



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4529

A Bylaw to Amend CVRD Bylaw No. 4483 – Development Application Procedures Bylaw, 2023

WHEREAS the Board of the Cowichan Valley Regional District has adopted an official community plan and zoning bylaw and must, in accordance with the *Local Government Act*, establish procedures under which an owner of land may apply for an amendment to a bylaw, or a permit;

WHEREAS the *Liquor Control and Licensing Act* and the *Cannabis Control and Licensing Act* provide for the referral of license applications to the Cowichan Valley Regional District for comments and recommendations;

WHEREAS pursuant to the *Community Charter*, the Board may adopt a Bylaw to provide an alternative means of publishing a public notice;

WHEREAS the Board considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

WHEREAS the Board may impose fees in relation to processing applications and associated costs of administration, advertising and inspections, and may recover the costs of its services by various methods;

AND WHEREAS the Board wishes to delegate certain powers, duties and functions in relation to its land use authority;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4529 – Development Application Procedures Bylaw Amendment Bylaw, 2023**".

2. AMENDMENTS

CVRD Bylaw No. 4483 – Development Application Procedures Bylaw, 2023 is hereby amended in the following manner:

- a) By replacing Schedule A – Development Applications Fees with Schedule A attached hereto and forming part of this bylaw.

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

Chair

Corporate Officer

SCHEDULE A – DEVELOPMENT APPLICATION FEES

Table 1 – Administrative & Inspection Fees

TYPE	FEE
File Opening Fee (applicable to all applications in Tables 2, 3 and 6)	\$150
Inspections & Enforcement Fees (applicable to all applications arising from bylaw enforcement or development activities conducted without a Development Permit)	\$500 (residential, agricultural uses) \$1,000 (commercial, industrial uses)
Property File Review (excluding reviews in relation to active applications)	\$50/hour; \$50 minimum
Routine Information Release Fee (see CVRD Records Release Chart)	\$25
State of Title Certificate (if needed to confirm ownership in conjunction with an active application)	\$25

Table 2 – Bylaw Amendment Fees

APPLICATION TYPE	APPLICATION FEE	ADDITIONAL FEES
OCP Amendment	\$3,000	Advertising costs plus Density Fees: <ul style="list-style-type: none"> \$150 for each new dwelling or parcel ("density unit") permitted by the amendment bylaw; and \$150 for each 0.1 ha of parcel area ("density unit") to be re-designated or rezoned to commercial or industrial
Zoning or Land Use Bylaw Amendment	\$3,000	
Combined OCP Amendment and Zoning Bylaw Amendment	\$5,500	
Phased Development Agreement – including amendment or discharge	\$3,000	
Land use contract amendment or discharge	\$1,500	Advertising costs

Table 3 – Land Use Permit Fees

APPLICATION TYPE	APPLICATION FEE	ADDITIONAL FEES
Development Permit (DP) – environmental and hazard 488(1)(a)(b)	\$500	\$250 for each new parcel or dwelling unit proposed
DP – agricultural: s. 488(1)(c)	\$250	-
DP – form & character: s. 488(1)(e)(f), all applications except signs	\$1,500	-
DP – form & character: s. 488(1)(e)(f), only for signs	\$150	-
DP – conservation/GHG reduction: s. 488(1)(h)(i)(j)	\$500	-
DP – amend or extend term	\$500	-
Development variance permit (DVP)	\$750	Advertising costs
DVP –extend term	\$300	
Temporary use permit (TUP)	\$1,200	
TUP – amend or renew	\$600	

Table 4 – LCRB Application Fees

APPLICATION TYPE	APPLICATION FEE	ADDITIONAL FEE
Cannabis license referral	\$1,500	Advertising costs
Liquor license referral (not delegated)	\$750	
Liquor license referral (delegated)	\$150	-

Table 5 – ALC Application Fees

APPLICATION TYPE	APPLICATION FEE (CVRD PORTION)	APPLICATION FEE (ALC PORTION)
ALC non-adhering residential use	\$450	\$450
ALC non-farm use	\$750	\$750
ALC subdivision	\$750	\$750
Request for ALC Exclusion Consideration	\$750	-

Table 6 – Miscellaneous

APPLICATION OR SERVICE TYPE	APPLICATION FEE	ADDITIONAL FEE
Board of Variance	\$750	Advertising costs
Covenant registration amendment or discharge (requiring Board decision)	\$750	
Covenant discharge (delegated to General Manager)	\$300	
Floodplain management bylaw exemption	\$1,500	
Telecommunications antenna structure	\$1,500	

Table 7 – Subdivision Application Review Fees

SUBDIVISION APPLICATION TYPE	APPLICATION FEE	SEWER UTILITY FEE	WATER UTILITY FEE
Subdivision – boundary adjustment (no additional parcels created)	\$500	\$500 for every new unit or parcel within a CVRD sewer utility service area	\$500 for every new unit or parcel within a CVRD water utility service area
Subdivision – all types except boundary adjustment and strata conversion	\$500/new parcel		
Subdivision – strata conversion of existing building	\$500/unit		
PLR Extension or Revision to CVRD Subdivision Referral Report	25% of original subdivision application fee, up to a maximum of \$1,500	-	-
Minimum frontage exemption (s. 512 of the Act)	\$750	-	-