

**\*To be used for sample purposes only \***

## Planning Fee Rationale - Sample

Zoning Bylaw No. \_\_\_\_ (or Fee Bylaw No. \_\_\_\_ ) prescribes a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation, and issuance of development permits, discretionary uses, minor variances, and bylaw amendments in the municipality. This document provides a rationale for the schedule of fees in accordance with Subsection 51(2.1) of *The Planning and Development Act, 2007*.

Planning fees are intended to recoup at least a portion of the cost to administer the items listed below. In accordance with *The Planning and Development Act, 2007*, the fees must not exceed the municipality's cost of processing the application or reviewing, advertising, approving, enforcing, regulating, or issuing the items listed below.

The fees presented in Zoning Bylaw No. \_\_\_\_ (or Fee Bylaw No. \_\_\_\_ ) may be less than the general estimated costs listed in this rationale document. The fees prescribed are an estimate and reflect the average municipal time involved in a review and are not intended to exceed cost-recovery.

Application	Fee	Estimated Cost
Development Permit – Permitted Use	\$____	Applications for permitted uses are reviewed for compliance with the Zoning Bylaw and approved by the Development Officer.  - hours @\$-/hours
Development Permit – Discretionary Use	\$____	Applications for discretionary uses require additional time and resources for review. In addition to reviewing applications for compliance with the Zoning Bylaw, public notice and presentation to Council for consideration is required.  - hours @\$-/hour  Advertising costs are subject to change and may therefore not be prescribed.
Minor Variance	\$____	Applications are reviewed to verify that the proposed variance meets the legislated provisions and are approved by the Development Officer.  - hours @\$-/hour

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Development Appeal	\$___ (up to \$300)	Applications are presented to the Development Appeals Board for consideration. Public notice is required, and the Development Officer is in attendance.  - hour @\$-/hour
Zoning Bylaw Amendment – Text	\$___ (plus advertising and public notice costs)	Applications for bylaw textual amendments require additional time and resources. The amount of time can vary depending on the complexity of the change. Bylaw amendments require public notice and Council adoption.  __ hours @ \$___/hour
Zoning Bylaw Amendment - Map	\$___ (plus advertising and public notice costs)	Applications for bylaw map amendments require additional time and resources. Map amendments are typically more complex than textual amendments. Bylaw amendments require public notice and Council adoption.  __ hours @ \$___/hour
Official Community Plan Amendment – Text	\$___ (plus advertising and public notice costs)	Applications for bylaw amendments require additional time and resources. The amount of time can vary depending on the complexity of the change. Bylaw amendments require public notice and Council adoption.  __ hours @ \$___/hour
Official Community Plan Amendment – Map (including Concept Plans)	\$___ (plus advertising and public notice costs)	Applications for bylaw amendments require additional time and resources. Map amendments and concept plans are typically more complex. Bylaw amendments require public notice and Council adoption.  __ hours @ \$___/hour