

PLANNING AND DEVELOPMENT FEE SCHEDULE

Policy Number:	66/210.01 2024PO
Policy Review:	Every 5 Years
Policy Owner (Dept.):	Planning & Development Services
Reference(s):	Municipal Government Act, City of Lacombe Land Use Bylaw

1. PURPOSE OF POLICY

- 1.1. To establish the fee schedule for all services undertaken by the Planning & Development Services Department. This policy does not include the fees related to services covered under the Alberta Safety Codes Act.

2. POLICY STATEMENT

- 2.1. Applications provided through the Planning & Development Services Department require payment for services rendered. Services are provided by the Department and through in-house and contracted firms, enabling the development of land in the community.
- 2.2. Schedule A: Planning & Development Services Fees is attached and forms part of this policy. It outlines the payment required for each service provided by the Department.

3. APPLICABILITY

- 3.1. This Policy applies to all services provided by the Planning & Development Services Department as outlined in Schedule A: Planning & Development Services Fees
- 3.2. This Policy comes into effect upon approval of the Council.

4. ROLES AND RESPONSIBILITIES

- 4.1. Council
 - 4.1.1. Approve this Policy.
- 4.2. Chief Administrative Officer
 - 4.2.1. Ensure staff compliance with this Policy.

5. POLICY DETAILS

5.1. Collection of Fees

- 5.1.1. Fees are to be collected prior to services being provided.
- 5.1.2. All fees will be doubled if development starts without proper permits being issued first or failure to notify Planning & Development Services of any significant plan change.

COUNCIL POLICY



5.2. Waive Fees

5.2.1. Chief Administrative Officer may waive a Development Permit fee at their discretion.

5.3. Refund Fees

5.3.1. The City shall charge an administrative fee of twenty-five percent (25%) of the permit fee for applications deemed incomplete or cancelled at the applicant’s request after a review has been conducted.

5.3.2. If a permit is cancelled, advertising or circulation fees shall only be refunded if these activities have not occurred.

6. END OF POLICY

Original Signed

Signature of Mayor

Original Signed

Signature of CAO

Approved by Council May 13, 2024

Date

Approved by Council May 13, 2024

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
May 13, 2024		

Review History

Date of Policy Owner’s Review	Description/Action Taken or Required

SCHEDULE A: PLANNING & DEVELOPMENT SERVICES FEES

EFFECTIVE *October 1st, 2024*

All fees listed below are base fees. Each application may require a combination of fees.

All fees will be doubled if development starts without proper permits being issued first or failure to notify Planning & Development Services of any significant plan change.

Please refer to policies and procedures for information and conditions concerning the services listed below.

DEVELOPMENT PERMIT FEES		
RESIDENTIAL	Permitted Use	Discretionary Use / Variance
1-2 Unit Dwellings Detached dwelling, duplex, semi-detached, manufactured home, etc.	\$125.00	\$187.50
3+ Unit Dwellings Multi-attached, apartment, etc.	\$187.50	\$225.00
Accessory Dwelling Garden suite, secondary suite	\$125.00	\$187.50
Accessory Building / Structure Detached garage, detached carport, shed, gazebo, etc.	\$100.00	\$150.00
Addition / Renovation Includes attached garages, attached carports, covered decks, etc.	\$125.00	\$187.50
Demolition / Relocation	\$125.00	\$187.50
Historical Building Assessment Fee For Heritage Inventory Properties proposed to be demolished or relocated	\$150.00 (Collected on behalf of the Lacombe & District Historical Society)	
Home Occupation	\$125.00 (Home Occupation 1)	\$175.00 (Home Occupation 2)
INDUSTRIAL / COMMERCIAL / INSTITUTIONAL	Permitted Use	Discretionary Use / Variance
Accessory Building / Structure	\$250.00	\$375.00
Addition / Renovation	\$250.00	\$375.00
Change of Use	\$125.00	\$150.00
New Construction	\$250.00	\$375.00
Signage	\$93.75	\$125.00

MISCELLANEOUS	Permitted Use	Discretionary Use / Variance
Advertising Local newspaper and City of Lacombe website	\$25.00	\$75.00
Neighbourhood Circulation MPC, variances, discretionary uses	N/A	\$75.00
Development Permit Appeal	\$250.00 (\$200 of the fee shall be refunded should the appellant be successful)	
DEPOSITS		
Residential 1-2 Unit Dwellings	\$2,000.00	
Residential 3+ Unit Dwellings For each unit over 8, an additional \$500 will apply	\$2,500.00	
Industrial / Commercial / Institutional	\$2,500.00	
Landscaping 100% of estimated quote	\$4,000.00 minimum	
Hard Surfacing 50% of estimated cost	\$4,000.00 minimum	
LAND USE BYLAW AND PLAN AMENDMENT FEES		
Land Use Bylaw Amendment, General Text, site specific and/or land redesignations	\$1,200.00	
Land Use Bylaw Amendment, Creation of New Land District	\$1,700.00	
Area Redevelopment Plan Amendment	\$3,000.00	
Area Structure Plan Amendment	\$3,000.00	
Municipal Development Plan Amendment	\$3,000.00	
Outline Plan Amendment	\$3,000.00	
Additional costs incurred by the City to review applications, including reviews by outside agencies on behalf of the City, are borne by the Applicant.		
SUBDIVISION FEES		
Application for Subdivision		
1 – 2 Lots	\$950.00	
3 – 5 Lots	\$1,100.00	
	+ \$175.00 per lot thereafter	
	(Excluding reserve and utility parcels)	
Endorsement	\$125.00 per lot (Excluding reserve and utility parcels, except for title separation)	

Subdivision Appeal \$250.00 (\$200.00 of the fee shall be refunded should the Appellant be successful)

Time Extension \$50.00 for the first extension
Requested by Developers \$100.00 for any subsequent extensions

Condominium Certificates
Section 8 of the Condominium Property Act

Building Conversion Review \$250.00
Endorsement \$40.00 per unit at time of registration

Bare land 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.

AGREEMENT PREPARATION FEES

Development Agreement \$600.00
Includes any required amendments

Encroachment Agreement / Authorization

Fence, Minor \$100.00
Fence, Moderate \$300.00 application fee + Encroachment Agreement fee*, if approved
Residential Building / Structure, Minor \$150.00
Residential Building / Structure, Moderate \$350.00 application fee + Encroachment Agreement fee*, if approved
Industrial / Commercial Building / Structure \$400.00 application fee + Encroachment Agreement fee*, if approved

*The Encroachment Agreement fee is calculated per case based on the equivalent municipal tax value and equivalent amortized land value of the encroaching area over the term of the agreement.

License to Occupy Agreement
On-Street Patio \$300.00
On-Street (Sidewalk) Bistro Set \$150.00

Stripping and Grading Indemnity Agreement \$300.00
Includes any required amendments

ENFORCEMENT

Stop Order Appeal \$250.00 (\$200.00 of the fee shall be refunded should the appellant be successful)

OTHER SERVICES AND FEES

Certificate of Compliance	
Regular Service <i>3 – 5 business days</i>	\$85.00
Rush Service <i>1 – 2 business days</i>	\$125.00
File Search Request	
Environmental Search	\$100.00
File Search (Current Landowner)	\$25.00 (scanned copies)
Includes RPR Requests	\$50.00 (printed copies)
Historical Permit Search	\$25.00
Preliminary Review	\$50.00 per submission
Review of Revised Plans	\$50.00 per review
Applicant requests changes to an issued Development Permit	
Road Closure Bylaw	\$1,000.00
Site Inspection <i>For file closure</i>	
First 2 Inspections	No Charge
3+ Inspections	\$50.00 per inspection
Street Name Change	\$1,000.00 + cost to replace signage