



Section	Policy No.	Page
Development Control	5-1	1 of 2
Policy Title	Date:	Motion No.
Subdivision & Development Fees & Refunds Policy	May 25, 2021	237/21

Purpose:

The purpose of this policy is to ensure consistency between the payment of required fees and the processing of applications received by the Subdivision and Development Authority.

Policy Guidelines:

1. To recognize that there is a cost for the service of processing applications for planning purposes.
2. To promote the delivery of service in a manner that is fair and consistent.
3. To ensure that the Master Rates Bylaw includes the processing fees for Development Applications, Subdivisions, Redesignation, Compliance Certificates, Area Structure Plans, Outline Plans and copies of all planning documents.

Policy Procedure:

4. Any planning fees or fees required to process any planning applications must be paid in full at the time of the application. No applications will be processed until the applicable fees are paid in full.
5. Fees will be charged as per the Master Rates Bylaw. Any requests to waive development, subdivision and/or endorsement fees shall be dealt with through an application to Council.

Refunds:

6. Discretionary use development or subdivision applications that are withdrawn prior to any required notification and before the report for the Municipal Planning Commission is written will receive a full refund.
7. Discretionary use development or subdivision applications that are withdrawn after the required notification but before the report for the Municipal Planning Commission is written will receive a 50 percent refund.
8. Discretionary use development or subdivision applications that are withdrawn after the required notification and after the report for the Municipal Planning Commission is written will receive no refund.
9. Permitted use development permits that are withdrawn before the permit is issued will receive a full refund.
10. Fees for Safety Code permits *may* receive a full refund prior to any inspections and/or any payments being made to the Safety Code Council and the contracted inspection agency.
11. Applications that are *Denied* will receive no refund.



POLICY

Section	Policy No.	Page
Development Control	5-1	2 of 2
Policy Title	Date:	Motion No.
Subdivision & Development Fees & Refunds Policy	May 25, 2021	237/21

Approved June 27, 2006 310/06
Approved: April 11, 2017 176/17
Approved: May 25, 2021 237/21
Review Date: May 2025

