

THE CITY OF SPRUCE GROVE

BYLAW C-1046-18

DEVELOPMENT FEES AND FINES BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A., 2000, c.M-26, a municipality may establish fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A., 2000, c.M-26, a municipality may establish fines and penalties for Land Use Bylaw offences;

AND WHEREAS, the City of Spruce Grove wishes to update its fees related to development processes and establish fines and penalties for Land Use Bylaw offences;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. **BYLAW TITLE**

1.1 This bylaw is called “the Development Fees and Fines Bylaw”.

2. **OPERATIVE CLAUSE**

2.1 That Bylaw C-1046-18 be adopted, which establishes the fees and fines in Schedule A.

3. **EFFECTIVE DATE**

3.1 This bylaw comes into force and effect when it receives third reading and is duly signed.

4. **REPEAL OF BYLAW C-974-16**

4.1 Bylaw C-974-16 is hereby repealed.

First Reading Carried May 28, 2018

Second Reading Carried June 11, 2018

Third Reading Carried

Date Signed

Mayor

City Clerk

City of Spruce Grove
Development Fees and Fines Bylaw C-1046-18
Schedule A

| | |
|---|--|
| FAILURE TO SECURE REQUIRED PERMITS PRIOR TO START OF DEVELOPMENT ACTIVITIES | Fees automatically doubled. |
| SECTION 1. PLANNING REVIEW PROCESSES | |
| Municipal Development Plan | \$3,750 + advertising costs |
| Area Structure or Redevelopment Plan (new bylaw or major amendment) Planning Director to determine whether applications are major or minor. | \$5,000 + \$50 per gross hectare + advertising costs |
| Area Structure or Redevelopment Plan (minor amendment) Planning Director to determine whether applications are major or minor. | \$3,000 + \$50 per gross hectare + advertising costs |
| Land Use Bylaw Amendments Where a text amendment includes more than one new district, the major text amendment charge will apply to each new district. Planning Director to determine whether other applications are major or minor. | |
| -- Redistricting | \$2,575 + advertising costs |
| -- Text Amendment (minor) | \$2,575 + advertising costs |
| -- Text Amendment (major) | \$3,750 + advertising costs |
| Subdivision Fees (Note: Lot means fee simple lot or bareland condominium unit) | |
| -- Application – Single Detached/Semi-detached and duplex, and subdivision of multifamily into individual dwelling unit lots | \$525 base fee + \$250 per lot |
| -- Application – Multifamily | \$525 base fee + \$1,000 per lot |
| -- Application – Commercial or Institutional | \$525 base fee + \$1,000 per lot |
| -- Application – Industrial (lots 0.5 ha or less) | \$525 base fee + \$750 per lot |
| -- Application – Industrial (lots over 0.5 ha) | \$525 base fee + \$1,000 per lot |
| Endorsement Fees (Note: Lot means fee simple lot or bareland condominium unit) | |
| -- Single Detached/Semi-detached and duplex, and subdivision of multifamily into individual dwelling unit lots | \$285 per lot |
| -- Multifamily | \$1,030 per lot |
| -- Commercial | \$1,030 per lot |
| -- Industrial (lots 0.5 ha or less) | \$775 per lot |
| -- Industrial (lots over 0.5 ha) | \$1,030 per lot |
| Condominium (traditional) endorsement | \$40 per unit |
| Time Extension (approval or endorsement) | \$500 |
| Road closures | \$1,800 + advertising costs |
| Postponement/discharge of caveat document execution | \$75 + GST |

| | |
|--|--|
| Postponement/discharge of caveat document execution requiring solicitor review | \$175 + GST |
| Right-of-way amending agreement or easement amendment | \$250 + GST per affected lot |
| Capital Region Board Referral Fee | \$500 |
| Show home Agreement | \$1,000 + GST |
| Telecommunication tower review | \$2,500 |
| SECTION 2. DEVELOPMENT PERMITS | |
| Single detached, semi-detached and duplex dwellings. | \$205 per unit |
| Secondary suites | \$175 per unit |
| Show homes and show home conversions to residential units (on registered lots) | \$205 per unit |
| Show homes and show home conversions to residential units (on unregistered lots) | \$375 per unit |
| Multifamily dwellings (three or more units) | \$300 + \$100 per unit |
| Residential additions, accessory buildings, decks, fences | \$80 |
| Home occupations | \$150 |
| Mobile home | \$205 per unit |
| Mobile home park & campground Development | \$300 + \$100 unit |
| Mobile home park accessory structures | Same as residential accessory structure fees. |
| Mobile Home Park and campground non-residential structures | Same as non-residential accessory structure fees. |
| Non-residential development (new, additions, alterations and accessory structures) | \$260 + \$1.30 per square meter |
| New cannabis production facility or cannabis sales development | \$760 + \$1.30 per square meter |
| Excavation and topsoil stripping (not including processing) | \$300 |
| Topsoil stripping with onsite processing | \$400 |
| Change of occupancy or use – Non-residential | \$257.50 |
| Change of occupancy or use – Cannabis sales or cannabis production facility | \$757.50 |
| Temporary Use – Non-residential | |
| -- up to 60 days | \$150 |
| -- up to six months | \$200 |
| -- up to 12 months | \$275 |
| Demolition – Single family detached | \$100 |
| Demolition – All other uses | \$200 |
| Variances – Residential (including accessory structures) | \$155 as a separate approval; \$80 if processed with associated development permit application |

| | |
|--|---|
| Variances – Non-residential | \$260 as a separate approval; \$130 if processed with associated development permit application |
| Discretionary use notification fee – Residential | \$80 |
| Discretionary use notification fee – Non-residential | \$130 |
| Sign – Balloon | \$125 |
| Sign – Billboard | \$200 |
| Sign – Digital | \$260 |
| Sign – Permanent | \$160 |
| Sign –Temporary banners | \$55 |
| Sign –Temporary portable signs | \$30 per 30 day period for first 90 days; \$15 per 30 day period thereafter |
| Extension of development permit approval | 50% of original processing fee |
| SECTION 3. DEVELOPMENT APPEALS | |
| Appeal of Development Permit Decision | \$130 |
| Appeal of Stop Order | \$275 |
| Appeal of Subdivision | \$275 |
| SECTION 4. COMPLIANCE REQUESTS AND FILE REVIEWS | |
| Compliance requests | Fees are per unit. |
| -- Three (3) day processing | \$210 |
| -- Ten (10) day processing | \$130 |
| Zoning verification letter | \$105 |
| File review (searches for environmental assessments, safety codes history, etc.). | \$105 per hour, minimum of two hours |
| Re-stamp | 50% of the applicable fee |
| SECTION 5. BUILDING PERMITS | |
| Note: All building permit fees for new structures and additions are subject to a 10% fire inspection surcharge per the Fire Services Bylaw. Fees below do not include Safety Codes Council Fees. For unlicensed contractors or homeowners, all fees are automatically doubled. | |
| Residential | |
| Dwelling units (1 to 4 units) | \$5.90 per square meter for all floors including attached garage. |
| Dwelling units – Construction water | 10% of building permit fee |
| Renovations and additions (1 to 4 units) | \$5.90 per square meter for all floors |
| Basement Development | \$2.95 per square meter |
| Mobile homes (new location) | \$103 per unit flat rate |
| Mobile home additions | \$5.90 per square meter for all floors |
| Accessory buildings or garages (detached) | \$4.50 per square meter, minimum \$125 |

| | |
|--|--|
| Decks, hot tubs and similar minor accessory structures | \$103 |
| Secondary Suites | \$200 |
| Relocations | \$2.95 per square meter |
| Fireplaces (not included in new construction) | \$110 flat rate per fireplace |
| Non-residential and Multifamily (Over Four Units) | |
| New building construction | \$7.90 per \$1,000 of job value |
| Non-residential construction water | 10% of permit fee |
| Additions, renovations, accessory buildings and structures | \$7.90 per \$1,000 of job value |
| Foundation only permit | 25% of building permit fee due |
| All Building Types | |
| Demolition permit | \$155 flat rate |
| Re-inspection fee, to be charged after two no entries, or for additional inspections beyond the number identified in the City's Quality Management Plan. | \$115 |
| Minimum building permit fee | \$90 |
| Transfer of permit to new owner | \$125 |
| Permit extension fee | 25% of the original building permit fee or \$103, whichever is greater, before building permit expires 50% of original building permit fee or \$103, whichever is greater, after the building permit expires. |
| Review of alternative solution proposal for any of the above permits | \$103 per hour – minimum 2 hours |
| Safety Codes Council Fee | Shall be collected with each building permit and safety code permit, and shall reflect fees established periodically by the Safety Codes Council. Safety Codes Council Fee is in addition to the rates detailed above. |
| SECTION 6. SAFETY CODES TRADE PERMITS | |
| Electrical Permits | |
| Residential (1 to 4 units) (New construction) | Based on floor area of each unit, including attached garage |
| 0 to 232.2 square meters | \$200 per unit |
| Over 232.2 square meters | \$275 per unit |
| Basement development in new dwelling | Add \$95 to above. |
| Multifamily residential (5 or more units) and non-residential buildings (new construction), and existing residential | Based on valuation of installation |
| \$2,000.00 or less installation cost | \$105 |

| | |
|---|---|
| \$2,000.01 to \$5,000 installation cost | \$103 + \$0.0206 per \$1 installation cost. |
| \$5,000.01 to \$10,000 installation cost | \$206 + \$0.01545 per \$1 installation cost above \$5,000 |
| \$10,000.01 to \$50,000 installation cost | \$283 + \$0.005665 per \$1 installation cost above |
| \$50,000.01 to \$200,000 installation cost | \$510 + \$0.00515 per \$1 installation cost above \$50,000 |
| \$200,000.01 and above installation cost | \$1,282 + 0.00309 per \$1 installation above \$200,000 |
| Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet | \$85 |
| Service line installation | \$85 |
| Service/hook up to mobile/manufactured home | \$85 |
| Plumbing Permits | |
| Up to five fixtures | \$100 |
| More than five fixtures | \$100 + \$9.50 per fixture |
| New appliance, appliance replacement, or similar retrofitting involving one fixture | \$85 |
| Gas Permits | |
| Residential (up to three outlets) | \$105 |
| Residential (more than three outlets) | \$105 + \$18 per outlet over three |
| Non-residential up to 150,000 BTU | \$0.00103 per BTU, min. fee of \$92.70 |
| Non-residential 150,001 to 250,000 BTU | \$154.50 + \$.000412 per BTU over 150,000 |
| Non-residential 250,001 to 1,000,000 BTU | \$195.70 + \$0.0001545 per BTU over 250,000 |
| Non-residential over 1,000,000 BTU | \$311.58 + \$0.0001545 per BTU over 1,000,000 |
| New appliance, appliance replacement, or similar retrofitting involving one outlet | \$90 |
| Propane cylinder refill centres | \$283.25 |
| New propane tanks/replacements | \$95 |
| Temporary propane/natural gas (includes tank set)/construction heater | \$95 |
| Water Meter Fees | Based upon cost, as periodically set by the City of Spruce Grove. |
| Review of alternative solution proposal for any of the above permits | \$103 per hour, minimum two hours |
| Transfer of permit to new owner | \$125 |
| Permit extension fee | 50% of original permit fee, with a minimum of \$65 |

| | |
|---|--|
| Safety Codes Council Fee | Shall be collected with each building permit and safety code permit, and shall reflect fees established periodically by the Safety Codes Council. Safety Codes Council Fee is in addition to the rates detailed above. |
| SECTION 7: ENGINEERING AND LOT GRADING FEES | |
| Encroachment agreements | \$300 + GST |
| Development Agreements: | |
| -- Application fee | \$10,000 + GST |
| -- Inspection fee | \$10,000 + GST |
| Development agreements for single lot development or minor application (as determined by Engineering Director). | |
| -- Application fee | \$5,000 + GST |
| -- Inspection fee | \$5,000 + GST |
| Engineering re-inspection | \$500 + GST |
| Development agreement amendment | \$1,500 + GST |
| Licence to Occupy | \$150 + GST |
| The following Lot Grading Fees are in accordance with the timelines and processes specified in the Surface Drainage Bylaw C-1045-18. | |
| Lot Grading Permit Fees: | |
| Residential per lot including single detached, semi-detached and row house developments up to four units. | \$165 (fee includes one inspection) |
| Non-residential (Commercial, Industrial and Institutional) | \$200 per hectare, minimum fee of \$200 |
| Multi-Family (Apartments and condominium projects) | \$200 + \$50 for each residential unit on the first floor |
| Lot Grading Re-Inspection Fee Residential | Same as application fee. |
| Lot Grading Re-Inspection Fee Non-Residential | \$200 |
| Performance Damage Agreement Deposit – Residential Lots | \$2500 |
| Performance Damage Agreement Deposit – Commercial/Multi-Family Lots | \$5000 |
| SECTION 8: MISCELLANEOUS FEES | |
| Advertising Costs (per ad per edition, two editions typical) | |
| -- ¼ page | \$345 + GST |
| -- ½ page | \$490 + GST |
| -- Colour advertisement | \$103 + GST added to applicable advertisement fee. |

| Water & Sewer Connection | | | |
|--|--|------------------------------|-----------------------------------|
| -- Single family detached, semi-detached or rowhouse | \$150 per unit | | |
| -- Multifamily residential | \$150 + \$25 per unit | | |
| -- All other uses | \$350 per connection | | |
| Street name changes | \$425 + GST | | |
| Address change (per address) | \$275 + GST | | |
| SECTION 9A: BUSINESS LICENCES | | | |
| The following business licences are subject to a one-time fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in Business Licence Bylaw C-975-16: | | | |
| Resident business | \$260 | | |
| Tri-Municipal | \$50 | | |
| The following business licence fees are charged annually: | | | |
| | \$425 | | |
| Non-resident business after Sept 1 | \$212.50 | | |
| Vendors and Temporary businesses (not to exceed three days) | \$55 | | |
| Account maintenance | \$25 | | |
| Appeal fee | \$130 | | |
| Charitable/Non-profit Organizations | No charge (on proof of non-profit status) | | |
| Contractor – To build own home | No charge | | |
| SECTION 9B: FINES FOR BUSINESS LICENCE OFFENCES | | | |
| Offence | Section of Business Licence Bylaw (C-975-16) | Penalty Amount First Offence | Penalty Amount Subsequent Offence |
| Commencing business operations without a valid Business Licence | 16.1 | \$500.00 | \$1000.00 |
| Failure to display a valid Business Licence | 16.1 | \$50.00 | \$250.00 |
| Continuing business activity after the Business Licence has been suspended or cancelled | 16.1 | \$500.00 | \$1000.00 |

SECTION 10: APPLICATION AMENDMENT CHARGES

Application amendments initiated by the applicant will require additional processing fees as set out in the table below for Planning and Development processes. Changes requested by Administration or Council will not require the additional charges. Determination of when additional charges for applications shall be applied will be made by the Planning and Development Director.

Bylaws (ASPs, MDPs, LUB amendments, etc.)

| Timing | Resubmission charge |
|---|---|
| Under review, but before first reading | If minor, no charge; if requiring new discussions, mapping or additional studies: 15% of application fee |
| Under review, but before public hearing circulation | If minor, no charge; if requiring new discussions, mapping or additional studies: 30% of application fee |
| After public hearing circulation | If an amendment requires new discussions, mapping or additional studies: 30% of application fee. A flat fee for recirculation is required in all cases: \$150 + advertising costs |
| After public hearing held and new hearing required | Flat fee for recirculation + advertising + 50% of application fee |

Development Permit Applications

| Timing | Resubmission charge |
|------------------------|---|
| Review not started | No charge |
| Review underway | 50% of application fee |
| Decision has been made | New application or amendment fee, as determined by Development Officer. |

Subdivision Applications

| Timing | Resubmission charge |
|----------------------------------|--|
| Review not started | No charge |
| Review underway, but no decision | Flat fee for recirculation of \$150 + 50% of application fee |
| Decision has been made | New application required |

SECTION 11: REFUNDS

Permits or applications cancelled by request of the applicant may be subject to refund based upon the information in the table below.

Permits

| Application Status | Development Permit | Building Permit | Gas, Electrical, Plumbing |
|--|---------------------------|------------------------|----------------------------------|
| Submitted, but not entered into CityView | Full refund | Full refund | Full refund |
| Entered into CityView but not reviewed | 70% refund | 70% refund | 70% refund |
| Under review, but not issued | 50% refund | 50% refund | 50% refund |
| Permit issued or DP decision made | No refund | 35% refund | 35% refund |
| Work started or inspections have occurred | No refund | No refund | No refund |
| Permit expired with or without inspections | No refund | No refund | No refund |

Bylaws and Subdivisions

| Application Status | Bylaw | Subdivision |
|--|--------------|--------------------|
| Application received, review not started | Full refund | Full refund |
| Bylaw or subdivision review started | 50% refund | 50% refund |
| Bylaw given first reading or subdivision decision made | No refund | No refund |

SECTION 12: CASH-IN-LIEU OF PARKING

| | | |
|-----------------------------|--|-------------|
| Per requested parking stall | | \$20,000.00 |
| | | |

SECTION 13: FINES FOR LAND USE BYLAW OFFENCES

| Offence | Relevant Section of the Land Use Bylaw (C-824-12) | Fine Amount First Offence | Fine Amount Subsequent Offence |
|--|--|----------------------------------|---------------------------------------|
| Development without a Development Permit (excluding Signs) | 24(1)(b) | \$500.00 | \$750.00 |
| Sign without a Development Permit where a Development Permit is required | 24(1)(b) | \$200.00 | \$400.00 |
| Development in contravention of a Development Permit (excluding Signs) | 24(1)(c) | \$500.00 | \$750.00 |

| Sign erected that does not comply with Part 10 | 24(1)(a) | \$200.00 | \$400.00 | |
|---|---|-------------------------------|---|--|
| Development in contravention of a Subdivision Approval | 24(1)(c) | \$500.00 | \$750.00 | |
| Continuing Development after a Development Permit has been suspended or cancelled | 24(1)(a) | \$500.00 | \$750.00 | |
| Development or Use prohibited or restricted in any district | 24(1)(a) | \$500.00 | \$750.00 | |
| Nuisance on the land | 24(1)(a) | \$250.00 | \$500.00 | |
| Sign in an abandoned state or disrepair | 24(1)(a) | \$200.00 | \$400.00 | |
| SECTION 14: CONSTRUCTION SITE CLEANLINESS OFFENCES | | | | |
| Offence | Relevant Section of Construction Site Cleanliness Bylaw (C-976-16) | Fine for First Offence | Fine for Second Offence (not resolved within 24 hours) | Fine for Subsequent Offences (not resolved within 48 hours) |
| Improper storage of construction material and/or equipment | 4.3 | \$250.00 | \$1,000.00 | \$5,000.00 |
| Improper storage/removal of garbage | 4.3 | \$250.00 | \$1,000.00 | \$5,000.00 |
| Litter | 4.3 | \$250.00 | \$1,000.00 | \$5,000.00 |
| Drainage onto adjacent lots | 4.3 | \$250.00 | \$1,000.00 | \$5,000.00 |
| Interference with off-site drainage | 4.3 | \$250.00 | \$1,000.00 | \$5,000.00 |
| Improper storage and/or disposal of hazardous material | 4.3 | \$1,000.00 | \$5,000.00 | \$5,000.00 |
| Hazardous excavation, drain, ditch or depression | 4.3 | \$1,000.00 | \$5,000.00 | \$5,000.00 |
| Disposal of hazardous or other material into the storm sewer and/or sanitary sewer system | 4.3 | \$1,000.00 | \$5,000.00 | \$5,000.00 |