



# City of Port Moody

## **Bylaw No. 3416**

A Bylaw to amend the Fees Bylaw with an updated fees schedule pertaining to the services provided by the Community Development Department.

The Council of the City of Port Moody enacts as follows:

### **1. Citation**

- 1.1 This Bylaw may be cited as “City of Port Moody Fees Bylaw, 2022, No. 3383, Amendment Bylaw No. 4, 2023, No. 3416 (Community Development)”.

### **2. Amendments**

- 2.1 City of Port Moody Fees Bylaw, 2022, No. 3383 is amended by replacing the Planning and Development Fees, in Schedule “A” with the Community Development Fees in “Schedule A – Community Development Fees” attached to and forming part of this Bylaw.

### **3. Attachments and Schedules**

- 3.1 The following schedules are attached to and form part of this Bylaw:
  - Schedule A – Community Development Fees.

### **4. Severability**

- 4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

**Read a first time** this 11<sup>th</sup> day of July, 2023.

**Read a second time** this 11<sup>th</sup> day of July, 2023.

**Read a third time** this 11<sup>th</sup> day of July, 2023.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 2023.

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M. Lahti  
Mayor

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S. Lam  
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3416 of the City of Port Moody.

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S. Lam  
City Clerk

## Schedule A to Bylaw No. 3416

## Community Development

<b>Community Development Services and Miscellaneous</b>		<b>\$</b>
Address Changes (where possible)		700.00
Advisory Design Panel Meeting Fee (per meeting)		250.00
Board of Variance Application		600.00
Development Application Signs		At cost
Dock application review		1,224.00
Liquor Licence Application or Amendment – Staff Review Only		54.00
Liquor Licence Application or Amendment – Report to Council		140.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee		2,400.00
Public Engagement Information Posting:		
• up to 20 residential units		500.00
• plus 20-100 residential units		800.00
• 100+ residential units, standalone commercial and mixed-use projects		1,100.00
• Major Development Applications		1,500.00
Property Information Requests:		
• Comfort letters related to zoning, building requirements, and other matters related to a building or a property use, including Fire Department records		750.00
• Land Title Searches		75.00
• Property Information Research		75.00 Under ½ hour 150.00 for every additional hour
• Survey Certificate (copies)		75.00
Site Alteration Permit	Base Fee	650.00
	Plus	0.63 per m <sup>3</sup>
Staff Attendance at Developer Information Meetings	Per Meeting	300.00
Street Name Changes		700.00
Wireless Communication Facility Proposal Review		5,500.00
<b>Pre-Application Review</b>		<b>\$</b>
Pre-Application	Base Fee	2,500.00
	Plus	110.00/100 m <sup>2</sup> of gross site area
<b>OCP Amendment Applications (text or maps)</b>		<b>\$</b>
OCP Amendment (when not applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	6,200.00
	Plus	110.00/100 m <sup>2</sup> gross site area and 25.00/100 m <sup>2</sup> total gross floor area
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	2,000.00
	Plus	110.00/100 m <sup>2</sup> of gross site area
Regional Growth Strategy Amendment		5,500.00

## Community Development

<b>Rezoning, LUC Amendment Applications</b>		<b>\$</b>
Residential Use	Base Fee	6,200.00
Commercial Use, Industrial Use, Institutional Use	Plus 110.00/100 m <sup>2</sup> total gross floor area	
Zoning Bylaw Text Amendment		6,200.00
<b>Heritage Applications</b>		<b>\$</b>
Heritage Revitalization Agreement <ul style="list-style-type: none"> <li>• Residential use</li> <li>• Commercial Use, Industrial Use, Institutional Use</li> </ul>	Base Fee	7,000.00
	Plus 110.00/100 m <sup>2</sup> gross floor area	110.00 / unit
Heritage Alteration Permit	Council Authorized	4,500.00
	Staff Authorized	1,000.00
Heritage Revitalization Tax Exemption Applications	Heritage Register Properties	150.00
	Non-Heritage Register Properties	700.00
<b>Public Hearing and Notification Fees (for applications requiring a Public Hearing or Council meeting notification)</b>		<b>\$</b>
Public Hearing and Additional Public Hearing(s)	Each	1,500.00
Public Hearing notice mailing		At cost
Public Hearing Refund (where application bylaws do not proceed to a Public Hearing)		1,500.00
Development Variance Permit and Temporary Use Permit Notification	Base Fee	500.00
	Plus mailing	At Cost
<b>Application Extension Requests</b>		<b>\$</b>
Bylaw Third Reading Extension Request	Council Authorized	2,000.00
	Staff Authorized	500.00
Inactive Application Extension Request		500.00
<b>Development Permits (DP)</b>		<b>\$</b>
Development Permit – Form and Character, DPA1, DPA2, and DPA3	Base Fee	
	Council Authorized	5,000.00
	Staff Authorized	1,000.00
	Plus Residential Use	110.00 / unit
	Plus Commercial, Industrial and Institutional Uses	110.00/100m <sup>2</sup> total gross floor area
Development Permit – Environmentally Sensitive Areas (DPA4), Hazardous Lands (DPA5)	Council Authorized	5,000.00
	Staff Authorized	1,000.00
Development Permit DPA7 for Intensive Residential Development and Detached Accessory Dwelling Units (DADUs) (combined applications)	Staff Authorized	1,000.00
Development Permit for Detached Accessory Dwelling Units (DADUs) (standalone application)	Staff Authorized	500.00
Development Permit Amendment	Major Council Authorized	3,000.00
	Minor Staff Authorized	1,000.00

## Community Development

Other Permits			\$
Development Variance Permit	Council Authorized		4,000.00
Minor Development Variance Permit	Staff Authorized		1,000.00
Temporary Use Permit			5,000.00
Temporary Use Permit renewal			1,500.00
Development Application Building Architecture and Landscape Architecture Review			\$
Building Architecture Review	up to 20 residential units		1,600.00
	plus 20-100 residential units		3,200.00
	100+ residential units, standalone		4,800.00
	commercial and mixed-use projects		
	Major Development Applications		At Cost
Landscape Architecture Review	up to 20 residential units		1,600.00
	plus 20-100 residential units		3,200.00
	100+ residential units, standalone		4,800.00
	commercial and mixed-use projects		
	Major Development Applications		At Cost
Subdivision Applications			\$
Fee Simple Subdivision	Base Fee		4,000.00
	For each new lot		250.00
Bare Land Strata Subdivision	Base Fee		4,000.00
	For each new lot		250.00
Minor Subdivision (Lot Line Adjustment/Consolidation)			1,000.00
Air Space Parcel Subdivision	Base Fee		5,000.00
	For each new lot		250.00
Legal Review of Air Space Parcel Subdivision			At cost
Phased Strata Plan Approval			4,000.00
Non-Phased Strata Plan Review and/or Covenant Sign Off			500.00
Form P Approval/Amendment			1,000.00
Strata Title Conversion			4,000.00
Preliminary Layout Review Extension Request			500.00
Road Cancellation			4,000.00
Tree Removal Permits			\$
Tree Removal Permit (for single-family residential)			300.00
Tree Removal Permit (all categories other than single-family residential)			700.00
Tree Replacement Security (per tree)			720.00
Tree Removal Review			150.00

## Community Development

<b>Legal Agreements &amp; Documents</b>		<b>\$</b>
Development Agreement and Amendments	City Solicitor fee	At cost
Restrictive Covenant Preparation or Amendment	City Solicitor fee	At cost
Restrictive Covenant Discharge	Base Fee	500.00
	City Solicitor fee	At Cost
<b>Pre-Construction Review and Inspection Fees</b>		
Prior to construction, for Development Permit, Development Variance Permit, Development Authorization, Subdivision, or Building Permit applications as applicable, the following Fees are payable:		
Off-Site Engineering Review and Inspection Fee (Section 215A AND elsewhere in the city)	4.4% of estimated construction costs (at time of Servicing Agreement)	
On-Site Engineering Review Fee	2.2% of estimated on-site construction costs (at time of Servicing Agreement)	
Landscaping Review and Inspection Fee	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs (at time of Building Permit)	
Environmental Compensation/Enhancement Review and Inspection Fee	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs (at time of Development Permit)	
<b>Business Licence Fees</b>		<b>\$</b>
Location Extension*		50.00
*Location extension fee for businesses meeting criteria outlined in business licensing procedure		