



# 2023 PLANNING DEPARTMENT FEES

Effective: January 01, 2023

**Comfort Letters (per lot):** NOT Single and Two-Family dwellings \$197.00 + 9.85 = 206.85  
 Refunds on Comfort Letters are not granted, unless withdrawn prior to this department circulating to other departments for their review.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	\$980.00
Amendments	\$498.00

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

- 1) A full refund is granted if the Liquor Licence application is withdrawn prior to this department circulating the application to other departments for their review.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:** \$1,101.00 + 55.05=1156.05

A refund on Personal Preference Address Change is not granted, unless withdrawn prior to this department circulating to other departments for their review, and/or if the address request can not be accommodated.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	\$2.90 per \$1,000.00
Minimum Fee	\$301.00
Extensions	\$181.00
Review of Preliminary or Modified Drawings and Specifications	\$84.00/hr + 4.20=88.20 (min ½ hour)

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

- 1) A full refund is granted if the PPA application is withdrawn prior to this department circulating the application to other departments for their review.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:

- 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.

**Temporary Use Permit (TUP):**

Application Fee	\$2,676.00
Renewal Fee	\$1,644.00
Amendment Fee	\$1,644.00
On Construction Value or Minimum Fee if less than amount	\$2.90 per \$1,000.00 OR \$301.00 Minimum
Public Notice Sign Removal Fee	\$257.00
Administration Fee (processing and reviewing compliance bonds for required works)	1% of estimated compliance bonding

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

- 1) A full refund is granted if the TUP 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 TUP application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not received.



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<b>Development Variance Permit (DVP):</b>	Application Fee (Minor: 3 or less variances)	\$1,200.00
	Application Fee (Minor: more than 3)	\$1,800.00
	Application Fee (other than minor or combination of variances, 3 or less)	\$2,200.00
	Application Fee (other than minor or combination of variance, more than 3)	\$2,800.00
	Council reconsideration of minor Amendment Fee	\$1,000.00
	Public Notice Sign Removal Fee	\$257.00
	Processing and reviewing security for landscaping and remediation	1% of estimated security
	<p>A refund on the DVP application is not granted, except under the following circumstances:</p> <ol style="list-style-type: none"> <li>1) A full refund is granted if the DVP application is withdrawn prior to this department circulating the application to other departments for their review.</li> <li>2) Partial refund equal to the amount of the DVP application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not received.</li> </ol>	
<b>ERC Applications:</b>	Single and Two Family Developments	\$617.00
	New Developments (other)	\$1,233.00
<p>A refund on an ERC application is not granted, except under the following circumstances:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>		
<b>Road Closure / Highway Exchange:</b>		\$2,695.00
<p>A refund on the Road Closure application is not granted, except under the following circumstances:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>		
<b>Rezoning Applications:</b>	First 1,700 m <sup>2</sup> of site area or part thereof	\$2,676.00
	Each additional 100 m <sup>2</sup> or part thereof	\$72.00
	Plus Public Hearing Fee	\$1,028.00
<b>MASTER PLAN REZONINGS:</b>	First 40,000 m <sup>2</sup> of site area or part thereof	\$237,050.00
	Each additional 100 m <sup>2</sup> of site area or part	\$444.00
	Plus Public Hearing Fee	\$1,028.00
<b>CD Rezoning with FAR greater than or equal to 3.6 and Master Plan Amendments</b>	First 8,000 m <sup>2</sup> of site area and 3.6 FAR or part thereof	\$33,186.00
	Each additional 100 m <sup>2</sup> of site area or part	\$426.00
	Each additional 0.1 FAR	\$426.00
	Plus Public Hearing Fee	\$1,028.00
<b>Area Notification Sign</b>	Additional Public Hearing	\$1,028.00
		\$257.00



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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.

<b>Servicing Agreements:</b>	First three servicing items, no agmt req	\$1,101.00
	Multiple Family 's' District	\$17,303.00
	All others	\$11,536.00

<b>Strata Title Applications:</b>	Two-Family and other Conversion	\$791.00
	Plus per Additional Industrial/Commercial Unit	\$45.00
	Phased Strata Plans:	
	• First Phase	\$5,506.00
	• Subsequent Phases	\$1,101.00
	• Last Phase	\$1,101.00
	Form 'P' Amendment	\$99.00

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.

<b>Subdivision Applications:</b>	Residential District	\$5,769.00
	Multiple Family 'S' District	\$17,303.00
	All others (NOT Residential or 'S' District)	\$11,536.00
	Airspace Parcel Subdivision:	
	• FAR less than 2.0	\$13,135.00
	• FAR of 2.0 or greater	\$19,700.00
	Tentative Approval Extension:	
	• Single Family	\$305.00
	• Other Subdivisions / Servicing	\$681.00
<b>DCC Installments (Admin Fee):</b>		\$3,083.00

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.

<b>Legal Agreement Amendment:</b>	First three amendment items	\$617.00
	For more than three amendment items	\$1,028.00

<b>Land Title Searches:</b>	Search	\$16.00
	Document and Plan Imaged records	\$21.00

<b>Copies of Departmental Records or Drawings:</b>	File Research Fee (GST)	\$30.00 + 1.50=31.50
	Electronic copies (per image - GST)	\$ 2.40 + 0.12=2.52
	Paper copies (8.5 x 11, per page – Gst/Pst)	\$ 4.00 + 0.48=4.48
	Paper copies (11 x 17, per page – Gst/Pst)	\$ 9.45 + 1.13=10.58



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<b>Preliminary Plan Approval (PPA)</b>	For signs (per sign application)	\$154.00
<b>Sign Applications:</b> (submit to Building Department)	Comprehensive Sign Plans	\$592.00
	Integrated Comprehensive Sign Plans for CD rezonings or Master Plan rezonings	\$2,964.00

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.

**Payment-in-lieu of Parking Fee (Bylaw 14321)**

\$25,000 per off-street parking space not provided as required in Schedule VIII (Section 800.4) of the Burnaby Zoning Bylaw, 1965