



City of
**Campbell
River**

PLANNING PROCEDURES

BYLAW 3266, 2006

Consolidated Version

BYLAWS



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Planning Procedures Bylaw No. 3266, 2006

Revised May 25, 2020

**Consolidated for Convenience Purposes to
include Bylaw No. 3454, 3576, 3705, 3724,
3770, 3726**

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PURPOSE

This bylaw sets out to define procedures under which an owner of land may apply for an amendment to the Official Community Plan or Zoning Bylaw or for the issue of a permit under the Local Government Act.

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The Council of the City of Campbell River enacts as follows:

PART 1: Title

This bylaw may be cited for all purposes as the **City of Campbell River Planning Procedures Bylaw No. 3266, 2006**.

PART 2: Amendments and Issuance

This bylaw shall apply to the following:

2.1 Amendments to:

- a. The Official Community Plan, and
- b. The Zoning Bylaw

2.2 c amended, 2.2 h. added, Apr/20 bylaw 3770

2.2 Issuance of:

- a. Development Variance Permits;
- b. Development Permits;
- c. Temporary Use Permits;
- d. Applications to the Board of Variance;
- e. Applications for subdivision;
- f. Applications to the Agriculture Land Reserve Commission;
- g. Applications for liquor license; and
- h. Applications for a Cannabis Retail Store.

2.3 Amendments to or discharge of a Land Use Contract.

2.4 Applications for Latecomers Agreements

PART 3: Applications

3.1 All applications shall be made by the owner of the land involved or by a person or company authorized in writing by the owner, to be referred to hereinafter as the applicant.

3.2 All applications shall be made to the Development Services Department of the City of Campbell River on the applicable form.

3.3 In accordance with the Local Government Act, the City may require development approval information regarding anticipated impact on such matters as:

- a. transportation patterns including traffic flow,
- b. local infrastructure,
- c. public facilities including schools and parks,
- d. community services, and
- e. the natural environment of the area affected.

- 3.4** The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with Development Services prior to submitting a formal application to the City. Use of teleconference or other similar forms of communication is considered to meet the intent of the Pre-Application Meeting requirement.
- 3.5** If it is deemed by the Director of Planning that an application containing development approval information is incomplete or deficient, the applicant will be notified in writing of the nature of the deficiencies and the timeframe to resubmit the required information.
- 3.6** All notification for Official Community Plan amendments, Zoning Bylaw amendments, and applications for a Development Variance Permit must be mailed or otherwise delivered by the City to the owners of all properties within a 100 metre radius of the lot lines of the land involved under an application. Property owners will be responsible for notifying tenants or occupiers.
- 3.7** In the case of applications to amend an Official Community Plan or a Zoning Bylaw, the applicant is required to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for consideration of 1st and 2nd reading. The applicant is required to present the minutes and results of the Neighbourhood Public Meeting to the Development Services Department not less than one week prior to the presentation of the application and bylaw(s) to Council for consideration of 1st and 2nd reading.
- a. **Neighbourhood Public Meeting** is a meeting held by the owner/applicant to discuss and answer any questions relating to the proposed development or project at a location that will be suitable to accommodate and provide information to all adjacent land owners within 100 metres of the limits of the subject land under consideration.
- 3.8** In the case of applications for a Development Variance Permit or a combined Development Permit / Development Variance Permit, the applicant is required to hold a “Neighbourhood Public Meeting” prior to the Development Services Department sending out notification. The applicant must present the results of the Neighbourhood Public meeting to the Development Services Department prior to Council’s consideration of approval.
- 3.9** Notwithstanding sections 3.7 and 3.8, the requirement for a Neighbourhood Public Meeting is waived during the Provincial State of Emergency and / or social distancing requirements prescribed by the Provincial Health Officer due to COVID-19.
- 3.10** In the case of applications to amend an Official Community Plan, a Zoning Bylaw, or applications for Temporary Use Permits, the applicant shall be responsible for erecting a Development Proposal Sign to the specifications outlined in Schedule “C” attached herein, and forming part of this bylaw.
- 3.11** In the case of an application to amend a Zoning Bylaw, Council may waive requirements for holding of the public hearing in accordance with the provisions of the Local Government Act: a) where the proposed zoning amendment conforms with the applicable Official Community Plan policies; and b) no significant objections or issues as determined by Council were received at the Neighbourhood Public Meeting.

- 3.12** For approval of Development Permits, Council herein delegates approving authority in accordance with the Local Government Act to the City Manager or Director of Planning (or their alternate) to approve and issue all minor Development Permit applications. Council will retain the approving authority for major Development Permit applications but herein delegates authority to the Director of Planning or City Manager to administer any conditions and to issue a permit once all precedent conditions have been satisfied.
- a. **Minor Development Permits** – includes all multiple family residential applications containing less than 10 dwelling units in total, the subdivision of land, natural resource preservation, local convenience stores and commercial and industrial applications for less than or equal to 92.9 square metres (1000 square feet) floor area. Development permit requests for new buildings or additions for less than 92.9 square metres floor area on the City’s airport property may be incorporated into and processed in conjunction with the lease agreement.
 - b. **Major Development Permits** – includes all commercial and industrial development greater than 92.9 square metres (1000 square feet), all multiple family residential development for 10 or more dwelling units, development permits involving a variance, and all phased development applications where the total development is in excess of (a) above.

Sec. 3.10 added Jun/15 bylaw 3576, Sec. 3.12 added Apr/20 bylaw 3770

- 3.13** Council herein delegates approving authority in accordance with the Local Government Act to the City Manager or Director of Planning on the advice of the Manager of Development Services (or their alternate) to approve amendments to Major and Minor Development Permits and issue revised Permits (including any necessary adjustments to permit conditions and/or performance security), where such amendments are minor in nature and interpreted to be consistent with the spirit and intent of the Official Community Plan. This delegate is hereafter referred to as the “Approving Authority”.

3.11 section replaced Oct/18 bylaw 3705, Dec/18 bylaw 3724

- 3.14** When the City receives Cannabis Retail Store licence application referrals the City will mail notices to surrounding property owners within a 100-metre radius of the limits of the subject land under consideration, delivered at least 10 days before consideration by Council. At the meeting, Council will consider submissions by staff and written comments from members of the public and will provide comments and recommendations that:
- a. take into account the location of the proposed store;
 - b. are in writing;
 - c. include the views of the City on the general impact on the community;
 - d. include the view of the residents and the method used to gather the views; and
 - e. recommend whether the application should be approved or rejected, and the reasons for the recommendation.

- 3.15** All Liquor Licensing applications requiring a Council resolution in accordance with the Liquor Control and Licensing Act will be forwarded to the appropriate departments to provide background data and information in a recommendation to Council. Where public notification only is required, notices will be mailed to surrounding property

owners within a 100-metre radius of the limits of the subject land under consideration delivered at least 10 days before consideration by Council. When a public hearing is required for liquor license applications, as determined by the Director of Planning, notices will be mailed to surrounding property owners within a 100-metre radius of the limits of the subject land under consideration delivered at least 10 days before the public hearing considered by Council. Further, notification of the public hearing will also be published in two consecutive issues of a local newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing.

- 3.16** Amendments to or discharge of existing Land Use Contracts (LUC's), requests shall be processed in conjunction with an associated zoning bylaw amendment, where feasible. Otherwise, where not feasible, the amendment or discharge of an existing LUC shall be processed the same as a zoning amendment including the hosting of a public meeting "like a public hearing", including required notifications i.e. see items (4), (5), (7) and (8) above.

Sections added: 3.13-3.20 Jun/15 bylaw 3576

- 3.17** The Approving Authority may require submission of performance security as a condition of issue of a permit, in accordance with the Local Government Act and in accordance with the following guidelines:

Security should represent 125% of the sum estimated cost (excluding GST) of all applicable elements a) through to n) below:

3.17.1 LANDSCAPING

- a. Planting specimens and materials
- b. Irrigation systems and connections
- c. Hard landscaping elements including, but not limited to: pavers, walkways, trellis structures, water features, decorative elements and artwork;
- d. Site grading works associated with the performance of landscaping
- e. Labour

3.17.2 AVOIDANCE OF HARM TO ENVIRONMENTALLY SENSITIVE AREAS (ESA)

- a. Works (materials and labour) required to reduce impact to the ESA during construction, including but not limited to: temporary fencing, erosion and sediment control measures, site grading, materials;
- b. Environmental monitoring during works or construction by the applicant's Qualified Environmental Professional (QEP) or others as may be prescribed, and any required reporting during that time;
- c. Post implementation/construction reports, activities, and QEP visits;
- d. Revegetation/restoration plans, materials and labour;
- e. Post revegetation/restoration monitoring and reports;

3.17.3 AVOIDANCE OF UNSAFE CONDITIONS

- a. Materials and labour associated with any required structures, including but not limited to: retaining walls, stormwater pumps, drainage systems, site grading, reinforcement structures;
- b. Materials and labour associated with any other activities, including but not limited to: vegetation planting or clearance, construction of fire breaks;
- c. Monitoring during construction/implementation by an Engineer or other professional as may be required;
- d. Post implementation/construction reports, activities and professional visits.

APPLICATION AND RETURN OF SECURITY

- 3.18** Following confirmation by an applicant's landscaper/QEP/engineer of completion of all works, monitoring and activities in substantial accordance with approved plans and reports, an owner may request return of the security. A partial return may also be requested after the completion of certain works or activities, where a portion of security may be retained by the City to cover outstanding works, post-implementation monitoring/reporting, etc.
- 3.19** A phased return of security as per (3.18) above shall not be subject to more than three separate transactions and no single transaction shall represent less than 20% of the initial security. The Approving Authority shall not be obliged to agree to a partial return of security, but will not unreasonably deny such requests where a permit and all conditions have been fully complied with throughout the period of implementation. If the City's cost of completing or correcting works for which a security has been submitted is not reimbursed in full by the security, the balance is a debt due and owing to the City by the Owner.
- 3.20** Where security is provided for vegetation planting/landscaping, the City may withhold 20% of the original security for a period of up to two years following certification of the completion of works, to address any planting failures and ensure the work has been demonstrated to function as intended. A final inspection by City staff must occur before the remaining 20% of the original security is released. For the avoidance of doubt, a withheld portion under this section is not considered to be a "transaction" for the purposes of section 18 above.
- 3.21** Where a QEP or Engineer's report includes post-implementation follow-up work and/or monitoring is required, the City may withhold the relevant component of the security for the maximum term indicated by the QEP or Engineer, but not exceeding five years. For the avoidance of doubt, a withheld portion under this section is not considered to be a "transaction" for the purposes of section 18 above.
- 3.22** In applying a security to correct breaches of permit conditions, the City will give a minimum of 10 calendar days' written notice of its intent to commission works or activities, except in cases where either hazardous conditions or harm to the natural environment are considered by the City to be likely and imminent. "Written notice" includes notice by email.

- 3.23** Where security is required as a precedent condition of issue of a permit, such security shall be submitted in full within twelve weeks of the date a permit is approved. The City shall thereafter be entitled to cancel the permit if security has not been submitted
- 3.24** Where a permit lapses without any works having been commenced, the owner shall be entitled to a full return of any associated securities submitted.

PART 4: Development Application Fee

Upon the submission of an application for a bylaw amendment, a permit, renewal or amendment of a permit, or to the Board of Variance, the applicant shall pay the City of Campbell River an application fee in the amount set out in Schedule 'A' attached herein, and forming part of this bylaw. Any refunds applicable shall be made in accordance with Schedule 'B' attached herein, and forming part of this bylaw.

PART 5: Process

The City of Campbell River must, in accordance with the Local Government Act, consider every application for:

- a. an amendment to an Official Community Plan Bylaw, or Zoning Bylaw; or
- b. the issue of a permit under the Local Government Act that requires a resolution of the City of Campbell River Council.

The following is a general outline of the process for each application type. When applications are referred to internal departments and external agencies, a maximum of three calendar weeks are provided for return of comments. Otherwise, if response is not received, or request for additional time received, within the allotted 3-week period, the City will assume their interests are unaffected. The City otherwise reserves the right to defer a given application to require additional or alternate information.

5.1 AGRICULTURE LAND RESERVE APPLICATIONS:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. The Planner prepares information sheet and circulates for comments.
- d. Application proceeds to Council for support or rejection.
- e. Development Services Department notifies applicant of result.
- f. If supported, the complete application is forwarded to the Land Commission along with the fee made payable to the Provincial Government Ministry.
- g. If not supported, the applicant is notified and issued a refund in accordance with Schedule "B".

- h. Once the Land Commission has issued a resolution or final decision on the application they notify the owner/applicant and Development Services.

5.2a. added, Apr/20 bylaw 3770

5.2 BOARD OF VARIANCE

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. Development Services prepares an information package and refers to appropriate departments for comment, including:
 - (i) Date of application
 - (ii) Appeal address
 - (iii) List of all adjacent land owners (Note: adjacent includes lots separated by roads and right of ways etc.)
 - (iv) Description of the zoning of the subject property under application
 - (v) Description of appeal (i.e. variance requested) and applicable regulations
- d. Notification sent to adjacent property owners.
- e. Board of Variance hearing scheduled.
- f. Proposal presented to the Board of Variance.
- g. Verdict from the Board of Variance.
- h. Applicant is notified of the verdict.

5.3a. added, Apr/20 bylaw 3770

5.3 DEVELOPMENT PERMIT (MINOR) I.E. NO VARIANCE

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. The Planner prepares information sheet and circulates for comments.

Sections 5.3 c and 5.3 d (formerly 5.iii.3 and 5.iii.4) amended, May/11 bylaw 3454, 2011

- d. The Planner prepares development permit and report to City Manager or Director of Planning.
- e. Application review and signature by Development Services Manager.
- f. Approving Authority (Manager) approves or rejects application.
- g. Development Services notifies applicant of Approving Authority's decision.
- h. If a permit is approved, the applicant satisfies any precedent conditions, including submission of any required performance security.
- i. Subject to precedent conditions being satisfied within the requisite time periods, staff issues permit.

- j. If a Permit is approved and issued, the Notice of Development Permit is registered at the Land Titles office.

5.4a. added, Apr/20 bylaw 3770

5.4 DEVELOPMENT PERMIT (MAJOR) WITHOUT VARIANCE:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. The Planner prepares information sheet and circulates for comments.
- d. The Planner prepares development permit and report to Council.
- e. Application proceeds to Council for approval or rejection.
- f. Development Services notifies applicant of Council's decision.
- g. If a permit is approved, applicant satisfies any precedent conditions, including submission of any required performance security.
- h. Subject to precedent conditions being satisfied within the requisite time periods, staff issues permit.
- i. If a Permit is approved and issued, the Notice of Development Permit is registered at the Land Titles Office.

5.5a. added, 5.5f (formerly 5.5e) replaced, Apr/20 bylaw 3770

5.5 DEVELOPMENT PERMIT WITH VARIANCE/DEVELOPMENT VARIANCE PERMIT:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. Applicant holds a Neighbourhood Public Meeting.
- d. The Planner prepares information sheet and circulates for comments.
- e. Notification sent to adjacent landowners by City.
- f. Planner prepares a summary report relaying any letters or information received through the notification procedure and the application proceeds to Council for consideration of approval.
- g. Development Services Department notifies applicant of Council's decision.
- h. If a permit is approved, applicant satisfies any precedent conditions, including submission of any required performance security.
- i. Subject to precedent conditions being satisfied within the requisite time periods, staff issues permit.
- j. If a Permit is approved and issued, the Notice of Development Variance Permit is registered at the Land Titles office.

5.6 TEMPORARY USE PERMITS:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. Applicant holds a Neighbourhood Public Meeting.
- d. The Planner prepares information sheet and circulates for comments.
- e. Notification sent to adjacent landowners in accordance with the Local Government Act.
- f. Planner prepares a summary report relating any letters or information received through the notification procedure, including the results of the Neighbourhood Public Meeting, and the application proceeds to Council for consideration of approval.
- g. Development Services Department notifies applicant of Council's decision.
- h. If approved, the Notice of Temporary Use Permit is registered at Land Titles.

5.7 OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENTS (COMBINED):

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. The Planner prepares information sheet and circulates for comments.
- d. Applicant is required to install a Public Notification Sign on the property under application.
- e. Applicant holds the Neighbourhood Public meeting.
- f. Application proceeds to the Advisory Planning and Environment Commission for review and recommendation.
- g. Application proceeds to Council for consideration of 1st and 2nd reading.
- h. Public Hearing notification in accordance with the Local Government Act sent to adjacent landowners subject to the Local Government Act.
- i. Public hearing held in the City of Campbell River Council Chambers and application proceeds to Council for consideration of 3rd reading and adoption.
- j. Development Services Department notifies applicant of Council's decision.

5.8 OFFICIAL COMMUNITY PLAN AMENDMENT:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner applicant.
- c. The Planner prepares information sheet and circulates for comments.

- d. Applicant is required to install a Public Notification Sign on the property under application.
- e. Applicant holds the Neighbourhood Public Meeting.
- f. Application proceeds to the Advisory Planning and Environment Commission for review and recommendation.
- g. Application proceeds to Council for consideration of 1st and 2nd reading.
- h. Public Hearing notification in accordance with the Local Government Act sent to adjacent landowners.
- i. Public hearing held in the City of Campbell River Council Chambers an application proceeds for consideration of 3rd reading and adoption.
- j. Development Services Department notifies applicant of Council's decision.

5.9a. added, Apr/20 bylaw 3770

5.9 ZONING BYLAW AMENDMENTS:

- a. Applicant schedules a pre-application meeting.
- b. Complete application and fee submitted by the owner/applicant.
- c. The Planner prepares information sheet and circulates for comments.
- d. Applicant is required to install a Public Notification Sign on the property under application.
- e. Applicant holds the Neighbourhood Public Meeting.
- f. Application proceeds to Council for consideration of 1st and 2nd reading. Council may waive the Public Hearing in accordance with the Local Government Act, subject to:
 - (i) compliance with the Official Community Plan Policies;
 - (ii) as determined by Council, no significant objections or issues raised or received at the Neighbourhood Public Meeting.
- g. Public Hearing notification in accordance with the Local Government Act sent to adjacent landowners subject to the Local Government Act.
- h. Public Hearing held in the City of Campbell River Council Chambers and application proceeds to Council for consideration of 3rd reading and adoption.
- i. Development Services Department notifies applicant of Council's decision.

5.10 AMENDMENT OR DISCHARGE OF LAND USE CONTRACT:

- a. Processed in conjunction with an associated zoning amendment when feasible.
- b. When not feasible, processed like a zoning amendment as outlined in ix) above, including the hosting of a public meeting "like a Public Hearing" including required notifications.

5.11 SUBDIVISION (FEE SIMPLE AND BARE LAND STRATA) APPLICATIONS:

- a. Complete application and fee submitted by the owner/applicant.
- b. The Development Engineer prepares information sheet and circulates for comments.
- c. Where issues or concerns are raised, the City may require consultation to address those issues (i.e. across City departments, with commenting agencies, and with the applicants).
- d. The Approving Officer, either rejects the application or issues a Preliminary Subdivision Review (PSR) as containing conditions that must be satisfied prior to consideration of approval and sends it to the applicant.
- e. Where a PSR has been issued, the applicant completes the outstanding required items outlined, prior to requesting final approval, including obtaining written approval from the City of detailed engineering drawings prior to commencement of construction.

Section f. added (formerly sec 7) Jun/15 bylaw 3576

- f. Requests for final approval must be made within the time period prescribed within the PSR and must include confirmation of completion of all required items listed in the PSR or any subsequent correspondence, in addition to the certified proposed plan of subdivision and required fee. Requests for final approval will be reviewed by the Approving Authority and a fee summary prepared setting out the amount of all charges and securities. The Approving Officer will consider approving the subdivision application when he or she is satisfied that all requirements and terms have been met, including payment of any remaining charges or securities.
- g. Development Services Department notifies the applicant of the decision, and if approved, returns all relevant documents for the applicant to forward to the Land Title office.

Sections 5.12 and 5.13 (formerly xii and xiii) added Jun/15 bylaw 3576

5.12 LATECOMER AGREEMENT APPLICATIONS:

- a. Owner/applicant submits application to the Development Services Department (attn. Development Engineer). Application is to include the following information;
 - (i) Determination of the excess or extended services provided
 - (ii) Identification of Lands that are benefiting from the excess or extended services (“benefitting lands”)
 - (iii) Assessment of the subdivision or development potential of “Benefitting Lands”
 - (iv) Assessment of cost of providing the excess or extended services
 - (v) Charge payable for future connection

- (vi) Recommendation on term of latecomer agreement (max 15 years from time of completion)
- b. Staff review information provided by Owner/Applicant and obtain any additional information as required.
- c. Staff draft latecomer agreement based on the details of the project.
- d. Approving Officer reviews draft agreement before the agreement is sent for signatures by the land owner(s).
- e. Owner signs the latecomer agreement and returns to City for the Approving Officer's signature.
- f. A letter of "Notice to Benefitting Land Owners" is sent to the owners of benefitting lands.
- g. As the benefitting lands develop through subdivision or building permit process, payments are collected by the City and passed onto the Owner.

5.13 APPLICATION TO DISCHARGE/MODIFY A CHARGE ON TITLE (IN FAVOR OF THE CITY):

- a. Owner/applicant submits application to the Development Services Department (attn. Development Engineer). Application is to include the following information;
 - (i) Letter explaining nature of charge and applicant's reasons for seeking to discharge or modify.
 - (ii) Title search and copy of relevant charge
 - (iii) Application fee.
- b. Staff reviews information;
- c. Staff notifies applicant of decision and any conditions;
- d. If charge can be modified or removed, staff prepares relevant paperwork.

PART 6: Amendments – Approval or Refusal

Council may, upon receipt of a report completed by the Development Services Department proceed with an amendment bylaw or reject the application. Council may decide to give 1st and 2nd reading to a bylaw for the purpose of scheduling the public hearing to receive feedback from the public, then reject the bylaw following receipt of that public feedback. Refunds for rejected applications or bylaws are as outlined in Schedule "B".

PART 7: Permits – Issuance or Refusal

Council may, upon receipt of a report completed by the Development Services Department:

- a. authorize the issuance of the permit which may be subject to precedent conditions being satisfied;

- b. authorize the issuance of the proposed permit as amended by Council in its resolution, and which may be subject to precedent conditions being satisfied;
- c. refuse to authorize the issuance of the permit.

Refund policies for rejected applications and permits are as outlined in Schedule “B”.

PART 8: Amendments and Permits

Where an application, amendment bylaw, or an amendment to a permit has been refused by Council or an Approving Authority for the City of Campbell River, the Development Services Department shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal, including any reasons for rejection where applicable, and include any applicable refunds as outlined in Schedule “B”.

PART 9: Re-Application

Subject to the Local Government Act, re-application for an amendment or permit that has been refused by Council or an Approving Authority at the City of Campbell River shall not be considered within a six (6) month period immediately following the date of refusal. The Development Services Department will immediately consider and process a “new” application or revised application that is significantly different from an amendment or permit that has been refused by Council.

READ THE FIRST TIME this 4th day of December, 2006

READ THE SECOND TIME this 4th day of December, 2006

READ THE THIRD TIME this 4th day of December, 2006

Signed by the Mayor and City Clerk this 11th day of December, 2006

Original signed by:

 R. McDonell
 MAYOR

 W.T. Halstead
 CITY CLERK

SCHEDULE "A"

DEVELOPMENT APPLICATION FEES

Dec/18 bylaw 3724, Apr/20 bylaw 3770

Summary

This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning Bylaw amendments, Agriculture Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance appeals and inspection fees for subdivisions.

Development Category	Application Fee	GST 5%	Total Cost
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee = \$2500.00	\$125.00	\$2625.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee = \$2500.00	\$125.00	\$2625.00
OCP/Zoning Combined application	\$3200.00 + \$500.00 Public Hearing Fee = \$3700.00	\$185.00	\$3885.00
Fees for Public Hearings on all applications requiring a public hearing or for additional public hearings on revised applications.	\$500.00	\$25.00	\$525.00
Amendment or Discharge of Existing Land Use Contract:	1. \$400.00	\$20.00	\$420.00
1. In conjunction with associated Rezoning; or	2. \$800.00 + \$500.00 Public Hearing Fee = \$1300.00	\$65.00	\$1365.00
2. No associated rezoning			

Development Permits			
Major	\$2000.00 + \$500.00 for each of the following components; environmental assessment, geotechnical assessment, variance request.		Varies
Minor (no fee on airport property when done in conjunction with lease agreement)	\$750.00		\$750.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council.	\$200.00		\$200.00
Amendments, Time Extensions (renewals) to existing Permit requiring approval by Council.	\$1000.00		\$1000.00
Development Variance Permits	\$750.00		\$750.00
Time Extensions	\$200.00		\$200.00
Amendments to an Existing Development Variance Permit.	\$500.00		\$500.00
Registration Fee for all applications requiring a notice on title	\$30.00	\$1.50	\$31.50

Temporary Use Permit	\$1500.00		\$1500.00
Renewals for Temporary Use Permits	\$1500.00		\$1500.00
ALR application Land Reserve Commission (LRC)			
Land owner application for Exclusion, Subdivision or Non-farm use.	LRC FEE = \$1,200		\$1,500
	CITY FEE = \$300.00		
Board of Variance	\$500.00	\$25.00	\$525.00
Application for Discharge of a Charge on Title	\$50.00	\$2.50	\$52.50
New Conceptual Development Plan (CDP)	\$5000.00	\$250.00	\$5250.00
Amendment to Existing CDP	\$1,000.00	\$50.00	\$1050.00

Subdivision			
Fee Simple (Preliminary Layout Approval) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Varies	Varies
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Varies	Varies
Minor lot line adjustment (where no new lots are created i.e. includes final approval fee)	\$500.00	\$25.00	\$525.00
Strata Title Conversion of existing buildings where no public hearing or circulation to other agencies is required	\$750.00 + \$100.00 per unit	Varies	Varies
Form "P" Approval	\$100.00	\$5.00	\$105.00
Final approvals or revisions on Phased Strata Developments (Per phase)	\$200.00	\$10.00	\$210.00
Subdivision, Bare Land Strata Final Approval	\$1000.00	\$50.00	\$1050.00
Time Extension or Amendment to Preliminary Layout approval	\$750.00	\$37.50	\$787.50
Phased Strata & Form "P" Final Re-Approval	\$500.00	\$25.00	\$525.00

Liquor License/Cannabis License Application			
Requiring a public hearing	\$500.00	\$25.00	\$525.00
Requiring a Council Resolution	\$250.00	\$12.50	\$262.50
Not Requiring a Council Resolution	\$50.00	\$2.50	\$52.50
Latecomers Application			
Application	\$500	\$25	\$525
Land Title Office Searches			
Title search (for properties within the City's jurisdiction only)	\$15	\$0.75	\$15.75
Plan search (for properties within the City's jurisdiction only)	\$20	\$1.00	\$21.00
Document search (for charges relating to the City only)	\$20	\$1.00	\$21.00
Contaminated Site Profile	\$50.00	\$2.50	\$52.50

Maps			
Zoning and Official Community Plan Maps (1 Plotted Map Page)	\$10.00	\$0.50	\$10.50
Full Set of Official Community Plan Map Sheets (30 Plotted Map Sheets)	\$100.00	\$5.00	\$105.00
Full Set of Zoning Map Sheets (30 Plotted Map Sheets)	\$100.00	\$5.00	\$105.00
Zoning and Official Community Plan Maps (11/17 or 13/19 Format)	\$5.00	\$0.25	\$5.25
Zoning and Official Community Plan Maps (8 ^{1/2} /11 or 8 ^{1/2} /14 Format)	\$2.50	\$0.12	\$2.62

SCHEDULE “B”

REFUNDABLE AMOUNTS & RETURN OF PERFORMANCE SECURITY

Refunds

1. Development Fees that are refunded prior to the file/application circulation are eligible for the cost of the Development Fee **less** 10% for administration.
2. Development Fees that are refunded after circulation and prior to Development Services Department report to Council (or Approving Authority) for consideration are eligible for the cost of the Development Fee **less** 30% for administrative costs.
3. If at any point it is determined that despite an application for a Development Permit having been made, a Development Permit is not required for the full works proposed within the application, Development Permit Fees are refundable in full.
4. Development Fees that are refunded at or after Council has completed 1st and 2nd reading of a bylaw but prior to scheduling of the public hearing are eligible for the cost of the Development Fee **less** 60% for administrative costs.
5. If Council waives the holding of a Public Hearing in accordance with the Local Government Act, and carries out statutory notification instead, an applicant is eligible for a refund of \$250 (+ tax) of the Public Hearing fee.
6. No development fees will be refunded after an application has had a public hearing or the public notification has been completed.
7. Subdivision applications that are withdrawn after circulation but before the issuance of Preliminary Subdivision Review are eligible for the cost of the Subdivision Fee **less** 30% for administrative costs.
8. Subdivision fees are non-refundable after a Preliminary Subdivision Review has been issued.

Return of Performance Security

1. Development permits and any associated performance security are transferable with property. Purchasers of property subject to ongoing development permit requirements should be aware of these requirements.
2. Performance security will be refunded to the current property owner, which may be different from the person or company who applied for a permit and/or paid any performance securities.
3. It is a property owner’s responsibility to request return of securities once conditions have been met.

SCHEDULE "C"

DEVELOPMENT PROPOSAL SIGN REQUIREMENTS

For Applications to Amend the Official Community Plan, Zoning Bylaw and for Temporary Use Permits

Specifications: These requirements and a Development Proposal Sign Format Sheet will be attached to applications for amendments to the Official Community Plan, Zoning Bylaw, and to applications for Temporary Use Permits. The Notice of development sign(s) shall be a minimum of 1.8 metres × 1.2 metres (6 feet × 4 feet) in size and constructed of 1.3 cm (1/2 inch) plywood or other durable material with a dark blue background and white lettering. It will include a Site Map that is white with dark blue or black highlights. Lettering will be in a legible sans serif font with:

- Headings and sign copy not less than 7.62 cm (3 inches) in height.
- Map lettering not less than 3.8 cm (1.5 inches) in height.
- Adjacent land uses to the subject property are to be indicated on the plans.

Where the sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 122 centimeters from the ground.

Locations: The notice shall be posted in a location unobstructed to view from the street:

- (a) no further than six metres from the property line abutting a street; and
- (b) where property abuts two or more streets, excluding lanes, a sign shall be posted no further than six metres from each abutting street or alternatively from the intersection point of the two streets at a 45 degree angle; or
- (c) where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the City of Campbell River.

Timing: The sign(s) must be posted no less than 14 days before an application's first scheduled appearance before Council.

Posting: It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same, maintaining them in good condition. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application. Signs must not be removed until an application has been either determined or withdrawn.

***Note:** City-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposed signs.



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