

**DISTRICT OF LANTZVILLE
BYLAW NO. 384**

**A bylaw to amend District of
Lantzville Miscellaneous Fees and Charges
Bylaw No. 26 - 2004**

The Council of the District of Lantzville in open meeting assembled, enacts as follows:

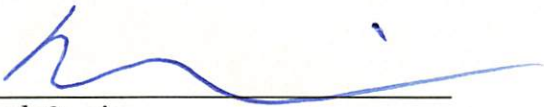
1. District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, is hereby amended as follows:
 - a) By deleting Schedule ‘A’ as adopted and replacing the Schedule with Schedule ‘A’, attached to and forming part of this Amendment Bylaw as Schedule ‘A’.
2. This Bylaw may be cited for all purposes as “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025”.

READ A FIRST TIME this 8th day of January, 2025

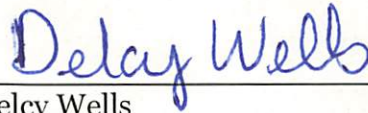
READ A SECOND TIME this 8th day of January, 2025

READ A THIRD TIME this 8th day of January, 2025

ADOPTED this 22nd day of January, 2025



Mark Swain
Mayor



Deley Wells
Director of Corporate Administration



SCHEDULE 'A'
DISTRICT OF LANTZVILLE BYLAW NO. 26 - 2004

1. INTERPRETATION

In this Schedule:

“Affordable Housing” means housing that has a rent or sale [monthly mortgage] price that constitutes no more than 30% of gross annual household income. For the purposes of this bylaw, affordable housing includes subsidized housing, below-market rental housing, and co-operative housing.

“Below-Market Rental Housing” means housing where a covenant with the District of Lantzville requires and ensures that rents are at least ten percent (10%) lower than average rents for dwellings of similar location, with the same number of bedrooms, similar amenities and similar square-footage in private market rental housing, to be verified once applicant receives final inspection approval.

“Complex Building” means:

A) all buildings used for major occupancies classified as:

- i. assembly occupancies;
- ii. care or detention occupancies; or
- iii. high hazard industrial occupancies.

B) all buildings exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as:

- i. residential occupancies;
- ii. business and personal services occupancies;
- iii. mercantile occupancies; or
- iv. medium and low hazard industrial occupancies.

“Co-operative Housing” means a type of housing that residents own and operate as part of a membership.

“Seniors Supportive Housing” means housing that caters towards the needs of seniors and includes assisted living and community care facilities licensed in accordance with the *‘Community Care and Assisted Living Act’*.

“Simple Building” means a building that meets all of the following criteria:

- A) is three storeys or less in building height,
- B) has a combined building area for all attached buildings of up to 600m²,
- C) is used for residential, commercial, or low-to-medium hazard industrial activities.

“Subsidized Housing” means a type of housing for which the provincial government provides financial support or rent assistance.

2. INFORMATION

• General Photocopying (per page)	\$0.30
• Maps	
Civic address – all municipality	\$15.00
Cadastral – all municipality	\$15.00
Contour – all municipality	\$5.00
• Tax certificates	\$35.00
• Tax notice (other than for Homeowner)	\$3.00
• Tax roll	\$50.00
• Affidavit to witness – signature only	\$5.00
• Certification of documents	\$5.00
• Comfort letter (due diligence)	\$100.00
• Official Community Plan Bylaw	\$30.00
• Engineering Standards and Specifications Bylaw	\$40.00

3. ADMINISTRATION

• N.S.F. Cheques (per cheque)	\$25.00
• Mortgage provider property tax refund fee	\$35.00 per folio
• Accounts Receivable Administration Fee - administrative cost recovery charge on invoices (not including GST portion)	5%

4. PUBLIC WORKS

• Driveway Access Permit Fee	\$200.00
• Bonding Against Damage to Highway	\$2,000.00

5. PLANNING

Subdivision:

• Preliminary Subdivision Review (PSR)	\$2,500.00 + \$250.00 per each new additional parcel
• PSR Amendment	\$500.00
• PSR Extension	\$500.00
• Subdivision Approval	\$500.00 + 50.00 per each new additional parcel

Bylaw Amendments:

• Official Community Plan Bylaw Amendment*	\$3,000.00
• Zoning Bylaw Amendment*	\$3,500.00
• Concurrent OCP & Zoning Bylaw Amendment*	\$5,000.00
• Amendment to any other bylaw	\$3,500.00

**\$1,000.00 refunded if bylaw amendment does not proceed to Public Hearing stage.*

Development Permits:	
• Development Permit	\$1,500.00
• Development Permit (Delegated Authority)	\$750.00
• Development Permit Amendment	\$500.00
• Development Permit Extension	\$500.00
Development Variance Permits:	
• Development Variance Permit	\$1,500.00
Board of Variance:	
• Board of Variance Appeal	\$1,000.00
Temporary Use Permits:	
• Temporary Use Permit	\$1,500.00
Agricultural Land Reserve Applications:	
Non-Adhering Residential Use*	\$450.00
Non-Farm Use**	\$750.00
Subdivision**	\$750.00
Soil Use for Placement of Fill or Removal of Soil**	\$750.00
Request to District to Initiate Exclusion***	\$3,000.00

* Additional \$450 fee to be paid directly to the Agricultural Land Commission if District of Lantzville Council approves the application.

** Additional \$750 fee to be paid directly to the Agricultural Land Commission if District of Lantzville Council approves the application.

***If request does not proceed to a public hearing, \$2,000 will be returned to the applicant.

Legal Fees:

- a) Legal Fees will be charged back to the applicant:

Where legal documents are required as part of the processing of an application and it is determined by the Chief Administrative Officer (CAO) to be beyond the capacity of District staff.

Where required under this Schedule 'A' of this bylaw legal fees are to be charged back to an applicant, the applicant must pay the fees prior to the processing of the application being completed.

Consultant Fees:

- b) Consultant Fees will be charged back to the applicant:
- i. Where an applicant wishes a file to be expedited beyond that of the District's

current resources and the District, at its option and in consultation with the applicant, hires a Consultant for this purpose; or

- ii. Where, in the opinion of the CAO, it is prudent to retain a qualified professional for the purpose of responding to information submitted to the District; or
- iii. Where, in the opinion of the CAO, the application requires evaluation by a professional that is not on municipal staff.

The applicant will be required to deposit sufficient funds, where under this Schedule 'A' consultant fees are required to be charged back to an applicant. The applicant must deposit with the District an amount equal to 100 percent of the estimated costs for services provided by the Consultant, prior to further processing of the application. The balance of the fees, if any, based on the actual cost, must be paid prior to the application process being completed.

6. BUILDING PERMITS

Plan Application Fee (all Simple and Complex Buildings): **\$150.00**

Simple Building:

- Duplex \$5,000.00
- House **\$4,000.00**
- House (Manufactured Home) \$1,500.00
- Carriage House (new construction) \$3,500.00
- Carriage House (conversion of existing building) \$3,000.00
- Addition > 50 m² gross floor area \$3,000.00
- Addition ≤ 50 m² gross floor area \$1,500.00
- Secondary Building \$2,000.00
- Structural Alteration \$2,000.00
- Conversion to Secondary Suite \$1,500.00
- Commercial, Industrial, Institutional, or Multi-Unit Buildings (excluding Duplex) that do not meet the definition of Complex Buildings including New \$5,000.00 or 0.6% of the value of construction*, whichever is higher**

Construction, Alterations, or Additions

Complex Building:

- New Construction, Alterations or Additions 0.6% of the value of construction*
**

** Value of construction may be measured using the Marshall & Swift Valuation Service, Statistics Canada Construction Price Indexes, Professional Appraisal, or an estimate made by the Architect or Contractor designing the building.*

***Affordable Housing, including subsidized housing, below-market rental housing, and co-operative housing, and Seniors Care Facilities have a Building Permit cost of 0.25% of the value of construction.*

Additional Inspections, Extensions, and Amendments:

- Additional Inspection (Due to Failed Inspection) \$500.00
- Building Permit Extension \$500.00
- Building Permit Amendment \$250.00

If the Building Permit application is cancelled prior to the written request for the first inspection, the fee will be refunded, less \$500 which will be retained by the Municipality.

7. **OTHER SERVICES**

- Discharge of Notice of Bylaw Contravention Title Registration \$500
- Huddlestone Park Booking Fee \$20.00/booking
- Memorial Park Bench Installation \$2,500.00/bench
- Memorial Tree Installation with plaque (tree provided by donor) \$300.00/tree installed
- Paid Fire Department Callout \$400.00/hr per fire engine
- Special or Custom Work or Service:
For any custom work or service not specified in another District bylaw, the District may impose an additional fee equal to the costs incurred by the District to provide that work or service, plus an additional charge of 18% thereof. Labour costs for District Staff time would be charged at the following rates:
Managerial Staff \$60.00 per hour
Public Works Employees \$33.00 per hour
Administrative Staff \$31.00 per hour

8. LATE PENALTIES

Late payment penalties must be added to all fees that remain unpaid after their due dates as follows:

- a) ten (10) percent on unpaid water, sewer, garbage, food waste, and recyclables fees,
- b) one percent per month, compounded simply, on all other fees.

Despite the foregoing, the ten (10) percent penalty shall not be imposed under paragraph (a) of this Section on unpaid water, sewer, garbage, food waste, and recyclables fees for the first two quarterly billing periods in the calendar year 2020, being those from January 1, 2020 to March 31, 2020, and from April 1, 2020 through June 30, 2020.

9. APPLICATION OF PAYMENTS RECEIVED

Payments received will be applied to the oldest outstanding account balances first.

10. TAXES

Except where noted, all fees in this bylaw exclude provincial and federal taxes, which will be charged as applicable.

11. SEVERABILITY

If any provision of this bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the bylaw left valid and enforceable