boundary conditions at up to two locations.
Water or Sanitary Sewer Network Modelling (Complex)	\$ 1,500.00	Complex modelling request.



Table 6: Sign Permits

Application Type	Base Fee 2024	Notes
Temporary Portable Signs	-	-
0-30 days	\$ 85.00	-
31-60 days	\$ 170.00	-
61-90 days	\$ 255.00	-
Permanent Signs	\$ 75.00	Plus \$10 per m <sup>2</sup>
Comprehensive Sign Plan	\$ 940.00	See Sign Bylaw No. 11530 Section 2.6. If proposed signs are included on the Development Permit Application, this fee is not required.
Comprehensive Sign Plan with Variances	\$ 2,350.00	See Sign Bylaw No. 11530 Section 2.6. If proposed signs are included on the Development Permit Application, this fee is not required.