



2024 PLANNING DEPARTMENT FEES

Effective: January 01, 2024

Comfort Letters (per lot): NOT Single and Two-Family dwellings \$203.50 + 10.18 = 213.68
 Refunds on Comfort Letters are not granted, unless withdrawn prior to this department circulating to other departments for their review.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	\$1,012.50
Amendments	\$514.50

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- 1) A full refund is granted if the Liquor Licence application is withdrawn prior to this department circulating the application to other departments for their review.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: \$1,137.50 + 56.88=1,194.38

A refund on Personal Preference Address Change is not granted, unless withdrawn prior to this department circulating to other departments for their review, and/or if the address request can not be accommodated.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	\$3.00 per \$1,000.00
Minimum Fee	\$311.00
Extensions	\$187.00
Review of Preliminary or Modified Drawings and Specifications	\$87.00/hr + 4.35=91.35 (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- 1) A full refund is granted if the PPA application is withdrawn prior to this department circulating the application to other departments for their review.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	\$2,764.50
Renewal Fee	\$1,698.50
Amendment Fee	\$1,698.50
On Construction Value or Minimum Fee if less than amount	\$3.00 per \$1,000.00 OR \$311.00 Minimum
Public Notice Sign Removal Fee	\$265.50
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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Development Variance Permit (DVP):	Application Fee (Minor: 3 or less variances)	\$1,239.50
	Application Fee (Minor: more than 3)	\$1,859.50
	Application Fee (other than minor or combination of variances, 3 or less)	\$2,273.00
	Application Fee (other than minor or combination of variance, more than 3)	\$2,892.50
	Council reconsideration of minor Amendment Fee	\$1,033.00
	Amendment Fee	\$1,033.00
	Public Notice Sign Removal Fee	\$265.50
	Processing and reviewing security for landscaping and remediation	1% of estimated security

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

- 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.
- 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.

ERC Applications:	Single and Two Family Developments	\$637.50
	New Developments (other)	\$1,274.00

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

- 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.

Road Closure / Highway Exchange:	\$2,784.00
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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.

Rezoning Applications:	First 1,700 m ² of site area or part thereof	\$2,764.50
	Each additional 100 m ² or part thereof	\$74.50
	Public Hearing (PH) or Additional PH	\$1,062.00
MASTER PLAN REZONINGS:	First 40,000 m ² of site area or part thereof	\$244,896.50
	Each additional 100 m ² of site area or part thereof	\$458.50

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	\$34,284.50
	Each additional 100 m ² of site area or part	\$440.00
	Each additional 0.1 FAR	\$440.00

Area Notification Sign	Public Hearing (PH) or Additional PH	\$1,062.00
		\$265.50



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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.

Servicing Agreements:	First three servicing items, no agmt req	\$1,137.50
	Multiple Family 's' District	\$17,875.50
	All others	\$11,918.00

Strata Title Applications:	Two-Family and other Conversion	\$817.00
	Plus per Additional Industrial/Commercial Unit	\$46.50
	Phased Strata Plans:	
	• First Phase	\$5,688.00
	• Subsequent Phases	\$1,137.50
	• Last Phase	\$1,137.50
	Form 'P' Amendment	\$102.50

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	\$5,960.00
	Multiple Family 'S' District	\$17,875.50
	All others (NOT Residential or 'S' District)	\$11,918.00
	Airspace Parcel Subdivision:	
	• FAR less than 2.0	\$13,570.00
	• FAR of 2.0 or greater	\$20,352.00
	Tentative Approval Extension:	
	• Single Family	\$315.00
	• Other Subdivisions / Servicing	\$703.50
DCC Installments (Admin Fee):		\$3,185.00

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.

Legal Agreement Amendment:	First three amendment items	\$637.50
	For more than three amendment items	\$1,062.00

Land Title Searches:	Search	\$16.50
	Document and Plan Imaged records	\$21.50

Copies of Departmental Records or Drawings:	File Research Fee (GST)	\$31.00 + 1.55=32.55
	Electronic copies (per image - GST)	\$ 2.50 + 0.13=2.63
	Paper copies (8.5 x 11, per page – GST/PST)	\$ 4.15 + 0.50=4.65
	Paper copies (11 x 17, per page – GST/PST)	\$ 9.80 + 1.18=10.98

BOV Application Fee (payable to Corporate Services)	\$465.00
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Preliminary Plan Approval (PPA)	For signs (per sign application)	\$159.00
Sign Applications: (submit to Building Department)	Comprehensive Sign Plans	\$611.50
	Integrated Comprehensive Sign Plans for CD rezonings or Master Plan rezonings	\$3,062.00

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

- 1) A full refund is granted if the sign 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 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:

- 1) A sign application cannot be approved under the Burnaby Zoning Bylaw.
- 2) 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.
- 3) 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)

\$25,827.50 per off-street parking space not provided as required in Schedule VIII (Section 800.4) of the Burnaby Zoning Bylaw, 1965