



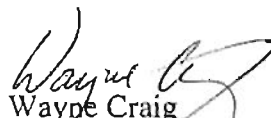
# City of Richmond

## Report to Committee Planning and Development Department

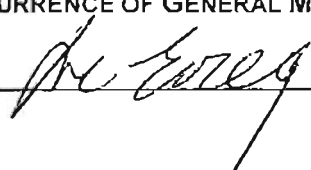



**To:** Planning Committee **Date:** November 6, 2012  
**From:** Wayne Craig  
Director of Development **File:** 08-4105-00/Vol 01  
**Re:** Repeal and Replacement of Development Application Fees Bylaw No. 7984,  
Amendments to Consolidated Fees Bylaw No. 8636 and Heritage Procedures  
Bylaw No. 8400.

### Staff Recommendation

1. That Development Application Fees Bylaw No. 8951 be introduced and given first, second and third readings;
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8959 be introduced and given first, second and third readings; and
3. That Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 8964 be introduced and given first, second and third readings.

  
Wayne Craig  
Director of Development  
(604-276-4625)

WC:bk  
Att.

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Law	<input checked="" type="checkbox"/>		
Business Licencing	<input checked="" type="checkbox"/>		
Finance	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b> 	<b>INITIALS:</b> 

## Staff Report

### Origin

Staff proposes that Development Application Fees Bylaw No. 7984 be repealed and replaced by Development Application Fees Bylaw No. 8951. This Development Application Fees Bylaw would:

- Remove the reference to the dollar value for application fees and refer to the Consolidated Fees Bylaw No. 8636 for determining application fees;
- Remove the out-dated provisions for Neighbourhood Public Houses which are no longer required
- Update wording on temporary changes to liquor license applications
- Update bylaw text for signage and notification for liquor licences;
- Add requirements for heritage-related applications (previously contained in Heritage Procedures Bylaw No. 8400); and
- Remove the maximum limit for development permit application fees.

Staff also proposes amendments to Consolidated Fees Bylaw No. 8636 as follows:

- add a schedule of Development Application fees to the bylaw which would include fees for Heritage Alteration Permit and Heritage Revitalization Agreement applications;
- Add new fees for comfort letters;
- Increase all development application fees by two (2) per cent; and
- Reduce the fee for a Land Use Contract Discharge application to \$1,000.

Staff further propose that Heritage Procedures Bylaw No. 8400 be amended to delete any reference to fees for Heritage Revitalization Agreements and Heritage Alteration Permits, and that these fees be included in the Schedule of Development Application Fees proposed for addition to Consolidated Fees Bylaw No. 8636.

### Findings of Fact

Fees for various City applications are generally collected through an arrangement of two bylaws: the first bylaw establishes processing requirements; the bylaw then refers to the Consolidated Fees Bylaw No. 8636 for the amounts of any required fees. Examples of this are Business Licence Bylaw No. 7360 and Sign Bylaw No. 5560.

The Development Application Fees Bylaw No. 7984 does not follow this format, as the bylaw contains both the procedural requirements for development applications and prescribes the dollar value for required fees in the text of the bylaw.

The existing Development Application Fees Bylaw No. 7984 contains procedural requirements and fees for applications for neighbourhood public houses and Licensee Retail Stores. The requirements for these applications are spelled out in provincial licensing regulations and a number of Council-adopted policies. In addition, in order to use a site for a neighbourhood public house or a Licensee Retail Stores, a rezoning application is required. These applications follow standard rezoning procedures.

The existing Development Application Fees Bylaw No. 7984 does not contain procedures or fees for temporary amendments to existing liquor licenses.

The existing Development Application Fees Bylaw No. 7984 does not contain application fees for heritage-related applications, as these fees are contained in Heritage Procedures Bylaw No. 8400.

The Development Application Fees Bylaw does not have a specific administrative fee for the preparation of information letters (comfort letters) for general land use and building permit information.

There have been a number of amendments in the past to add new fees as required, but there has not been a general increase in fees, consistent with the Consumer Price Index (CPI) in some time.

### **Staff Comments**

#### Proposed Amendments

#### **Proposed Bylaw No. 8951 – Development Application Fees Bylaw**

Proposed Development Application Fees Bylaw No. 8951 would repeal and replace Development Application Fees Bylaw No. 7984. The new bylaw would have no reference to specific fee values, and would refer to Consolidated Fees Bylaw No. 8636 for the actual required fees. New application types and processing requirements would also be included in this bylaw.

Development Application Fees Bylaw No. 7984 currently specifies a maximum fee payable for a Development Permit. In the case of larger applications anticipated in the City, this fee limit can have implications on the level of resources available for processing these large development projects. Proposed Development Application Fees Bylaw No. 8951 and the new Fee Schedule for the Consolidated Fees Bylaw No. 8959 do not contain this maximum fee.

#### **Proposed Bylaw No. 8964 – Heritage Procedures Bylaw Amendment**

Fees for heritage-related applications are currently contained in Schedule C of Heritage Procedures Bylaw No. 8400. Proposed Bylaw No. 8964 would amend Heritage Procedures Bylaw No. 8400 by deleting references to the required fees in the bylaw, and by deleting Schedule C in its entirety. The requirement to pay fees for heritage – related applications would be included in the Development Application Fees Bylaw No. 8951, with the fee amounts included in the proposed schedule of development application fees to be added to Consolidated Fees Bylaw No. 8636.

#### **Proposed Bylaw No. 8959 – Consolidated Fees Bylaw Amendment**

Proposed Bylaw 8959 would add a new schedule of development application fees to the Consolidated Fees Bylaw No. 8636. The use of a fee schedule in Bylaw No. 8636 would be consistent with other fee-generating bylaws, and would simplify future amendments to development application fees as required.

**2 Percent Increase in Fees**

Proposed Bylaw No. 8959 includes a two (2) per cent increase to all development application fees. The proposed increase in fees is in line with the Consumer Price Index for 2012, and with the two (2) per cent fee increase to all application fees currently in the Consolidated Fees Bylaw No. 8636 adopted by Council on November 13, 2012.

**Changes to Procedures and Requirements for Liquor-Related Applications**

It is proposed to delete the process requirements and the application fee for neighbourhood public houses as Provincial licensing regulations and a number of Council-adopted policies dictate the rezoning requirements, and these applications are treated in the same manner as any other rezoning application.

Bylaw No. 8951 also proposes minor changes to update signage and public notification requirements consistent with British Columbia Liquor Control and Licensing Branch regulations. New application and fee requirements are proposed for temporary changes to existing liquor licences.

**New Application Types**

Two new application types are proposed to be included in Development Application Fees Bylaw No. 8951, with specific fees included in the schedule proposed for addition to Consolidated Fees Bylaw No. 8636. These application types are:

- Information Letter (comfort letter) for land use information; and
- Information Letter (comfort letter) for building information.

**Information Letters (Comfort Letter) Fees:** The provision of information letters is a common practice for municipalities. These letters are often sought during the land purchase process, to provide potential buyers with a summary of the land use regulations applicable to a property. Similar letters are also provided in response to queries regarding building permits and applicable regulations. These letters are not currently identified in the Development Applications Bylaw No. 7984, and there is no fee defined for this service. Proposed Development Application Fees Bylaw No. 8951 would add the procedural requirements for these letters, and include a fee for the service in the proposed Development Application Fees schedule to be included in Consolidated Fees Bylaw No. 8636.

**Reduction to Land Use Contract Discharge Application Fee**

It is proposed to reduce the application fee for discharge of a Land Use Contract from the current \$2,040 to \$1,000 as an incentive to property owners to discharge land use contracts wherever possible.

**Analysis**

The bylaws proposed in this report would ensure that the practice of establishing fees for development applications is consistent with the City's other fee-generating bylaws, and centralizes information on development-related fees into the Consolidated Fees Bylaw No. 8636.

The proposed bylaws would also facilitate future fee increases (as required) by allowing staff to present simple amendments to the schedules of Consolidated Fees Bylaw No. 8636, rather than cumbersome amendments required when fees are 'buried' within the text of the bylaw.

The proposed two (2) per cent increase for development application fees is consistent with the two per cent fee increase for all fees as adopted by Council on November 13, 2012.

### **Financial Impact**

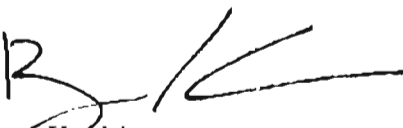
The proposed two (2) per cent increase is consistent with the CPI increase to the other fees in the consolidated fee bylaw, and is consistent with Council policy that user fees be adjusted to reflect the CPI. Council has also directed that staff ensure that new fees proposed are charged for services provided and reflective of required staff resources and associated costs.

### **Conclusion**

Proposed Development Application Fees Bylaw No. 8951 together with Consolidated Fees Bylaw Amendment No. 8959 would repeal and replace Development Application Fees Bylaw No. 7984 and make the changes identified in this staff report.

Proposed Heritage Procedures Bylaw No. 8400 Amendment Bylaw No. 8964 would amend Heritage Procedures Bylaw No. 8400 to remove the reference to application fees. The requirement to pay these fees and the fee amounts would be included in Development Application Fees Bylaw No. 8951 and the new schedule to the Consolidated Fees Bylaw No. 8636.

Staff recommend that Bylaw Nos. 8951, 8959 and 8964 be given introduced and given first, second, and third readings.



Barry Konkin  
Planner

BK:cas



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## Development Application Fees Bylaw No. 8951

The Council of the City of Richmond enacts as follows:

### PART ONE – ESTABLISHMENT OF FEES

#### 1.1 Council Confirmation of Fees

- 1.1.1 Council declares that the application fees established in this Part are accurate estimates of the costs to the **City**, of processing, inspecting and undertaking public notification, if applicable, in connection with the various types of applications shown.

#### 1.2 Zoning Amendments

- 1.2.1 Every **applicant** for an amendment to:

- (a) the text of the **Zoning Bylaw** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636;
- (b) the **Zoning Bylaw** land use designation of a property must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636;

- 1.2.2 The application fee specified in subsection 1.2.1 includes any required amendment to the **Official Community Plan** if such applications are submitted simultaneously.

- 1.2.3 Where an application for an amendment to the **Zoning Bylaw** must be submitted to a second or subsequent **public hearing** because of:

- (a) a failure by the **applicant** to comply with a requirement of the **City**; or
- (b) other actions on the part of the **applicant**,

in connection with the application, such **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for a second and each subsequent **public hearing** required.

- 1.2.4 Notwithstanding the provisions of subsection 1.2.1, an **applicant** is entitled to a refund of 50% of the application fee paid pursuant to subsection 1.2.1 if:

- (a) the application is withdrawn prior to being submitted to a **public hearing**; and
- (b) the **City** does not incur any costs associated with such **public hearing**.

- 1.2.5 Where **City** staff and the **applicant** agree on an expedited timetable for an application to amend the **Zoning Bylaw** land use designation of a property, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 to take advantage of the agreed to expedited timetable, except that this additional application fee shall not apply to an application where the entire building(s) or development consists of **affordable subsidized rental housing units**.

### 1.3 Official Community Plan Amendments

- 1.3.1 Every **applicant** for an amendment to the **Official Community Plan** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 where an application for an amendment to the **Zoning Bylaw** is either not required, or not submitted at the same time.
- 1.3.2 Where an application for an amendment to the **Official Community Plan** must be submitted to a second or subsequent **public hearing** because of:
- (a) a failure by the **applicant** to comply with a requirement of the **City**; or
  - (b) other actions on the part of the **applicant**,
- in connection with the application, such **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for a second and each subsequent **public hearing** required.
- 1.3.3 Notwithstanding the provisions of subsection 1.3.1, an **applicant** is entitled to a refund of 50% of the application fee paid pursuant to subsection 1.3.1 if:
- (a) the application is withdrawn prior to being submitted to a **public hearing**; and
  - (b) the **City** does not incur any costs associated with such **public hearing**.

### 1.4 Development Permits

- 1.4.1 Every **applicant** for a **Development Permit**, other than a Development Permit referred to in Sections 1.4.2 and 1.4.3, must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.2 Every **applicant** for a **Development Permit** for a **coach house** or **granny flat** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.4.3 Where an application for a **Development Permit** is required solely by reason that the property is:
- (a) designated in the **Official Community Plan** as an Environmentally Sensitive Area (ESA); or
  - (b) located within, or adjacent to, the Agricultural Land Reserve (ALR),

the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.4.4 Every **Development Permit** holder requesting a General Compliance Ruling on a **Development Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

1.4.5 Where **City** staff and the **applicant** agree on an expedited timetable for an application for a **Development Permit**, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 to take advantage of the agreed to expedited timetable, except that this additional application fee shall not apply to an application where the entire building(s) or development consists of **affordable subsidized rental housing units**.

## 1.5 Development Variance Permits

1.5.1 Every **applicant** for a **Development Variance Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

## 1.6 Temporary Use Permits

1.6.1 Every **applicant** for a **Temporary Use Permit** or for renewal of a **Temporary Use Permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

## 1.7 Land Use Contract Amendments

1.7.1 Every **applicant** for an amendment to a Land Use Contract must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

## 1.8 Reviews of Applications Related to Liquor Licences

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*; or
- (b) any of the following in relation to an existing licence to serve liquor:
  - (i) addition of a patio;
  - (ii) relocation of a licence;
  - (iii) change of hours; or
  - (iv) patron participation

must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (a) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636;
- (b) post and maintain on the subject property a clearly visible sign which indicates:



- (i) type of licence or amendment application;
  - (ii) proposed person capacity;
  - (iii) type of entertainment (if application is for patron participation entertainment); and
  - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

1.8.3 The sign specified in clause (b) of subsection 1.8.2 must:

- (a) be at least 1.2 metres by 2.4 metres in size;
- (b) contain block lettering that is at least 5 cm high on a background of contrasting colour;
- (c) be located in a location which has been approved by the City;
- (d) be posted for at least 30 days following the first publication of the notice in the newspaper under clause (c) of subsection 1.8.2;
- (e) specify an expiry date for receipt of public input which is at least 30 days after:
  - (i) the date the sign is posted on the property; or
  - (ii) the date the first notice is published in the newspaper,whichever is later; and
- (f) be in the form set out in Schedule A of this bylaw.

1.8.4 The notice specified in clause (c) of subsection 1.8.2 must:

- (a) be at least 12 cm wide and 15 cm long in size;
- (b) specify an expiry date for receipt of public input which is at least 30 days after:
  - (i) the date the sign is posted on the property; or
  - (ii) the date the first notice is published in the newspaper,whichever is later; and
- (c) be in the form set out in Schedule A.

1.8.5 In the case of an application for temporary changes to a licence to serve liquor, every **applicant** must submit to the City at least 30 days prior to the proposed date of change:

- (a) a copy of the completed Liquor Control and Licencing Branch application; and

(b) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

## **1.9 Subdivision and Consolidation of Property**

- 1.9.1 Every **applicant** for the subdivision of property which does not include an air space subdivision or the consolidation of property must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.9.2 Where an **applicant** requests an extension or amendment of a preliminary approval for the subdivision of property, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.9.3 Where a road closure or road exchange is required as the result of the subdivision of property, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid in addition to the application fee specified in subsection 1.9.1.
- 1.9.4 Every **applicant** for an air space subdivision must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.9.5 Every **applicant** for the consolidation of property, where no further subdivision of such property is undertaken, must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

## **1.10 Strata Title Conversion of Existing Buildings**

- 1.10.1 Every **applicant** for a Strata Title Conversion of an existing building must:
  - (a) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for a **two-family dwelling**; and
  - (b) pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 for **multi-family dwellings**, and commercial and industrial buildings.

## **1.11 Phased Strata Title Subdivision Applications**

- 1.11.1 Every **applicant** for a phased strata title subdivision must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636 per phase.

## **1.12 Servicing Agreements for Off-Site Engineering Works & Services**

- 1.12.1 Every **applicant** for a servicing agreement for off-site engineering works and services must pay a processing fee and an inspection fee as specified in the Consolidated Fees Bylaw No. 8636.
- 1.12.2 Notwithstanding the provisions of subsection 1.12.1, where the inspection fee payable pursuant to subsection 1.12.1 exceeds an amount of \$2,000, the processing fee paid pursuant to that subsection will be applied as a credit towards any amount over \$2,000.

**1.13 Civic Address Changes**

- 1.13.1 Every **applicant** for a civic address change must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

**1.14 Telecommunication Antenna Consultation and Siting Protocol Fees**

- 1.14.1 Every **applicant** under the **Telecommunication Antenna Consultation and Siting Protocol** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

**1.15 Heritage Alteration Permits and Heritage Revitalization Agreements**

- 1.15.1 Every **applicant** for a **heritage alteration permit** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.
- 1.15.2 Every **applicant** for a **heritage revitalization agreement** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.

**1.16 Administration Fees**

- 1.16.1 Where an **applicant** for any application subject to this bylaw submits information to indicate a change in ownership of any of the land involved in the application or requesting a change in the authorized agent for the application, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.2 Where an **applicant** for any application subject to this bylaw submits information to indicate a change to the mailing address of the property owner, the applicant or the authorized agent for the application, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.3 Where an **applicant** for any application subject to this bylaw submits new information, after the original application submission, that results in an increase in the proposed density or to add or delete properties involved in the application, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid.
- 1.16.4 Where an **applicant** requires the Approving Officer for the **City** to sign or re-sign a legal plan, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal plan.
- 1.16.5 Where an **applicant** for any application subject to this bylaw is required to submit a Site Profile, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each Site Profile submitted.
- 1.16.6 Where an **applicant** requests an amendment or discharge of a legal agreement that does not require approval from **City Council**, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal agreement.
- 1.16.7 Where an **applicant** requests an amendment or discharge of a legal agreement that requires approval from **City Council**, the applicable fee

specified in the Consolidated Fees Bylaw No. 8636 must be paid for each legal agreement.

- 1.16.8 Where an **applicant** for any application subject to this bylaw requires a second or subsequent landscape inspection prior to the release of a landscape security because of a failure by the **applicant** to comply with a requirement of the **City**, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for a second and each subsequent landscape inspection.
- 1.16.9 Where an **applicant** requests a letter of information on a property (a comfort letter) with general land use information, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each property.
- 1.16.10 Where an **applicant** requests a letter of information on a property (a comfort letter) for building permit matters, the applicable fee specified in the Consolidated Fees Bylaw No. 8636 must be paid for each property.

## PART TWO: INTERPRETATION

2.1 In this bylaw, unless the context otherwise requires:

**AFFORDABLE SUBSIDIZED  
RENTAL HOUSING UNITS**

means not for profit rental housing, including supportive living housing, which is owned and operated by the City, government agencies or non-profit residential housing societies.

**APPLICANT**

means a person who is an owner of the property which is the subject of an application, or a person acting with the written authorization of the owner.

**CITY**

means the **City** of Richmond.

**COACH HOUSE**

means a self-contained dwelling that:

- a) is accessory and either attached or detached to the single detached housing unit, except in the Edgemere neighbourhood where it must be detached from the principal dwelling unit;
- b) has at least 75% of its floor area located above the garage, except in the Edgemere neighbourhood where a maximum of 60% of its floor area must be located above a detached garage;
- c) has cooking, food preparation, sleeping and bathing facilities that are separate from those of the principal dwelling unit located on the lot;
- d) has an entrance separate from the entrance to the garage; and
- e) is a separate and distinct use from a secondary suite, and does not include its own secondary suite.

<b>COUNCIL</b>	means the <b>Council</b> of the <b>City</b> .
<b>DEVELOPMENT PERMIT</b>	means a <b>Development Permit</b> authorized under Section 920 of the <i>Local Government Act</i> .
<b>DEVELOPMENT VARIANCE PERMIT</b>	means a <b>Development Variance Permit</b> authorized under Section 922 of the <i>Local Government Act</i> .
<b>GRANNY FLAT</b>	means a self-contained dwelling that: <ul style="list-style-type: none"><li>a) is accessory to and detached from the single detached housing unit;</li><li>b) is located totally on the ground floor in the rear yard of a single detached housing lot;</li><li>c) has cooking, food preparation, sleeping and bathing facilities that are separate from those of the principal dwelling unit located on the lot;</li><li>d) has an entrance separate from the entrance to the garage; and</li><li>e) is a separate and distinct use from a secondary suite, and does not include its own secondary suite.</li></ul>
<b>HERITAGE ALTERATION PERMIT</b>	means a <b>Heritage Alteration Permit</b> pursuant to Heritage Procedures Bylaw No. 8400 authorizing alterations or other actions in relation to protected heritage property or property within a heritage conservation area under Section 972 of the <i>Local Government Act</i> .
<b>HERITAGE REVITALIZATION AGREEMENT</b>	means an agreement pursuant to Heritage Procedures Bylaw No. 8400 between the <b>City</b> and owner of heritage property under Section 966 of the <i>Local Government Act</i> .
<b>MULTI-FAMILY DWELLING</b>	means a detached, multi-floor building containing three or more residential dwelling units;
<b>OFFICIAL COMMUNITY PLAN</b>	means the current <b>Official Community Plan</b> of the <b>City</b> .
<b>PUBLIC HEARING</b>	means a Regular Council meeting for public hearings specified under Section 1.2 of the Council Procedure Bylaw No. 7560.
<b>TELECOMMUNICATION ANTENNA CONSULTATION AND SITING PROTOCOL</b>	means the current policy adopted by <b>City Council</b> that identifies the <b>City</b> process for managing consultation and providing siting guidelines for telecommunications antenna proposals under a protocol pursuant to the <i>Federal Radiocommunications Act</i> .

**TEMPORARY USE PERMIT**

means a temporary use permit authorized under Section 921 of the *Local Government Act*.

**TWO-FAMILY DWELLING**

means a detached building used exclusively for residential purposes containing two dwelling units only, which building is not readily convertible into additional dwelling units and the plans for which have been filed with the Building inspector showing all areas of the building finished, the design of the building conforming to one of the following classifications:

- (a) each dwelling unit consisting of one storey only, not set upon another storey or upon a basement; or
- (b) each dwelling unit consisting of two storeys only, the upper storey not containing a kitchen; not set upon another storey or upon a basement; or
- (c) each dwelling unit consisting of a split level arrangement of two storeys only, the upper storey not containing a kitchen; not set upon another storey or upon a basement.

**ZONING BYLAW**

means the current **Zoning Bylaw** of the **City**.

**PART THREE: SEVERABILITY AND CITATION**

- 3.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 3.2 **Development Application Fees Bylaw No. 7984** is hereby repealed.
- 3.3 This bylaw comes into force and effect on January 1, 2013.

3.4 This bylaw is cited as "Development Application Fees Bylaw No. 8951.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor


\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## SCHEDULE A to BYLAW 8951

[NEW LIQUOR LICENCE APPLICATION] OR  
[LIQUOR LICENCE AMENDMENT APPLICATION]

Notice of Intent

Under the Liquor Control and Licensing Act

An application has been received by the Liquor Control and Licensing Branch, Victoria, B.C. and by the City of Richmond from:

\_\_\_\_\_ *[Company name] operating the*  
 \_\_\_\_\_ *[Name of Establishment] at*  
 \_\_\_\_\_ *[Address of Establishment], Richmond, BC*  
*Type of Licence or Amendment Application* \_\_\_\_\_  
*Proposed Person Capacity* \_\_\_\_\_  
*Type of Entertainment (if applicable)* \_\_\_\_\_  
*Proposed Hours of Liquor Service* \_\_\_\_\_

Residents, property owners and business owners may comment on this proposal by writing to:

THE CITY OF RICHMOND  
 PERMITS SECTION  
 LIQUOR LICENCE APPLICATIONS  
 6911 NO. 3 RD  
 RICHMOND, BC, V6Y 2C1

To ensure the consideration of your views, your letter must be received on or before *[expiry date]*. Your name and address must be included on your letter.

Please note that your comments may be made available to the applicant where disclosure is necessary to administer the licensing process.





**Consolidated Fees Bylaw No. 8636, Amendment Bylaw 8959**

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

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by adding Schedule A of this bylaw as a schedule to the Consolidated Fees Bylaw No. 8636, in alphabetical order.
2. This Bylaw comes into force and effect on January 1, 2013.
3. This Bylaw may be cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8959".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED by <i>BK</i>
APPROVED by Director or Solicitor <i>hs</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## Schedule A to Bylaw 8959

**SCHEDULE – DEVELOPMENT APPLICATION FEES**

<u>Section</u>	<u>Application Type</u>	<u>Base Fee</u>	<u>Incremental Fee</u>
<b><i>Zoning Amendments</i></b>			
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,640	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) – no lot size policy applicable	\$2,085	Not Applicable
	Zoning Bylaw Designation Amendment for Single Detached (RS) – requiring a new or amended lot size policy	\$2,605	Not Applicable
	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,125	For residential portion of development: <ul style="list-style-type: none"> <li>• \$41 per dwelling unit for first 20 dwelling units and \$21 per dwelling unit for each subsequent dwelling unit</li> </ul>
			For non-residential building area: <ul style="list-style-type: none"> <li>• \$26 per 100 m<sup>2</sup> of building area for the first 1,000 m<sup>2</sup> and \$16 per 100 m<sup>2</sup> thereafter</li> </ul>
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,085	For residential portion of development: <ul style="list-style-type: none"> <li>• \$21 per dwelling unit for first 20 dwelling units and \$11 per dwelling unit for each subsequent dwelling unit</li> </ul>
			For non-residential building area: <ul style="list-style-type: none"> <li>• \$16 per 100 m<sup>2</sup> of building area for the first 1,000 m<sup>2</sup> and \$6 per 100 m<sup>2</sup> thereafter</li> </ul>

Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$785	\$785 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,045	Not Applicable
<b>Official Community Plan Amendments</b>			
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,125	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment	\$785 for second public hearing	\$785 for each subsequent Public Hearing required
<b>Development Permits</b>			
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,565	<p>\$540 for the first 464.5 m<sup>2</sup> of gross floor area plus:</p> <ul style="list-style-type: none"> <li>\$110 for each additional 92.9 m<sup>2</sup> or portion of 92.9 m<sup>2</sup> of gross floor area up to 9,290 m<sup>2</sup>; plus</li> <li>\$21 for each additional 92.9 m<sup>2</sup> or portion of 92.9 m<sup>2</sup> of gross floor area over 9,290 m<sup>2</sup></li> </ul>
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,000	Not Applicable
Section 1.4.3	Development Permit, which includes property: <ol style="list-style-type: none"> <li>designated as an Environmentally Sensitive Area (ESA); or</li> <li>located within, or adjacent to the Agricultural Land Reserve (ALR)</li> </ol>	\$1,565	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$525	Not Applicable

Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,045	Not Applicable
<b><i>Development Variance Permits</i></b>			
Section 1.5.1	Development Variance Permit	\$1,565	Not Applicable
<b><i>Temporary Use Permits</i></b>			
Section 1.6.1	Temporary Use Permit	\$2,085	Not Applicable
	Temporary Use Permit Renewal	\$1,045	Not Applicable
<b><i>Land Use Contract Amendments</i></b>			
Section 1.7.1	Land Use Contract Amendment	\$1,000	Not Applicable
<b><i>Liquor-Related Permits</i></b>			
Section 1.8.2 (a)	Licence to serve liquor under the <i>Liquor Control and Licensing Act and Regulations</i> ; or change to existing license to serve liquor	\$525	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$275	Not Applicable
<b><i>Subdivision and Consolidation of Property</i></b>			
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$785	\$110 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$265	\$265 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$785 (in addition to the application fee for the subdivision)	
Section 1.9.4	Air Space Subdivision	\$6,125	\$155 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$105	Not Applicable

<b>Strata Title Conversion of Existing Building</b>			
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,085	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwellings, commercial buildings and industrial buildings	\$3,125	Not Applicable
<b>Phased Strata Title Subdivisions</b>			
Section 1.11.1	Phased Strata Title	\$525 for first phase	\$525 for each additional phase
<b>Servicing Agreements</b>			
Section 1.12.1	Servicing Agreement	Processing fee of \$1,045	Subject to Section 1.12.2 of Development Application Fees Bylaw No. 8951, an inspection fee of 4% of the estimated value of the approved off-site works and services
<b>Civic Address Changes</b>			
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$265	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$265	Not Applicable
	Civic Address change due to personal preference	\$1,045	Not Applicable
<b>Telecommunication Antenna Consultation and Siting Protocol</b>			
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,085	Not Applicable
<b>Heritage Applications</b>			
Section 1.15.1 (a)	Heritage Alteration Permit (no Development Permit or Rezoning application)	\$225	Not Applicable
	Heritage Alteration Permit (with Development Permit or Rezoning application)	20% of the total applicable development permit or rezoning fee (whichever is greater)	Not Applicable

Section 1.15.1 (b)	Heritage Revitalization Agreement (no Development Permit or Rezoning application)	\$225	Not Applicable
	Heritage Revitalization Agreement (with Development Permit or Rezoning application)	20% of the total applicable development permit or rezoning fee (whichever is greater)	Not Applicable
<b>Administrative Fees</b>			
Section 1.16.1	Change in property ownership or authorized agent.	\$265	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent.	\$50	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: a. increase in proposed density; or b. addition or deletion of any property associated with the application	\$265	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$55 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$55 per site profile	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$265 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,045 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$110 for second inspection	\$110 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$65 per property	Not Applicable

Section 1.16.10	Preparation of Information Letter (Comfort Letter) for Building Issues	\$65 per property	Not Applicable
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**Heritage Procedures Bylaw No. 8400,  
Amendment Bylaw No. 8964**

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

1. The Heritage Procedures Bylaw No. 8400 is amended by:
  - i) deleting Section 7.4 and Section 8.3 in their entirety and marking them as "REPEALED"; and
  - ii) deleting Schedule C of the bylaw in its entirety and marking it as "REPEALED".
2. This bylaw comes into force and effect January 1, 2013.
3. This Bylaw may be cited as "**Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 8964**".



FIRST READING

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CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER