

## Schedule 'A' to Bylaw No. 266

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

#### 1. 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

#### 2. ADMINISTRATION

• N.S.F. Cheques (per cheque)	\$25.00
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#### 3. PUBLIC WORKS

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

#### 4. PLANNING

##### **Subdivision:**

• Preliminary Subdivision Review (PSR)	\$1,000.00 + \$200.00 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*	\$3,000.00
• Concurrent OCP & Zoning Bylaw Amendment*	\$5,000.00
• Amendment to any other bylaw	\$1,500.00

**\*\$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) \$500.00
- Development Permit Amendment \$500.00
- Development Permit Extension \$500.00

**Development Variance Permits:**

- Development Variance Permit \$1,000.00

**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.

**5. BUILDING PERMITS**

**Standard Building:**

- Duplex \$5,000.00
- House \$3,500.00
- House (Manufactured Home) \$1,500.00
- Carriage House (new construction) \$3,500.00
- Carriage House (conversion of existing building) \$3,000.00
- Addition > 50 m<sup>2</sup> gross floor area \$3,000.00
- Addition ≤ 50 m<sup>2</sup> gross floor area \$1,500.00
- Secondary Building \$2,000.00
- Structural Alteration \$2,000.00
- Conversion to Secondary Suite \$1,500.00

**Complex Building:**

- New Construction or Addition \$2,000.00
- Structural Alteration or Tenant Improvement \$1,000.00

**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.”**

**6. OTHER SERVICES**

Effective Date: March 23, 2022

- 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

**7. 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.

**8. APPLICATION OF PAYMENTS RECEIVED**

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