



2021 PLANNING DEPARTMENT FEES

Effective: January 01, 2021

Comfort Letters (per lot):	NOT Single and Two-Family dwellings	\$186.00 + GST
Refunds on Comfort Letters are not granted, unless withdrawn prior to this department circulating to other departments for their review.		
Liquor Licence Applications:	New Facilities	\$926.00
	Amendments	\$471.00
A refund on the Liquor Licence application is not granted, except under the following circumstances:		
<ol style="list-style-type: none"> 1) A full refund is granted if the Liquor Licence application is withdrawn prior to this department circulating the application to other departments for their review. 2) Partial refund equal to the amount of the Liquor Licence application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed. 		
Personal Preference Address Changes:		\$1,040.00 + GST
A refund on Personal Preference Address Change is not granted, unless withdrawn prior to this department circulating to other departments for their review, and/or if the address request can not be accommodated.		
Preliminary Plan Approval:	On Construction Value	\$2.70 per \$1,000.00
	Minimum Fee	\$284.00
	Extensions	\$171.00
	Review of Preliminary or Modified Drawings and Specifications	\$79.35/hr + GST (min ½ hour)
A refund on the PPA application is not granted, except under the following circumstances:		
<ol style="list-style-type: none"> 1) A full refund is granted if the PPA application is withdrawn prior to this department circulating the application to other departments for their review. 2) Partial refund equal to the amount of the PPA application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed. 		
Cancellation Policy: An applicant may request, in writing, the cancellation of a PPA application at any time during the PPA process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a PPA application under following circumstances:		
<ol style="list-style-type: none"> 1) A PPA application cannot be approved under the Burnaby Zoning Bylaw. 2) A new proposal or a major revision is proposed after the original PPA submission. Please note that a revision is considered a major if more than half of the original proposal area is affected by the change. 3) A PPA application is abandoned (no action by an applicant for a period of six months or more from the last action recorded) by the applicant. 		
ERC Applications:	Single and Two Family Developments	\$600.00
	New Developments (other)	\$1,200.00
A refund on an ERC application is not granted, except under the following circumstances:		
<ol style="list-style-type: none"> 1) Partial refund equal to the amount of the ERC application fee minus \$100.00 is granted if the application is withdrawn prior to the scheduled ERC meeting. 		
Rezoning Applications:	First 1,700 m ² of site area or part thereof	\$2,528.00
	Each additional 100 m ² or part thereof	\$68.00
	Plus Public Hearing Fee	\$1,000.00
MASTER PLAN REZONINGS:	First 40,000 m ² of site area or part thereof	\$223,964.00
	Each additional 100 m ² of site area or part	\$419.00
	Plus Public Hearing Fee	\$1,000.00



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CD Rezoning with FAR greater than or equal to 3.6 and Master Plan Amendments	First 8,000 m ² of site area and 3.6 FAR or part thereof	\$31,354.00	
	Each additional 100 m ² of site area or part	\$403.00	
	Each additional 0.1 FAR	\$403.00	
	Plus Public Hearing Fee	\$1,000.00	
	Additional Public Hearing	\$1,000.00	
A refund on the rezoning application is not granted, except under the following circumstances:			
1) A full refund is granted if the rezoning application is withdrawn prior to this department submitting a report on the rezoning application to Council.			
2) Refund of \$1,000.00 (representing Public Hearing cost) is granted after the rezoning report has been submitted to Council if:			
a) the rezoning application is withdrawn before the rezoning amendment bylaw has received First Reading,			
b) or, the rezoning application is rejected by Council before receiving First Reading.			
Road Closure / Highway Exchange:		\$2,547.00	
A refund on the Road Closure application is not granted, except under the following circumstances:			
1) A full refund is granted if the Road Closure application is withdrawn prior to this department circulating the application to other departments for their review.			
2) Partial refund equal to the amount of the Road Closure application fee minus \$500.00 is granted after the application is circulated to other departments but review comments not completed.			
Servicing Agreements:	First three servicing items, no agmt req	\$1,040.00	
	Multiple Family 's' District	\$16,348.00	
	All others	\$10,899.00	
Strata Title Applications:	Two-Family and other Conversion	\$748.00	
	Plus per Additional Industrial/Commercial Unit	\$43.00	
	Phased Strata Plans:	• First Phase	\$5,202.00
		• Subsequent Phases	\$1,040.00
		• Last Phase	\$1,040.00
	Form 'P' Amendment	\$93.00	
A refund on the Strata Title application is not granted, except under the following circumstances:			
1) A full refund is granted if the Strata Title application is withdrawn prior to this department circulating the application to other departments for their review.			
2) Partial refund equal to the amount of the Strata Title application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.			
Subdivision Applications:	Residential District	\$5,450.00	
	Multiple Family 'S' District	\$16,348.00	
	All others (NOT Residential or 'S' District)	\$10,899.00	
	Airspace Parcel Subdivision:	• FAR less than 2.0	\$12,410.00
		• FAR of 2.0 or greater	\$18,613.00
	Tentative Approval Extension:	• Single Family	\$288.00
• Other Subdivisions / Servicing		\$644.00	
DCC Installments (Admin Fee):		\$3,000.00	
A refund on the Subdivision application is not granted, except under the following circumstances:			
1) A full refund is granted if the Subdivision application is withdrawn prior to this department circulating the application to other departments for their review.			
2) Partial refund equal to the amount of the Subdivision application fee minus \$500.00 is granted after the application is circulated to other departments but review comments not completed.			



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Legal Agreement Amendment:	First three amendment items	\$600.00
	For more than three amendment items	\$1,000.00
Land Title Searches:	Search	\$15.00
	Document and Plan Imaged records	\$20.00
Copies of Departmental Records or Drawings:	File Research Fee	\$28.00 + GST
	Electronic copies (per image)	\$ 2.30 + GST
	Paper copies (8.5 x 11, per page)	\$ 3.80 + GST/PST
	Paper copies (11 x 17, per page)	\$ 8.95 + GST/PST

Preliminary Plan Approval (PPA) Sign Applications: (submit to Building Department)	For signs (per sign application)	\$146.00
	Comprehensive Sign Plans	\$559.00
	Integrated Comprehensive Sign Plans for CD rezonings or Master Plan rezonings	\$2,800.00

A refund on the sign application is not granted, except under the following circumstances:

- 3) A full refund is granted if the sign application is withdrawn prior to this department circulating the application to other departments for their review.
- 4) Partial refund equal to the amount of the sign application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.

Cancellation Policy: An applicant may request, in writing, the cancellation of a sign application at any time during the sign process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a sign application under following circumstances:

- 4) A sign application cannot be approved under the Burnaby Zoning Bylaw.
- 5) A new proposal or a major revision is proposed after the original sign submission. Please note that a revision is considered a major if more than half of the original proposal area is affected by the change.
- 6) A sign application is abandoned (no action by an applicant for a period of six months or more from the last action recorded) by the applicant.