Purpose of Policy
To establish the fee schedule for all services undertaken by the Planning and Development Department. This policy does not include the fees related to the cost of permits in relation to the Alberta Uniform Standards Act.

Policy Statement
Applications for development and services provided through the Planning and Development Department require payment for services rendered. Services are provided by the Department, and through contracted firms and enable the development of land in the community.

Schedule A: Fee Schedule outlines the payment required for each service provided by the Department.

1. Payment of fees will be required for services rendered as outlined in the Fee Schedule.
2. A revision to the Fee Schedule shall be made when new services are established for the Planning and Development Department.

Applicability
This policy applies to all services provided by the Planning and Development Department as outlined in Schedule A: Fee Schedule.
Council Policy

Responsibilities

1. Planning and Development Department will be responsible for the collection of fee payments for each service rendered.
2. The Planning and Development Department shall undertake a periodic review of the Fee Schedule to ensure that it reflects the services provided by the Department.

This Policy receives its authority from the Municipal Government Act, and the City of Lacombe Land Use Bylaw.

ORIGINAL SIGNED
Mayor

ORIGINAL SIGNED
Chief Administrative Office
## Schedule A: Fee Schedule

### DEVELOPMENT PERMIT FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESIDENTIAL</strong></td>
<td></td>
</tr>
<tr>
<td>Permitted Uses</td>
<td>$100.00</td>
</tr>
<tr>
<td>Residential Permits over four (4) Units</td>
<td>$150.00</td>
</tr>
<tr>
<td>Each additional unit above four (4) units</td>
<td>$25.00</td>
</tr>
<tr>
<td>Discretionary Uses</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>COMMERCIAL/INDUSTRIAL/INSTITUTIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Permitted Uses</td>
<td>$200</td>
</tr>
<tr>
<td>Discretionary Uses</td>
<td>$300</td>
</tr>
<tr>
<td>Occupancy Permit (Change of Use)</td>
<td>$100</td>
</tr>
<tr>
<td><strong>SIGNS</strong></td>
<td></td>
</tr>
<tr>
<td>Permitted Uses</td>
<td>$75</td>
</tr>
<tr>
<td>Discretionary Use or requiring a relaxation/variation</td>
<td>$100</td>
</tr>
<tr>
<td><strong>HOME OCCUPATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Home Occupation 1 – Permitted Use</td>
<td>$100</td>
</tr>
<tr>
<td>Home Occupation 2 – Discretionary Use</td>
<td>$150</td>
</tr>
<tr>
<td><strong>HISTORICAL BUILDING ASSESSMENT FEE (IN ADDITION TO ANY APPLICABLE FEES)</strong></td>
<td></td>
</tr>
<tr>
<td>BUILDINGS 50+ YEARS (COLLECTED ON BEHALF OF HISTORICAL SOCIETY)</td>
<td>$150</td>
</tr>
<tr>
<td><strong>ADVERTISING</strong></td>
<td></td>
</tr>
<tr>
<td>Permitted Use</td>
<td>$25</td>
</tr>
<tr>
<td>Discretionary Use</td>
<td>$75</td>
</tr>
</tbody>
</table>

**NOTE:** All the above fees will be doubled if development starts without proper permits being issued first or failure to notify Planning and Development Services of any significant plan change.

**Development Permit Appeal**

*$200 of the appeal fee shall be refunded should the appellant be successful in their appeal

### DEVELOPMENT PERMIT DEPOSITS*

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESIDENTIAL</strong></td>
<td>$1000.00</td>
</tr>
<tr>
<td>ALL OTHER INCLUDING: Multi-family residential over four (4) units, public, Commercial and Industrial</td>
<td>$2000.00</td>
</tr>
<tr>
<td><strong>LANDSCAPING DEPOSIT (WHERE APPLICABLE)</strong></td>
<td></td>
</tr>
<tr>
<td>100% OF ESTIMATED QUOTE</td>
<td>$2000.00 MINIMUM</td>
</tr>
<tr>
<td>Within DARP Overlay</td>
<td>$150/planter</td>
</tr>
<tr>
<td><strong>HARDSURFACING DEPOSIT (WHERE APPLICABLE)</strong></td>
<td></td>
</tr>
<tr>
<td>50% OF ESTIMATED QUOTE,</td>
<td>$2000.00 MINIMUM</td>
</tr>
<tr>
<td><strong>DOWNTOWN AREA REDEVELOPMENT PLAN ARCHITECTURAL DEPOSIT</strong></td>
<td></td>
</tr>
<tr>
<td>Residential Development (1-4 Units)</td>
<td>$3000.00</td>
</tr>
<tr>
<td>Residential Development (5+ Units)</td>
<td>$5000.00</td>
</tr>
<tr>
<td>Non Residential Development</td>
<td>$5000.00</td>
</tr>
</tbody>
</table>

*NOTE:* Please refer to procedure for information and conditions concerning deposit refund.
Council Policy

BUILDING FEES

RESIDENTIAL
Pursuant to Bylaw 168, the Building Permit fee is calculated as follows:
$6.00 for each $1000 of construction value to a maximum of $1,000,000.00 and then
$4.50 for every $1000 of construction value in excess of $1,000,000.00

NOTE: See Bylaw 168 for details related to Schedule B, assumed “construction values”. The City uses these figures to calculate minimum construction values for the purpose of setting fees. Where the applicant’s estimated construction value is greater, the City will use the estimated value.

LAND USE BYLAW AMENDMENT FEES

Amendment to the Land Use Bylaw for Text Only $750.00
Amendment to the Land Use Bylaw for a Redesignation of Land $1000.00
Amendment to the Land Use Bylaw for the Creation of a new Land Use District $1500.00

PLANNING FEES*

Municipal Development Plan - Amendment $3000.00
Area Structure Plan - Amendment $3000.00
Area Redevelopment Plan - Amendment $3000.00
Outline Plan – Initial Review and any Amendment $3000.00

*Any additional costs incurred by the City to review applications, including plans review by outside agencies on behalf of the City, shall be borne by the applicant

SUBDIVISION FEES

Application Fee: up to 2 lots = $850.00
8 - 5 lots = $1100.00
6 lots over = $1100 for the first 5 lots
and $175/lot for every after, excluding reserve and utility parcels

Endorsement Fee: $100.00 per parcel except for (c) below

Title Separation: (Section 652(4)(a) of the MGA $500 flat fee

Subdivision Appeals $250*
* $200 of the appeal fee shall be refunded should the appellant be successful in their appeal

Extensions of Time (requested by Developers) $50.00 first extension
$100 for any subsequent extensions

Condominium Certificates* [Pursuant to Section 8(1)(b)(ii) of the Condominium Property Act]:
Building Conversion Review Fee $250
Endorsement Fee per unit $40/unit at time of registration

*NOTE: Bareland Condominium units are considered to be “lots” for the purpose of administering these fees. Reserve and public utility lots are not included in the calculations, however the remainder parcel is a lot.
Council Policy

**PREPARATION OF AGREEMENTS**

**Preparation of a Development Agreement**  
(and any required amendments)  $300.00

**Preparation of a Stripping and Grading Indemnity Agreement**  
(and any required amendments)  $300.00

**ENFORCEMENT**

**Issuance of Stop Order**

- No warning letter sent prior to Stop Order Issuance  
  - Stop Order Issuance  $50.00  
  - Maintaining Stop Order on the property  
    - $100/week for the first two weeks;  
    - $50/week every week thereafter

- Warning letter sent prior to Stop Order Issuance  
  - Stop Order Issuance  $250.00  
  - Maintaining Stop Order on the property  
    - $50/week

*Maintenance fee for Stop Order will cease when the Development Authority confirms that the property is no longer in violation of the Municipal Government Act or the Land Use Bylaw.

**OTHER SERVICES AND FEES**

- **Road Closure Bylaw**  $1000.00  
- **Encroachment Agreement – preparation**  $100.00  
- **Compliance Certificates**  
  - $75.00 regular service (5 working days)  
  - $100.00 rush service (less than 4 days)  
  - $25.00 reissue

- **Confirmation of Zoning**  $50.00
- **Alberta Motor Vehicle Industry Council Letter**  $50.00
- **Environmental Assessment Letter**  $100.00

- **Statement of Significance Preparation**  
  (payment collected on behalf of the Heritage Resource Committee)  $2000.00

- **Site inspection required for file closure**  
  - First two inspections  $0.00  
  - 3+ inspections  $50.00/inspection

- **Street Name Change**  $1000 + cost to replace signage

*NOTE: Please refer to policy and procedure for information and conditions concerning the above services.*