

IMPORTANT UPDATES TO DEVELOPMENT PROCEDURES & FEES

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the new changes to development application procedures and fees in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

New changes to Development Procedures and Fees

On December 15, 2009, Council adopted new bylaws concerning development application procedures and fees. The previous procedures bylaw has been replaced with Development Application Procedures Bylaw No. 2444, 2009 and the Schedule "A" in the Development Services Fee Bylaw No. 2258 has been amended to include additional fees and rate adjustments.

What's New to the Development Application Procedures?

IMPROVED ORGANIZATION

The new bylaw is more user friendly with the addition of table of contents, definitions and tables. For instance, notification requirements are organized in a table for greater clarity.

ADDITIONAL INFORMATION

Information regarding the procedures and requirements for heritage conservation and liquor licensing applications is now included.

NEW APPLICATION REQUIREMENTS

A *Development Data Summary Form* and a *Site Profile Questionnaire* are now required to be submitted with each application. The *Development Data Summary Form* is a preliminary analysis of the proposal and benefits both the applicant and staff. The *Site Profile Questionnaire* is required provincially and identifies possible contaminated sites which must be remediated to the province's satisfaction. For more information visit the Ministry of Environment website at www.env.gov.bc.ca/epd/remediation/ or pick up a copy of their fact sheet for developers at the Development Services counter. Both forms are available at the Development Services counter or online at www.pittmeadows.bc.ca

REVISED APPLICATION FORM

A new application form is also available. To maintain consistency, this form has been updated to reflect the above changes and includes the option for heritage applications and a revised checklist for application requirements.

What's New to the Development Application Fees?

Fees have been adjusted for inflation at a rate of 6.6% and new fees for heritage applications and title searches have been adopted. Also, fees have been restructured to align with the application categories in the new development application procedures bylaw and also for greater clarity. For instance, the public hearing fee is now separated from the processing fee for clarification. Please refer to the reverse side for the new application fee changes.

APPLICATION TYPE	FEE
OCP Amendment	\$1,066 *
OCP Amendment with Rezoning	\$959 + rezoning
Rezoning MF Residential	\$1,972 *
Rezoning SF/TF Residential (≤ 10 lots)	\$1,199 *
Rezoning SF/TF Residential (> 10 lots)	\$1,546 *
Rezoning Commercial & Mixed Use	\$1,652 *
Rezoning Industrial	\$1,183 *
Rezoning CD	\$2,718 *
Rezoning Others (including text change)	\$1,226 *
Rezoning Extensions	\$533
Public Hearing	\$693
Additional Public Hearing	\$693
LUC Discharge	Apply rezoning
LUC Amendment SF (minor)	\$757
LUC Amendment SF (major: use/density)	\$1,183 *
LUC Amendment Other	\$1,972 *
LUC Amendment DVP	DVP fee
LUC Amendment DP	DP fee
Regional Plan Amendment	\$3,500
Heritage Designation Bylaw	\$150
Heritage Revitalization (w/ public hear)	\$150
Heritage Revitalization (no public hear)	\$75
Heritage Alteration Permit	\$100
Heritage Alteration Permit (minor amen)	\$50
DVP SF Residential	\$853
DVP Industrial	\$906
DVP Other	\$1,279
DP SF (enviro protection 1 lot)	\$713
DP SF (enviro protection 2 or more lots)	\$1,492
DP SF (infill)	\$400
DP MF Residential	\$1,759
DP Industrial	\$959
DP Signs	\$426
DP Other	\$1,706
DP Major Amendment	\$1,385
DP Minor Amendment	\$746
Temporary Use Permit (all types)	\$1,205
Subdivision PLA Fee Simple / Bare Land Strata (≤ 5 lots)	\$693 + \$59/ addn'l lot
Subdivision PLA Fee Simple / Bare Land Strata (> 5 lots)	\$1,279 + \$59/ addn'l lot
PLA Amendment	\$107
PLA Extension	\$107
Strata Title Conversion / Phased Strata	\$330 /phase ‡
Final Plan Approval	\$330 ‡
Form "P" Approval or Amendment	\$107

APPLICATION TYPE	FEE
Restrictive Covenant w/ application	\$213
Restrictive Covenant no application	\$426
Restrictive Covenant Amendment	\$213
Restrictive Covenant Discharge	\$263
Restrictive Covenant, Heritage (all types)	\$150
Other Notices on Title / Discharge	\$213
Housing Agreement Processing Fee	\$311
Housing Agreement Annual Review	\$104
Application Minor Changes (no reassess)	\$50
Application Major Changes (reassess)	\$200
ADP (1 st referral with application)	Free
ADP (2 nd or more referral/no applicat'n)	\$350
City Agriculture	\$107
ALR Applications	\$707
Board of Variance Appeal	\$219
Independent Design Review	\$400 + cost of consultant
In-Law Suite Covenant	\$373
Liquor License New/Perm Amendment	\$2,665
Liquor License Temp Amendment	\$959
Liquor License no Council resolution	\$533
Noise Control Bylaw Abeyance	\$100
Request for Address Change	\$305
Written Development Inquiry	\$107
Development Info Meeting w/ staff	\$107/staff
Development Info Meeting (mail labels)	\$27
Title/Company/Site Profile Search	\$10
Copies of Planning Studies	\$33 each
Copy of Land Use Bylaw	\$53
Copy of Official Community Plan Bylaw	\$53
Copy of Permits or Licenses	\$5 + cost /page
Digital GIS Data	\$80/hr + \$5/addn'l layer
Digital & Hardcopy Map Data	
8.5 x 11 b&w	\$2.60
8.5 x 11 colour	\$5.30
11 x 17 b&w	\$5.30
11 x 17 colour	10.70
23 x 34 b&w	\$13.30
23 x 34 colour	\$26.60
34 x 44 b&w	\$37.00
34 x 44 colour	\$53.00
34 x 44 street/zoning/address map	\$5.30

* plus Public Hearing fee
‡ includes Land Title Office fee

ABBREVIATIONS

OCP: Official Community Plan

LUC: Land Use Contract

PLA: Preliminary Layout Approval

CD: Comprehensive Development

MF: Multiple Family

SF: Single Family

TF: Two Family

ADP: Advisory Design Panel

DVP: Development Variance Permit

DP: Development Permit

ALR: Agricultural Land Reserve

Fees and their categories are current as of December, 16 2009 and are subject to change