

## 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, board of variance appeals, discharging of land use contracts, and site profiles. 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. 10560**

*REVISED: July 12, 2021*

**CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAW  
NO. 10665, 10749, 11172, 11233, 11445, 11684, 11706, 11760, 11981, 12173  
& 12220**

**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 for all purposes as "Development Application Fees Bylaw No. 10560".
2. The fees for Development Applications shall be as shown on Schedule "A" attached to and forming part of this bylaw.
3. The City of Kelowna, "Development Application Fees Bylaw No. 8034" and all amendments thereto, are repealed.
4. This bylaw shall come into full force and take effect and be binding on all persons as and from the date of adoption.

Read a first, second and third time this 13<sup>th</sup> day of June, 2011.

Adopted by the Municipal Council of the City of Kelowna this 20<sup>th</sup> day of June, 2011.

\_\_\_\_\_  
Mayor

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

## Schedule "A"

### Development Application Fees – Table 1

# FEES PURSUANT TO ZONING BYLAW NO. 8000 AND LOCAL GOVERNMENT ACT

- All fees and charges include relevant provincial and federal taxes unless otherwise stated.
- Annual fee increases are permitted until this bylaw is further amended or replaced.
- The fees and charges as noted in Schedule A will increase by two percent (2%) on January 1 each year.
- All fees and charges shall be rounded down to the nearest five (5) dollars.
- All applications from 2021 onwards include a \$50.00 administration fee. Applications and fees noted with an asterisk (\*) are exempt from the admin fee.

Development Category <sup>†</sup>	2020 Fees	2021 Fees	2022 Fees	2023 Fees
Pre-Application Meeting	One free meeting + \$220/ add'l meeting	One free meeting + \$220/ add'l meeting	One free meeting + \$230/ add'l meeting	One free meeting + \$235/ add'l meeting
Area Structure Plans & Area Redevelopment Plans	\$9,060 base fee + \$85/ ha	\$9,290 base fee + \$85/ ha	\$9,470 base fee + \$90/ ha	\$9,655 base fee + \$90/ ha
<b>OCP Amendments</b>				
Major	\$3,510	\$3,630	\$3,700	\$3,770
Minor	\$1,890	\$1,975	\$2,010	\$2,045
Phased Development Agreement	\$3,020 + City's legal review fees	\$3,130 + City's legal review fees	\$3,190 + City's legal review fees	\$3,250 + City's legal review fees
<b>Zoning Bylaw Amendments</b>				
C for Carriage House	\$935	\$1,000	\$1,015	\$1,030
Bylaw Enforcement – Add C for Carriage House	\$1,890	\$1,975	\$2,100	\$2,045
RU6, RR1, RR2, RR3 & A1	\$1,475	\$1,550	\$1,580	\$1,610
Comprehensive Development Zone	\$3,510	\$3,630	\$3,700	\$3,770
All Other Zones (including RLS, LP and R subzones)	\$1,915	\$2,000	\$2,035	\$2,070
Rezoning Extension	\$485	\$540	\$545	\$550
Retail Cannabis Sales Subzone	\$9880	\$10,130	\$10,350	\$10,550
<b>Text Amendments</b>				
Temporary Use Permit	\$1,505	\$1,585	\$1,615	\$1,645
Temporary Use Permit Extension	\$1,830	\$1,915	\$1,950	\$1,985
Temporary Use Permit Extension	\$1,830	\$1,915	\$1,950	\$1,985
Development Variance Permit	\$1,540 + \$110/ add'l variance	\$1,620 + \$110/ add'l variance	\$1,650 + \$115/ add'l variance	\$1,680 + \$115/ add'l variance
<b>Urban Design Development Permits</b>				
Major	\$1,745	\$1,825	\$1,860	\$1,895
Minor Direct (Including RU7 Fast Track)	\$960	\$1,025	\$1,035	\$1,050
<b>Natural Environment Development Permits</b>				
Multiple Lot	\$1,475 + \$15/Lot	\$1,550 + \$15/Lot	\$1,580 + \$15/Lot	\$1,610 + \$15/Lot
Single Lot (Council Review)	\$1,745	\$1,825	\$1,860	\$1,895
Single Lot	\$960	\$1,025	\$1,040	\$1,055
Minor Direct	\$245	\$300	\$305	\$310

Temporary Farm Worker Housing Development Permit				
Major	\$745	\$805	\$820	\$835
Minor Direct	\$370	\$425	\$430	\$435
Farm Protection Development Permit				
Major	\$690	\$750	\$760	\$770
Minor Direct	\$445	\$500	\$505	\$510
ALC Applications (In accordance with the Application Fee Table published by the ALC). Amounts below paid to the City of Kelowna.				
Non-Adhering Residential Use*	\$450	\$450	\$450	\$450
Soil Use to Place Fill and/or Remove Soil*	\$750	\$750	\$750	\$750
Non-Farm Use*	\$750	\$750	\$750	\$750
Subdivision*	\$750	\$750	\$750	\$750
Exclusion*	\$750	\$750	\$750	\$750
Heritage Applications				
Major Heritage Alteration Permit	\$1,400	\$1,475	\$1,500	\$1,525
Minor Heritage Alteration Permit	\$745	\$805	\$820	\$835
Heritage Revitalization Agreement	\$1,800	\$1,885	\$1,920	\$1,955
Heritage Conservation Covenant *	Free	Free	Free	Free
Heritage Designation *	Free	Free	Free	Free
Amended Development Permit				
Major (Council consideration)	\$750	\$815	\$830	\$845
Minor (with re-circulation) *	\$590	\$600	\$610	\$620
Minor (without re-circulation) *	\$160	\$160	\$165	\$165
Land Use Contracts				
Discharge *	Free	Free	Free	Free
Amendment *	Free	Free	Free	Free

<sup>1</sup> Refundable Amounts:

- (a) Development fees which are refunded prior to Council consideration are eligible for the cost of the development fee less 50% administrative costs.
- (b) No development fees will be refunded if the application has been submitted to Council.

Liquor Licence Category <sup>2</sup>	2020 Fee	2021 Fee	2022 Fee	2023 Fee
Liquor Licence Application (City Clerks receives \$1560 of application fee for Public Notification)				
New Liquor Primary Licence (up to 99 people)	\$2,050	\$2,140	\$2,180	\$2,220
New Liquor Primary Licence (100 people or more)	\$2,310	\$2,405	\$2,450	\$2,495
Change to Existing Licence	\$2,050	\$2,140	\$2,180	\$2,220
Liquor Licence Application (No Council resolution) *	\$60	\$60	\$65	\$65

<sup>2</sup> These application fees do not include rezoning and/or development permit application fees where required.

Administration Category	2020 Fee	2021 Fee	2022 Fee	2023 Fee
Public Hearing Advertising Re-Advertising (when Public Hearing cancelled by applicant)	\$520 minimum - If maps are required, additional costs will be incurred prior to Public Hearing.	\$570 minimum - If maps are required, additional costs will be incurred prior to Public Hearing.	\$580 minimum - If maps are required, additional costs will be incurred prior to Public Hearing.	\$580 minimum - If maps are required, additional costs will be incurred prior to Public Hearing.
Document Administration Fee <sup>3</sup> *Does not apply to documents forming part of a subdivision application.				
Major (Bylaw)	\$975	\$1,040	\$1,055	\$1,075
Minor (restrictive covenants, utility right-of-ways, road reservation agreements, road exchanges, road closures, servicing agreements, developer-initiated road name changes, quit claim documents excluding land use contracts, written response to inquiry, etc.) *	\$160	\$160	\$165	\$165
Non-Standardized Legal Document Review	\$690 base + \$310 per hour (after 3 hours)	\$750 base + \$310 per hour (after 3 hours)	\$760 base + \$315 per hour (after 3 hours)	\$770 base + \$315 per hour (after 3 hours)
Site Profile Fees *	\$60	\$60	\$65	\$65
Board of Variance Application <sup>4</sup>	\$1,130	\$1,200	\$1,220	\$1,240
Revitalization Tax Exemption *	\$250	\$250	\$250	\$250

<sup>3</sup> Requests for information not available in published form that require research will be charged a fee of \$35.00 per hour.

<sup>4</sup> Board of Variance application withdrawn prior to preparing the appeal for advertising, and prior to circulation to City staff and Board of Variance members are eligible for a \$200.00 refund.

BL11233, BL11445, BL11981, BL12173 and BL1220 replaced or amended Table 2:

## Schedule "A"

### Development Application Fees – Table 2

# FEES PURSUANT TO SUBDIVISION, DEVELOPMENT, AND SERVICING BYLAW NO. 7900 AND LAND TITLE ACT

- All fees and charges include relevant provincial and federal taxes unless otherwise stated.
- Annual fee increases are permitted until this bylaw is further amended or replaced.
- The fees and charges as noted in Schedule A will increase by two percent (2%) on January 1 each year with the exception of the Subdivision and Development Engineering Inspections administration fee (3.5%).
- All fees and charges shall be rounded down to the nearest five (5) dollars.
- All applications from 2021 onwards include a \$50.00 administration fee. Applications and fees noted with an asterisk (\*) are exempt from the admin fee.

Subdivision Category <sup>5</sup>	2020 Fee	2021 Fee	2022 Fee	2023 Fee
Fee Simple Subdivision and Bare Land Strata Subdivisions (Preliminary Layout Review) <b>Subdivision where less than 3 new lots are being proposed</b>	\$2,160 base fee	\$2,250 base fee	\$2,290 base fee	\$2,330 base fee
Fee Simple Subdivision and Bare Land Subdivisions (Preliminary Layout Review) <b>Subdivision where 3 or more new lots are being proposed</b>	\$2,160 base fee (lots 1-2) + \$110/ additional lot	\$2,250 base fee (lots 1-2) + \$110/lot additional lot	\$2,290 base fee (lots 1-2) + \$115/lot additional lot	\$2,330 base fee (lots 1-2) + \$115/lot additional lots
Technical Subdivision Approval	\$370	\$425	\$430	\$435
Phased Strata Development *	\$160	\$160	\$165	\$165
Form P	\$320	\$375	\$380	\$385
Preliminary Layout Review (PLR) Renewal and Strata Conversion Renewal	\$270/ year	\$325/ year	\$330/ year	\$335/ year
Subdivision, Bare Land Strata, Phased Strata & Form E Final Re-Approval Fee *	\$160	\$160	\$165	\$165
Building Strata Conversions	\$1,080 + \$110/ unit (over 5 units)	\$1,150 + \$110/ unit (over 5 units)	\$1,170 + \$115/ unit (over 5 units)	\$1,190 + \$115/ unit (over 5 units)
Soil Removal/Deposit Permit	\$270	\$325	\$330	\$335
Overheight Retaining Wall Permit	\$270	\$325	\$330	\$335
Road Renaming Applications	\$540	\$600	\$610	\$620
Restrictive Covenant – review, change or removal	\$540	\$600	\$610	\$620
Airspace Parcel Subdivision	\$16,230	\$16,600	\$16,930	\$17,265
Document Administration Fee * (including, but not limited to, No Build / No Disturb Covenant, Wildfire Covenant, and ALC Conservation Covenant)	\$160	\$160	\$165	\$165

<sup>5</sup>Subdivision fees are non-refundable.

Subdivision Category	Application Fee
Street / Traffic Sign (Installed by City) *	The Owner is responsible for the purchase and installation costs of all signs required for their development. Costs will be determined by Development Engineering. (Third party developer to apply for) (Tax exempt)
Survey Monument Fee *	\$50.00 per new lot (Tax exempt)
Survey Monument Replacements (If disturbed by Construction) *	\$1200.00 (Tax exempt)
Fire Hydrant Levy *	For subdivisions serviced by community water distribution systems: \$250.00 per newly created lot (Tax exempt) Note: In subdivisions where the developer is extending the water mains and installing fire hydrants this levy does not apply. The City shall accumulate the funds accrued from the hydrant levy and these funds shall be used to install fire hydrants as may be required.
Latecomer Agreement Processing Fee *	\$1000.00 per agreement (No charge for agreements of one day duration)
<p>Subdivision and Development Engineering and Inspections Fee Assessed for the Following:</p> <ul style="list-style-type: none"> <li>• Fee Simple Subdivision *</li> <li>• Off-site Works *</li> </ul>	<p>3.5% of the total cost of off-site construction (minimum \$500.00) determined as follows:</p> <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, BC 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>

BL11706 and BL11981 replaced Table 3:

**Schedule "A"**  
**Development Application Fees – Table 3**  
**FEES PURSUANT TO SIGN BYLAW NO.**  
**11530**

- All fees and charges include relevant provincial and federal taxes unless otherwise stated.
- Annual fee increases are permitted until this bylaw is further amended or replaced.
- The fees and charges as noted in Schedule A will increase by two percent (2%) on January 1 each year.
- All fees and charges shall be rounded down to the nearest five (5) dollars.
- All applications from 2021 onwards will include a \$50.00 administration fee. Applications and fees noted with an asterisk (\*) are exempt from the admin fee.

Sign Category <sup>6</sup>	Application Fee
Temporary Portable Signs *	For a period of 30 days or less:      \$75.00 For a period of 31 days to 60 days:    \$175.00 For a period of 61 days to 90 days:    \$350.00  (Permits will not be issued for a total of more than 90 days in a calendar year, per property)
All Signs (Excluding temporary signs) *	\$75.00 base fee plus \$10.00 per square metre of sign area, per sign. For the purposes of the fee calculation, sign areas involving a fraction of a square metre shall be calculated to the closest whole metre, and only one side of a two-sided sign shall be counted.

<sup>6</sup>Sign permit fees are not refundable if the work authorized by the permit is not commenced.