



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 _____, 2023.

READ A SECOND TIME this _____ day of _____, 2023.

READ A THIRD TIME this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

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 | - | - |