

**BOWEN ISLAND MUNICIPALITY**  
**Bylaw No. 11, 2000**

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**A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.**

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# BOWEN ISLAND MUNICIPALITY

## Bylaw No. 11, 2000

**A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.**

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WHEREAS Section 931 of the *Municipal Act* provides that a local government may, by bylaw, impose application fees that must not exceed the estimated average costs of processing, inspection, advertising and administration that are usually related to the type of application or other matter to which the fee relates;

NOW THEREFORE the Council of the Bowen Island Municipality, in open meeting assembled ENACTS AS FOLLOWS:

### **1.0 Citation**

1.1 This bylaw may be cited as the "Bowen Island Municipality Development Application Fees Bylaw, 11, 2000".

### **2.0 Interpretation**

2.1 In this bylaw:

"Applicant" means the person authorized to make the application;

"Manager" means the Municipal Manager or his/her designate;

"Application Fee" is payable to the Bowen Island Municipality.

### **3.0 Official Community Plan**

- 3.1 (a) Prior to the processing of an application for an amendment to the official community plan, the applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 1, and if

- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.

3.2 (a) Prior to the processing of an application for an amendment to the official community plan in combination with a consistent application for amendment to a zoning bylaw, land use bylaw, subdivision bylaw or land use contract, the applicant must deliver to the Manager an application fee in the amount of \$4,100.00.

(b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.

(c) Prior to consideration of the adoption of the bylaw as referred to in paragraph (a), the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 2, and if

- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$700.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$1,000.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,
- or

- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$4,000.00.

#### **4.0 Rural Land Use Bylaw**

- 4.1 (a) Prior to the processing of an application for an amendment to Part 1 or Part 2 of the rural land use bylaw, the applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 3, and if
  - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,or
  - (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.
- 4.2 (a) Prior to the processing of an application for an amendment to Part 1 of a rural land use bylaw, in combination with a consistent application for amendment to Part 2 of the rural land use bylaw, or zoning bylaw, or subdivision bylaw, or land use contract, the applicant must deliver to the Manager an application fee in the amount of \$4,100.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application or applications are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 4, and if

- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$700.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$1,000.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$4,000.00.

## **5.0 Zoning Bylaw**

- 5.1 (a) Prior to the processing of an application for an amendment to the zoning bylaw, the Applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 5, and if
- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,
- or

- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.

## **6.0 Land Use Bylaw**

- 6.1 (a) Prior to the processing of an application for an amendment to a land use bylaw, the Applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 6, and if
  - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,or
  - (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.

## **7.0 Subdivision Bylaw**

- 7.1 (a) Prior to the processing of an application for an amendment to the subdivision bylaw, the Applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
- (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration

related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 7, and if

- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
  - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.

## **8.0 Land Use Contract**

- 8.1
- (a) Prior to the processing of an application for an amendment to a land use contract, the Applicant must deliver to the Manager an application fee in the amount of \$3,600.00.
  - (b) An application administration fee in the amount of \$100.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
  - (c) Prior to consideration of the adoption of the bylaw, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 8, and if
    - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$800.00,
    - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
    - (iii) Column 3 applies, the Applicant must prior to adoption of the bylaw deliver to the Manager a final instalment of the application fee in the amount of an additional \$600.00,
    - (iv) In the event a public hearing is not held in respect of the application, the Applicant shall be entitled to a refund of a portion of the fee in the amount of \$700.00,

or

- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$3,500.00.

**9.0 Parking, Drainage, Signage, Screening, Soil Deposit and Removal, Tree Cutting or Flood Plain Elevation Bylaws**

- 9.1 (a) Prior to the processing of an application for an amendment to a parking bylaw, drainage bylaw, sign bylaw, screening bylaw, soil deposit and removal bylaw, tree cutting bylaw, or flood plain elevation bylaw, the Applicant must deliver to the Manager the application fee in the amount of \$N/A.

**10.0 Development Permits**

- 10.1 (a) Prior to the processing of an application for the issuance of a development permit in respect of a protection area, the Applicant must deliver to the Manager an application fee in the amount of \$175.00.

- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.

- (c) Prior to consideration of issuance of the permit, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2, Column 3 or Column 4 of Appendix 9, and if

- (i) Column 1 applies, the Manager must make a refund to the applicant in the amount of \$125.00,

- (ii) Column 2 applies, the Manager must not make a refund to the Applicant,

- (iii) Column 3 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$550.00,

- (iv) Column 4 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$850.00,

or

- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$125.00.

- 10.2 (a) Prior to the processing of an application for a development permit in respect of a commercial revitalization area, the applicant must deliver to the Manager an application fee in the amount of \$175.00.
- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permit, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2, Column 3 or Column 4 of Appendix 10, and if
- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$125.00,
- (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
- (iii) Column 3 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$550.00,
- (iv) Column 4 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$850.00,
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$125.00.
- 10.3 (a) Prior to the processing of an application for a development permit relating to commercial, industrial or multi-residential or to design, the applicant must deliver to the Manager an application fee in the amount of \$175.00.
- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permit, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2, Column 3 or Column 4 of Appendix 11, and if
- (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$125.00,
- (ii) Column 2 applies, the Manager must not make a refund to the Applicant,

- (iii) Column 3 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$825.00.
  - (iv) Column 4 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$1125.00.
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$125.00.
- 10.4 (a) Prior to the processing of an application for a development permit amendment, the applicant must deliver to the Manager an application fee in the amount of \$150.00.
- (b) An application administration fee in the amount of \$50.00. being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permit, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2, Column 3 or Column 4 of Appendix 12, and if
- (i) Column 1 applies, the manager must refund to the Applicant the amount of \$100.00.
  - (ii) Column 2 applies, the Manager must not make a refund,
  - (iii) Column 3 applies, the Manager must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$150.00.
  - (iv) Column 4 applies, the Applicant must prior to issuance of the permit deliver to the Manager a final instalment of the application fee in the amount of an additional \$300.00.
- or
- (v) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$100.00.
- 10.5 (a) Prior to the processing of an application for a development permit in combination with a consistent application for a development variance permit for a property, the applicant must deliver to the Manager an application fee in the amount of

\$700.00.

- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permits, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, or Column 2 of Appendix 13, and if
  - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$325.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the applicant,or
  - (iii) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$650.00.
- (d) Sections 10.1(c), 10.2(c), 10.3(c) and 10.4(c) shall apply respectively to the applicable form of Development Permit.

- 10.6 (a) Prior to issuance of a development permit or an amended development permit, the applicant must deliver to the Manager the security stipulated by the Manager in respect of the development permit application.

## **11.0 Other Permits, Board of Variance Applications, Subdivision Applications and Strata Conversion Approvals**

### 11.1 Development Variance Permits

- (a) Prior to the processing of an application for a development variance permit for a property, the applicant must deliver to the Manager an application fee in the amount of \$650.00
- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permits, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1 or Column 2, of Appendix 14, and if
  - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$325.00,

- (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
- or
- (iii) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$600.00.

11.2 Temporary Commercial and Industrial Use Permits

- (a) Prior to the processing of an application for a temporary commercial and industrial use permit for a property, the applicant must deliver to the Manager an application fee in the amount of \$750.00.
- (b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.
- (c) Prior to consideration of issuance of the permits, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1, Column 2 or Column 3 of Appendix 15, and if
  - (i) Column 1 applies, the Manager must refund to the Applicant the amount of \$325.00,
  - (ii) Column 2 applies, the Manager must not make a refund to the Applicant,
  - (iii) Column 3 applies, the Applicant must prior to issuance of the permits deliver to the Manager a final instalment of the application fee in the amount of an additional \$250.00,
- or
- (iv) the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$700.00.
- (d) For a renewal of the permit, an application fee in the amount of \$150.00

11.3 Siting and Use Permits: Prior to the processing of an application for a siting and use permit, the Applicant shall deliver to the Manager:

- (a) for an initial permit, an application fee in the amount of \$200.00
- (b) for an amendment to the permit, an application fee in the amount of \$200.00

(c) for a renewal of the permit, an application fee in the amount of \$200.00.

11.4 Trailer Court or Campground Permits: Prior to the processing of an application for a trailer court or campground permit, the Applicant shall deliver to the Manager an application fee in the amount of N/A.

11.5 Board of Variance Applications

(a) Prior to the consideration of an application to the Board of Variance, the Applicant shall deliver to the Manager an application fee in the amount of \$650.00.

(b) An application administration fee in the amount of \$50.00, being a portion of the fee referred to in paragraph (a), is not refundable in any event.

(c) Prior to consideration of issuance of the permits, the Manager must ascertain whether the attributes of processing, inspection, advertising and administration related to the application are consistent with the items identified in either Column 1 or Column 2, of Appendix 16, and if

(i) Column 1 applies, the Manager must refund to the Applicant the amount of, \$325.00

(ii) Column 2 applies, the Manager must not make a refund to the,

or

(iii) if the application is not processed for any reason, the Manager must refund to the Applicant the amount of \$600.00.

11.6 Administration and Inspection

(a) To the extent a person enters into an agreement with the Bowen Island Municipality under Section 940 of the *Municipal Act*, the person shall, concurrent with the execution and delivery of the agreement to the Bowen Island Municipality provide to the Municipality cash or a certified cheque in the amount equal to 4% of the estimated cost of constructing and installing the works and services referred to in the agreement.

(b) The payment of the construction inspection fee in Section 11.6(a) shall not relieve the person from providing for the inspection and testing of works and services by its own staff, nor of providing the services of a professional engineer to certify that the works and services are constructed and installed in accordance with the construction drawings referred to in the Section 940 agreement, all at the developer's sole cost and expense.

11.7 Subdivision Application Examination and Strata Conversion Approval: Prior to the processing of an application for subdivision, the Applicant shall deliver to the Manager an application fee:

- (a) for the first parcel in the amount of \$800.00
- (b) for every additional parcel that would be created by the proposed subdivision, the amount of \$100.00
- (c) for parcel line adjustments only, creating no additional parcels, the amount of \$250.00.

## **12.0 Agricultural Land Reserve Applications**

12.1 Prior to considering an application under the *Land Commission Act*, in respect of which application there is no proposal to exclude land from the agricultural land reserve, the applicant must deliver to the Manager an application fee in the amount of \$550.00.

12.2 Prior to consideration of an application to the Land Commission, in respect of which the applicant seeks exclusion of land from the agricultural land reserve, the applicant must deliver to the Manager an application fee in the amount of \$750.00.

**13.0 Extraordinary Costs**

- 13.1 (a) In the event the costs of processing, inspection, advertising and administration in respect of an application are estimated by the Manager to exceed 150% (percent) of the applicable fee, the Applicant shall pay to the Manager prior to the processing of the application the estimated actual costs of processing, inspection, advertising and administration.
- (b) To the extent the amount paid under Section 13.1(a) exceeds the actual costs of processing, inspection, advertising and administration related to the application, the Manager shall refund the excess amount to the Applicant.
- (c) To the extent the amount paid under Section 13.1(a) is less than the actual costs of processing, inspection, advertising and administration, the Manager shall invoice the Applicant for the excess amount which shall become a debt due and payable to the Bowen Island Municipality.

**14.0 Severability**

14.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

**15.0 Repeal**

15.1 “Bowen Island Trust Committee Fees Bylaw No. 152,1998”, is repealed upon adoption of this bylaw.

READ A FIRST TIME this 10<sup>th</sup> day of April 2000.

READ A SECOND TIME this 17<sup>th</sup> day of April, 2000.

READ A THIRD TIME this 17<sup>th</sup> day of April, 2000.

RECONSIDERED, FINALLY PASSED, AND ADOPTED this 8<sup>th</sup> day of May, 2000.

(Original signed)  
Lisa Barrett  
Mayor

(Original signed)  
Richard L. Page  
Manager

APPENDIX 1

ISLANDS TRUST					
Official Community Plan Amendment					
Work Order					
Application/File No. _____		Date: _____			
		Column 1	Column 2	Column 3	
Criteria	Units	Fee Schedule			Cost Recovery
		Basic	Regular	Complex	
Receipt, preliminary review	0.5				
Research, analysis, staff report	1.75				
Standard Covenant review	0.5				
Draft bylaw, proof, LTC review	1				
Referral to agencies	0.5				
Bylaw to APC, minutes	3.25				
Public Hearing notice and followup	1.5				
Public Hearing preparation; advert	2				
LTC consider; Referral to EC, MAH	0.25				
Notification to applicants, agencies	0.75				
		2800			
Additional Staff review/Site visit	3				
Prelim. APC review	2				
Bylaw to APC, prepare minutes	2.5				
Standard Covenant review	0.5				
Referral to Min. of Mun. Affairs	0.25				
			3600		
Comprehensive staff review	2				
Additional applicant communications	1				
Covenant negotiation	1.5				
New Zone	1				
Land Title Search	0.25				
				4200	
New Covenant					
Studies/Assessments					
Additional public consultation					
Fee levels	1	\$2,800			
	2		\$3,600		
	3			\$4,200	
Fee assessed					

APPENDIX 3

ISLANDS TRUST					
Rural Land Use Bylaw Amendment - Part 1 or 2					
Work Order					
Application/File No. _____		Column 1	Column 2	Column 3	Date: _____
Criteria	Units	Fee Schedule			Cost Recovery
		Basic	Regular	Complex	
Receipt, preliminary review	0.5				
Research, analysis, staff report	1.75				
Standard Covenant review	0.5				
Draft bylaw, proof, LTC review	1				
Referral to agencies	0.5				
Bylaw to APC, minutes	3.25				
Public Hearing notice and followup	1.5				
Public Hearing preparation; advert	2				
LTC consider; Referral to EC, MAH	0.25				
Notification to applicants, agencies	0.75				
		2800			
Additional Staff review/Site visit	3				
Prelim. APC review	2				
Bylaw to APC, prepare minutes	2.5				
Standard Covenant review	0.5				
Referral to Min. of Mun. Affairs	0.25				
			3600		
Comprehensive staff review	2				
Additional applicant communications	1				
Covenant negotiation	1.5				
New Zone	1				
Land Title Search	0.25				
				4200	
New Covenant					
Studies/Assessments					
Additional public consultation					
Fee levels	1	\$2,800			
	2		\$3,600		
	3			\$4,200	
Fee assessed					

APPENDIX 5

ISLANDS TRUST					
Zoning Bylaw Amendment					
Work Order					
Application/File No. _____		Column 1	Column 2	Column 3	Date: _____
Criteria	Units	Fee Schedule			Cost
		Basic	Regular	Complex	Recovery
Receipt, preliminary review	0.5				
Research, analysis, staff report	1.75				
Standard Covenant review	0.5				
Draft bylaw, proof, LTC review	1				
Referral to agencies	0.5				
Bylaw to APC, minutes	3.25				
Public Hearing notice and followup	1.5				
Public Hearing preparation; advert	2				
LTC consider; Referral to EC, MAH	0.25				
Notification to applicants, agencies	0.75				
		2800			
Additional Staff review/Site visit	3				
Prelim. APC review	2				
Bylaw to APC, prepare minutes	2.5				
Standard Covenant review	0.5				
Referral to Min. of Mun. Affairs	0.25				
			3600		
Comprehensive staff review	2				
Additional applicant communications	1				
Covenant negotiation	1.5				
New Zone	1				
Land Title Search	0.25				
				4200	
New Covenant					
Studies/Assessments					
Additional public consultation					
Fee levels	1	\$2,800			
	2		\$3,600		
	3			\$4,200	
Fee assessed					

APPENDIX 7

ISLANDS TRUST					
Subdivision Bylaw Amendment					
Work Order					
Application/File No. _____		Column 1	Column 2	Column 3	Date: _____
Criteria	Units	Fee Schedule			Cost Recovery
		Basic	Regular	Complex	
Receipt, preliminary review	0.5				
Research, analysis, staff report	1.75				
Standard Covenant review	0.5				
Draft bylaw, proof, LTC review	1				
Referral to agencies	0.5				
Bylaw to APC, minutes	3.25				
Public Hearing notice and followup	1.5				
Public Hearing preparation; advert	2				
LTC consider; Referral to EC, MAH	0.25				
Notification to applicants, agencies	0.75				
		2800			
Additional Staff review/Site visit	3				
Prelim. APC review	2				
Bylaw to APC, prepare minutes	2.5				
Standard Covenant review	0.5				
Referral to Min. of Mun. Affairs	0.25				
			3600		
Comprehensive staff review	2				
Additional applicant communications	1				
Covenant negotiation	1.5				
New Zone	1				
Land Title Search	0.25				
				4200	
New Covenant					
Studies/Assessments					
Additional public consultation					
Fee levels	1	\$2,800			
	2		\$3,600		
	3			\$4,200	
Fee assessed					

APPENDIX 9

ISLANDS TRUST						
Development Permit Application - Protection Area						
Work Order						
Application/File No. _____					Date: _____	
		Column 1	Column 2	Column 3	Column 4	
Criteria	Units	Fee Schedule				Cost Recovery
		Standard	Basic	Regular	Complex	
Receipt, review	0.25					
Preparation or permit, approval	0.5					
		50				
Receipt, preliminary review	0.5					
Preparation of permit	0.25					
Review with LTC, applicant	0.5					
Prepare final permit; approval	0.5					
			175			
Research and analysis	3					
Discussion w/applicant, LTC, ADP	1.5					
Additional applicant communications	1					
				725		
Comprehensive staff review	1.5					
Additional applicant communications	0.5					
Covenant negotiation	1					
					1025	
New Covenant						
Studies/Assessments						
Additional public consultation						
Fee levels	1	\$50				
	2		\$175			
	3			\$725		
	4				\$1,025	
Fee assessed						

APPENDIX 16

<b>ISLANDS TRUST</b>				
<b>Board of Variance Application</b>				
<b>Work Order</b>				
Application/File No. _____				
		<b>Column 1</b>	<b>Column 2</b>	
<b>Criteria</b>	<b>Units</b>	<b>Fee Schedule</b>		<b>Cost</b>
		<b>Basic</b>	<b>Regular</b>	<b>Recovery</b>
Receipt, preliminary review	1			
Preparation of permit	0.25			
Review with LTC, applicant	1.75			
Prepare final permit; approval	0.5			
		325		
Additional Staff review	2			
Additional applicant communications	1.5			
			650	
New Covenant	2			
Studies/Assessments	1			
Additional public consultation	1.5			
Fee levels	1	\$325		
	2		\$650	
Fee assessed				

APPENDIX 11

ISLANDS TRUST						
Development Permit Application - Commercial, Industrial, Multi-Res. Design						
Work Order						
Application/File No. _____		Column 1	Column 2	Column 3	Column 4	Date: _____
Criteria	Units	Fee Schedule				Cost Recovery
		Standard	Basic	Regular	Complex	
Receipt, review	0.25					
Preparation or permit, approval	0.5					
		50				
Receipt, preliminary review	0.5					
Preparation of permit	0.25					
Review with LTC, applicant	0.5					
Prepare final permit; approval	0.5					
			175			
Research and analysis	4					
Discussion w/applicant, LTC, ADP	2.5					
Additional applicant communications	1					
				1000		
Comprehensive staff review	1.5					
Additional applicant communications	0.5					
Covenant negotiation	1					
					1300	
New Covenant						
Studies/Assessments						
Additional public consultation						
Fee levels	1	\$50				
	2		\$175			
	3			\$1,000		
	4				\$1,300	
Fee assessed						

APPENDIX 13

ISLANDS TRUST				
Development Permit Application w/ Development Variance Permit Application				
Work Order				
Application/File No. _____				
		Column 1	Column 2	
Criteria	Units	Fee Schedule		Cost Recovery
		Basic	Regular	
Receipt, preliminary review	1			
Preparation of permit	0.25			
Review with LTC, applicant	2			
Prepare final permit; approval	0.5			
		375		
Additional Staff review	2			
Additional applicant communications	2			
			700	
New Covenant				
Studies/Assessments				
Additional public consultation				
Fee levels	1	\$375		
	2		\$700	
Fee assessed				

APPENDIX 14

ISLANDS TRUST				
Development Variance Permit Application				
Work Order				
Application/File No. _____		Column 1	Column 2	
Criteria	Units	Fee Schedule		Cost Recovery
		Basic	Regular	
Receipt, preliminary review	1			
Preparation of permit	0.25			
Review with LTC, applicant	1.75			
Prepare final permit; approval	0.5			
		325		
Additional Staff review	2			
Additional applicant communications	1.5			
			650	
New Covenant				
Studies/Assessments				
Additional public consultation				
Fee levels	1	\$325		
	2		\$650	
Fee assessed				

APPENDIX 15

ISLANDS TRUST					
Temporary Commerical Industrial Use Permit Application					
Work Order					
Application/File No. _____		Date: _____			
		Column 1	Column 2	Column 3	
Criteria	Units	Fee Schedule			Cost Recovery
		Basic	Regular	Complex	
Receipt, preliminary review	1				
Preparation of permit	0.25				
Review with LTC, applicant	2.5				
Prepare final permit; approval	0.25				
		425			
Additional Staff review	2.5				
Additional applicant communications	1.25				
			750		
Comprehensive staff review	1.5				
Additional applicant communications	0.5				
Covenant negotiation	1				
				1000	
New Covenant					
Studies/Assessments					
Additional public consultation					
Fee levels	1	\$425			
	2		\$750		
	3			\$1,000	
Fee assessed					