

THE CITY OF SPRUCE GROVE

BYLAW C-1124-20

DEVELOPMENT FEES AND FINES

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26, a municipality may establish fees for licenses, permits and approvals, including fees for licenses, permits and approvals that may be in nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26, a municipality may establish fines and penalties for Land Use Bylaw offences;

AND WHEREAS, the City of Spruce Grove wishes to update its fees related to development processes and establish fines and penalties for Land Use Bylaw offences;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called “the Development Fees and Fines Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26, as amended.

2.2 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.3 “Director of Engineering” means the City’s Director of Engineering or designate.

2.4 “Director of Planning and Development” means the City’s Director of Planning and Development or designate.

2.5 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.

3. OPERATIVE CLAUSES

3.1 That Bylaw C-1124-20 be adopted, which establishes the fees and fines in Schedules A through N.

4. SEVERABILITY

4.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

5. EFFECTIVE DATE

5.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

6. REPEAL OF BYLAW C-1046-18

6.1 Bylaw C-1046-18 is hereby repealed.

First Reading Carried 17 August 2020

Second Reading Carried 17 August 2020

Third Reading Carried 19 July 2021

Date Signed 22 July 2021

Mayor

City Clerk

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1124-20

SCHEDULE A: STATUTORY PLANS, DESIGN REPORTS AND BYLAWS

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
1.1 Municipal Development Plan		
Amendment	\$3,750	\$3,750
1.2 Area Structure and Redevelopment Plans		
New application	\$5,000+\$50 per gross hectare	\$6,500+\$200 per gross hectare
Amendment (major)	5,000+\$50 per gross hectare	\$6,500+\$200 per gross hectare
Amendment (minor)	3,000+\$50 per gross hectare	\$3,900
<i>The Director of Planning and Development shall determine if applications are considered major or minor in scope.</i>		
1.3 Land Use Bylaw		
Redistricting	\$2,575	\$3,350
Text amendment (major)	\$3,750	\$4,875
Text amendment (minor)	\$2,575	\$3,350
Direct control (new or amendment)	\$3,750	\$4,875
<i>Where a text amendment includes more than one new district, the major text amendment charge will apply to each new district.</i>		
<i>The Director of Planning & Development shall determine if applications are considered major or minor in scope.</i>		
1.4 Other bylaws		
Road closure	\$1,800	\$2,350

1.5 Revisions

Milestones

Substantial changes prior to circulation	30%	30%
Substantial changes after circulation but prior to 1st reading	30%	75%
Substantial changes after Public Hearing notification	50%	85%

These fees apply to application changes initiated by the applicant for Statutory Plans and Planning Bylaws.

Changes required by Administration or Council will not require additional charges.

Determination of when additional charges shall be applied shall be made by the Director of Planning & Development.

Percentages are calculated based on the original application fee.

1.6 Refunds

Application received, review not started	Full refund	Full refund
Review started	50% refund	50% refund
First reading passed	No refund	No refund

1.7 Additional Fees

Process Guidance

Pre-Application meeting	No charge	No charge
Pre-Application plans review		\$105/hour + GST, min two (2) hrs

Referral/Third party fees

Edmonton Metropolitan Region Board	\$500	\$500
Third party review of technical report		\$500 + third party consultant cost

Advertising Costs

1/4 page	\$345 + GST (per publication or week) per publication	\$345 + GST (per publication or week) per publication
1/2 page	\$490 + GST (per publication or week) per publication	\$490 + GST (per publication or week) per publication
Colour advertisement (added to applicable advertisement fee)	\$103 + GST (per publication or week) per publication	\$103 + GST (per publication or week) per publication

Two (2) advertisement publications are required per application.

File maintenance

One year from receipt of application, no first reading		\$1,000
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SCHEDULE B: LAND DEVELOPMENT

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
2.1 Development Agreements		
New Application - standard	\$10,000 + \$10,000 inspection fee + GST	\$5,000 + GST
New Application - single lot or minor	\$5,000 + \$5,000 inspection fee + GST	\$3,000 + GST
Amendment	\$1,500 + GST	\$1,950 + GST
Deferred		\$2,000 + GST
Assignment of Development Agreement		\$500 + GST
Inspection fee (per inspection)	\$10,000 or \$5,000 + GST	\$2,500 + GST
Re-inspection fee	\$500 + GST	\$500 + GST

The Director of Engineering shall determine if applications are considered standard, minor or single lot.

2.2 Residential Subdivisions

Single detached, semi-detached, duplex, row housing - street oriented

New application	\$525 base + \$250 per lot	\$700 base + \$250 per lot
Endorsement	\$285 per lot	\$285 per lot

Multi-unit development project (row housing development, row housing - stacked, multi-unit dwelling)

New application	\$525 base + \$1,000 per lot	\$700 base + \$775 per lot
Endorsement	\$1,030 per lot	\$1,030 per lot

Lot means fee simple lot or bareland condominium unit

Residential subdivision may consist of lots with a planned use of single-detached, semi-detached, duplex, row housing or multi-unit developments.

2.3 Non-residential Subdivisions

New application	\$525 base + \$1,000 per lot	\$700 base + \$775 per lot
Endorsement	\$1,030 per lot	\$1,030 per lot

Lot means fee simple lot or bareland condominium unit.

Non-residential subdivisions may consist of lots with a planned use of commercial, industrial, institutional or mixed use.

2.4 Traditional condominium

Endorsement	\$40 per unit	\$40 per unit
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2.5 Revisions - Development Agreement

Redline drawing review		\$500 + GST
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Revisions are changes to an application that is currently being processed.

2.6 Revisions - Residential Subdivision

Single Detached, Semi-detached, duplex, row housing - street-oriented milestones

Prior to circulation		15% + \$250 for each additional lot
After circulation	\$150 + 50% application fee	75% + \$250 for each additional lot
Decision made		New application required

Multi-unit development project milestones (row housing development, row housing - stacked, multi-unit dwelling)

Prior to circulation		15% + \$775 for each additional lot
After circulation	\$150 + 50% application fee	75% + \$775 for each additional lot
Decision made		New application required

Revisions are changes to an application that is currently being processed.

Percentages are calculated based on the base fee of the original application fee.

2.7 Revisions - Non-residential Subdivision

Prior to circulation		15% + \$775 for each additional lot
After circulation	\$150 + 50% application fee	75% + \$775 for each additional lot
Decision made		New application required

*Revisions are changes to an application that is currently being processed.
Percentages are calculated based on the base fee of the original application fee.*

2.8 Refunds - Development Agreements

Milestone

Application received, review not started		Full refund
Drawing review started		50% refund
Development Agreement draft started		No refund

Percentages are calculated based on the original application fee.

2.9 Refunds - Subdivisions

Milestone

Application received, review not started		Full refund
Review started		50% refund
Decision made		No refund

*Applications cancelled by request within 30 days of the application date may be subject to a refund based on the status of the individual item.
Percentages are calculated based on the original application fee.*

2.10 Appeals

Appeal of Subdivision to Subdivision & Development Appeal Board	\$275	\$425
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2.11 Additional Fees

Process Guidance

Pre-Application meeting		No charge
Pre-Application plans review	\$105 per hour + GST, minimum 2 hours	

Extensions

Extension to Development Agreement	\$500 + GST	\$500 + GST
Extension to conditional subdivision approval	\$500 + GST	\$500 + GST
Extension to subdivision endorsement period	\$500 + GST	\$500 + GST

Referral/Third Party Fees

Legal Review of Development Agreement		Third party consultant cost
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Registrations

Postponement/discharge of caveat document execution	\$75 + GST	\$75 + GST
Postponement/discharge of caveat execution requiring solicitor review	\$175 + GST	\$175 + GST
Amending agreements, Utility Rights-of-Way, Easements, Encroachments, Licence to Occupy	\$250/\$150 + GST	\$350 + GST

Other

Street Name Change	\$425 + GST	\$425 + GST
Address Change (per address)	\$275 + GST	\$275 + GST

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CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1124-20

SCHEDULE C: DEVELOPMENT PERMITS

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
3.1 Residential Development		
<i>New construction</i>		
Single detached, semi-detached, duplex, row housing	\$205 per unit	\$205 per unit
Multi-unit development project on a single lot	\$300 + \$100 per unit	\$300 + \$100 per unit
Show home	\$205 per unit + notification	\$205 per unit + notification
Show home (unregistered lot)	\$375 per unit + notification	\$375 per unit + notification
Manufactured home	\$205 per unit	\$205 per unit
Manufactured home park, campground development	\$300 + \$100 per unit	\$300 + \$100 per unit
<i>Demolition</i>		
Demolition	\$100/\$200	\$100
<i>Use/Change of Use</i>		
Discretionary use (secondary suite, show home, home occupation, garden suite, garage suite, etc)	\$175 + notification	\$180 + notification
Show home conversion to residential occupancy	\$205/\$375	\$80 per unit
<i>Variances</i>		
Variance (separate from approval)	\$155 + notification fee	\$155 + notification fee
Variance (processed with associated development permit)	\$80 + notification fee	\$80 + notification fee

Additions/Alterations/Accessory Structures

Addition/Alternation/Accessory structure	\$80	\$80
Fence and linear structure	\$80	\$110
Buildings Accessory to the use of the Manufactured Home within the Manufactured Home Court district	\$80	\$80
Buildings Accessory to the use of the Manufactured Home Court and Campground	\$260 + \$1.30 per square meter + notification fee	\$260 + \$1.30 per square meter + notification fee

3.2 Non-residential Development

New Construction

New construction	\$260 + \$1.30 per square meter	\$260 + \$1.30 per square meter
New cannabis sales or cannabis production facility	\$760 + \$1.30 per square meter	\$760 + \$1.30 per square meter

Demolition

Demolition	\$200	\$200
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Use/Change of Use

Change of occupancy or use	\$257.50	\$257.50
Change of occupancy or use - Cannabis sales or production facility	\$757.50	\$757.50
Temporary use		
Up to sixty (60) days	\$150	\$150
Up to six (6) months	\$200	\$200
Up to twelve (12) months	\$275	\$275

Variances

Variance (separate from approval)	\$155/\$260	\$260 + notification
Variance (processed with associated development permit)	\$80/\$130	\$130 + notification

Additions/Alterations/Accessory Structures

Accessory structure	\$260 + \$1.30 per square meter + notification fee	\$260 + \$1.30 per square meter + notification fee
Addition/Alteration	\$260 + \$1.30 per square meter	\$260 + \$1.30 per square meter
Fence and linear structure	\$260	\$260

3.3 Signs

Permanent (includes digital)	\$160/\$200	\$160
Temporary	\$30/30 days for the first 90 days and \$15/30 days thereafter	\$30/30 days for the first 90 days and \$15/30 days thereafter
Billboard	\$200 + notification fee	\$160 + notification fee
Balloon	\$125	\$30/30 days for the first 90 days and \$15/30 days thereafter + notification fee

3.4 Soil Processing

Excavation and topsoil stripping (not including processing)	\$300	\$500 + notification fee
Topsoil stripping with onsite processing	\$400	\$600 + notification fee

3.5 Revisions

Milestones

Review underway, no decision made	50% of application fee	50% of application fee
Decision made	New application or 50% of original application fee	New application or 50% of original application fee

Revisions are changes to an application that is currently being processed.

When a request is made, the Development Officer will review the resubmission and determine the required fees.

3.6 Refunds

Payment received, but application not reviewed	70% refund	70% refund
Under review, but not issued	50% refund	50% refund
Decision made	No refund	No refund

When a request is made, the Development Officer will review the resubmission and determine the required fees.

3.7 Appeals to Subdivision & Development Appeal Board

Development permit or application completion decision	\$130	\$200
Stop Order	\$275	\$425

3.8 Additional Fees

Process Guidance

Pre-Application Meeting		No charge
Pre-Application Plans Review		\$105 per hour + GST, minimum of 2 hours

Extensions

Extension of development permit approval	50% of original application fee	50% of original application fee
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Other

Notification fee	\$80/\$130 + GST	\$95 + GST
Show Home Agreement	\$1,000 + GST	\$1,000 + GST
Telecommunication Tower Review	\$2,500 + GST	\$2,500 + GST
Cash-in-lieu of Parking (per requested parking stall as per Land Use Bylaw)	\$20,000 + GST	\$20,000 + GST

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CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1124-20

SCHEDULE D: CONSTRUCTION - BUILDING PERMITS

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
4.1 Residential - New Construction		
New building (1-4 units)	\$5.90 per square meter for all floors above grade, including attached garage	\$7.08 per square meter for all floors above grade, including attached garage
New building (5 or more units)	\$7.90 per \$1,000 of construction value	\$9.48 per \$1,000 construction value
Basement Development	\$2.95 per square meter	\$3.54 per square meter
Secondary Suite	\$200	\$4.00 per square meter
Manufactured home including relocation	\$103	\$200 per unit
4.2 Residential - Additions/Alterations/Accessory Structure		
Renovation, addition, manufactured home addition	\$5.90 per square meter for all floors	\$7.08 per square meter for all floors
Accessory building or detached garage	\$4.50 per square meter, minimum \$125	\$5.40 per square meter, minimum \$200
Deck or similar minor accessory structure, hot tub, fireplace	\$103	\$200
4.3 Non-Residential - New Construction		
New building	\$7.90 per \$1,000 of construction value	\$9.48 per \$1,000 of construction value
Foundation only	25% of building permit fee due	25% of building permit fee due
<i>Non-residential construction includes commercial, industrial, institutional, and mixed use projects</i>		
4.4 Non-Residential - Additions/Alterations/Accessory Structures		
Addition, renovation, accessory building/structure	\$7.90 per \$1,000 of construction value	\$9.48 per \$1,000 of construction value

Non-residential construction includes commercial, industrial, institutional, and mixed use projects

4.5 Construction Water & Connection

Construction water	10% of building permit fee per unit	10% of building permit fee per unit
Water & Sewer Connection	\$150 per unit	\$150 per unit
Water Meter Fee	Per installed meter, based upon cost set by City of Spruce Grove	Per installed meter, based upon cost set by City of Spruce Grove

4.6 Demolition

Demolition	\$155	\$200
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4.7 Revisions

Revision following issuance		\$200
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Revisions are changes to an application that is currently being processed.

4.8 Refunds

Milestones

Payment received, but application not reviewed	70% refund	70% refund
Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.

Percentages are calculated based on the original application fee.

4.9 Additional Fees

Construction without permits

Failure to secure required Safety Codes permits prior to the start of construction	All fees are doubled	All fees are doubled
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Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy	Levies as established by the Safety Codes Council	Levies as established by the Safety Codes Council
Fire Inspection surcharge	10% of Building permit fee	10% of Building permit fee

Process Guidance

Pre-Application Plans Review

\$105 per building + GST,
minimum of two (2) hours

Alternate Solutions

Review of alternative solution
proposal

\$105 per hour + GST,
minimum of two (2) hours

\$105 per hour + GST,
minimum of two (2) hours

Re-Inspections

Re-inspection fee (at the discretion
of the Safety Codes Officer)

\$115

\$200

Extensions

Extension

50%, minimum \$103

50%, minimum \$65

Other

Minimum Building Permit Fee

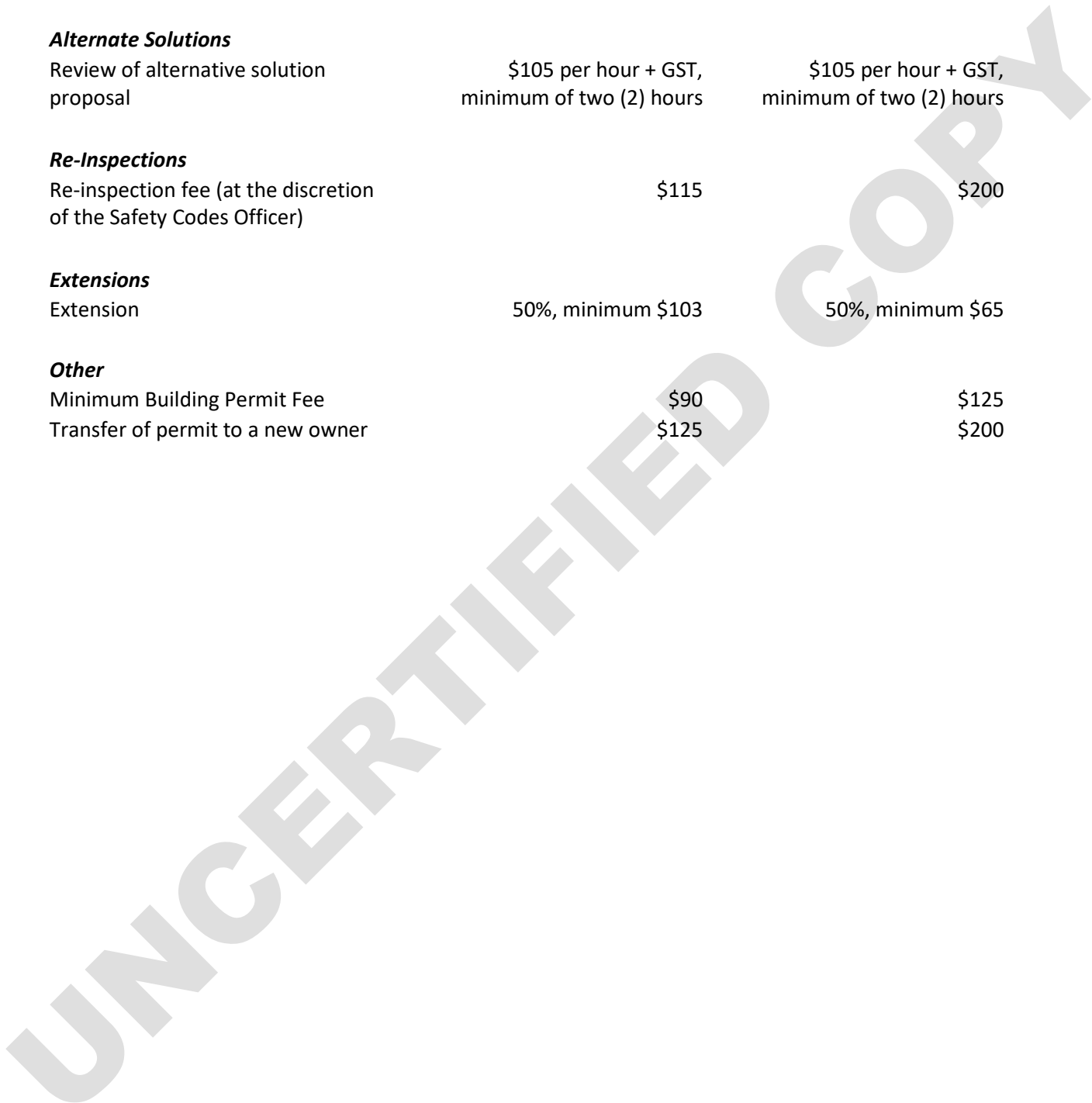
\$90

\$125

Transfer of permit to a new owner

\$125

\$200



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SCHEDULE E: CONSTRUCTION - ELECTRICAL

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>

5.1 Residential - New Construction

New construction (1-4 units)

0 to 232.2 square meters	\$200 per unit	\$200 per unit
Greater than 232.2 square meters	\$275 per unit	\$275 per unit

Calculations are based on floor area of each unit including attached garage.

New construction (5 or more units)

\$2,000 or less installation cost	\$105	\$125
\$2,000.01 to \$5,000 installation cost	\$103 + \$0.0206 per \$1.00 installation cost	\$125 + \$0.0206 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$206 + \$0.01545 per \$1.00 installation cost	\$228 + \$0.01545 per \$1.00 installation cost
\$10,000.01 to \$50,000 installation cost	\$283 + \$0.005665 per \$1.00 installation cost	\$305.25 + \$0.005665 per \$1.00 installation cost
\$50,000.01 to \$200,000 installation cost	\$510 + \$0.00515 per \$1.00 installation cost	\$531.85 + \$0.00515 per \$1.00 installation cost
\$200,000.01 and above installation cost	\$1,282 + \$0.00309 per \$1.00 installation cost above	\$1,304.25 + \$0.00309 per \$1.00 installation cost

Fees are calculated based on the installation cost per unit.

Existing

The same calculation as for New Construction (5 or more units) applies

Basement Development

Basement Development wiring	\$95	\$125
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Single outlet

Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet (including hot tubs)	\$85	\$125
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5.2 Non-Residential

\$2,000 or less installation cost	105	\$125
\$2,000.01 to \$5,000 installation cost	\$103 + \$0.0206 per \$1.00 installation cost	\$125 + \$0.0206 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$206 + \$0.01545 per \$1.00 installation cost	\$228 + \$0.01545 per \$1.00 installation cost
\$10,000.01 to \$50,000 installation cost	\$283 + \$0.005665 per \$1.00 installation cost	\$305.25 + \$0.005665 per \$1.00 installation cost
\$50,000.01 to \$200,000 installation cost	\$510 + \$0.00515 per \$1.00 installation cost	\$531.85 + \$0.00515 per \$1.00 installation cost
\$200,000.01 and above installation cost	\$1,282 + \$0.00309 per \$1.00 installation cost	\$1,304.25 + \$0.00309 per \$1.00 installation cost

Fees are calculated based on the installation cost per unit

Underground/Service Connection

Underground installation	\$85	\$100
Service connection	\$85	\$100

5.3 Revisions

Revision following issuance		\$200
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Revisions are changes to an application that is currently being processed.

5.4 Refunds

Milestones

Payment received, but application not reviewed	70% refund	70% refund
Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.

Percentages are calculated based on the original application fee.

5.5 Additional Fees

Construction without permits

Failure to secure required Safety Codes permits prior to the start of construction

All fees are doubled

All fees are doubled

Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy

Levies as established by the Safety Codes Council

Levies as established by the Safety Codes Council

Process Guidance

Pre-Application Plans Review

\$105 per building + GST, minimum of two (2) hours

Alternate Solutions

Review of alternative solution proposal

\$105 per hour, minimum of two (2) hours

\$105 per hour + GST, minimum of two (2) hours

Re-Inspections

Re-inspection fee (at the discretion of the SCO)

\$115

\$200

Extensions

Extension

50%, minimum \$103

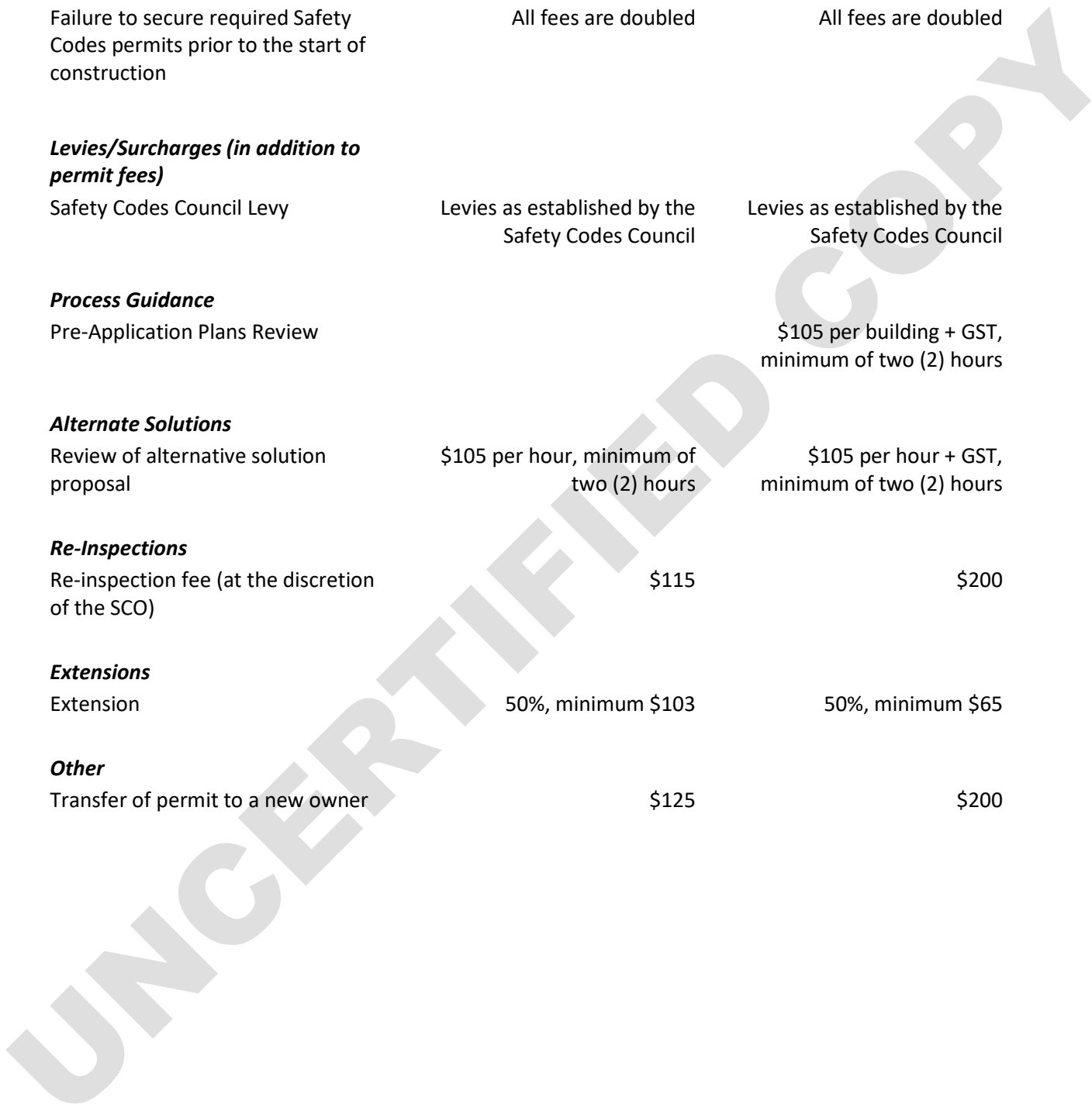
50%, minimum \$65

Other

Transfer of permit to a new owner

\$125

\$200



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SCHEDULE F: CONSTRUCTION - PLUMBING AND GAS

	2021 <i>(effective January 1, 2021)</i>	2022 <i>(effective January 1, 2022)</i>
6.1 Plumbing - Multiple fixture		
Up to five (5) fixtures per unit	\$100	\$125
More than five (5) fixtures per unit	\$100 + \$5.90 per fixture	\$175
More than ten (10) fixtures (non-residential only)		\$225
6.2 Plumbing - Single fixture		
New appliance, appliance replacement or similar retrofitting involving one fixture	\$85	\$100
6.3 Gas - Residential		
Up to three (3) outlets per unit	\$105	\$125
More than three (3) outlets	\$105 + \$18 per outlet	\$150
New appliance, appliance replacement or similar retrofitting involving one outlet	\$90	\$100
6.4 Gas - Non-Residential		
Up to 200,000 BTU	\$0.00103 per BTU, minimum \$92.70	\$0.00103 per BTU, minimum \$125
200,001 to 400,000 BTU	\$154.50 + \$0.000412 per BTU over 200,000	\$206 + \$0.000412 per BTU over 200,000
400,001 to 1,000,000 BTU	\$195.70 + \$0.0001545 per BTU over 400,000	\$288.40 + \$0.0001545 per BTU over 400,000
Over 1,000,000 BTU	\$311.58 + \$0.0001545 per BTU over 1,000,000	\$381.10 + \$0.0001545 per BTU over 1,000,000
6.5 Gas - Temporary Installations		
Temporary propane/natural gas construction heater (includes tank set)	\$95	\$100

6.6 Refill Centre

Refill centre (propane)	\$283.25	\$285
Propane Tank (new or replacement)	\$95	\$100
Service line from tank to building		No charge
Vaporizer		No charge

6.7 Revisions

Revision following issuance		\$200
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Revisions are changes to an application that is currently being processed.

6.8 Refunds

Milestones

Payment received, but application not reviewed	70% refund	70% refund
Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.

Percentages are calculated based on the original application fee.

6.9 Additional Fees

Construction without permits

Failure to secure required Safety Codes permits prior to the start of construction	All fees are doubled	All fees are doubled
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Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy	Levies as established by the Safety Codes Council	Levies as established by the Safety Codes Council
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Process Guidance

Pre-Application Plans Review		\$105 per building + GST, minimum of two (2) hours
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Alternate Solutions

Review of alternative solution proposal	\$105 per hour, minimum of two (2) hours	\$105 per hour + GST, minimum of two (2) hours
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Re-Inspections

Re-inspection fee (at the discretion of the Safety Codes Inspector)	\$115	\$200
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Extensions

Extension	50%, minimum \$103	50%, minimum \$65
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Other

Transfer of permit to a new owner	\$125	\$200
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SCHEDULE G: CONSTRUCTION - LOT GRADING

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
7.1 New Residential		
<i>Single-detached, semi-detached, duplex, row housing</i>		
New Application	\$165	\$165
Performance Damage Agreement Deposit	\$2,500	\$2,500
<i>Multi-unit development on a single lot</i>		
New Application	\$200 per ha + \$50 per unit	\$250 per ha + \$50 per unit
Performance Damage Agreement Deposit	\$5,000	\$5,000
7.2 New Non-Residential		
New Application	\$200 per ha	\$300 per ha, minimum \$300
Performance Damage Agreement Deposit	\$5,000	\$5,000
<i>Non-Residential lots include commercial, industrial, institutional and mixed use</i>		
7.3 Revisions		
Revision following issuance		\$200

Revisions are changes to an application that is currently being processed.

7.4 Refunds

Milestones

Payment received, but application not reviewed	100% refund	70% refund
Permit issued, no work has started	No refund	35% refund
Work started, inspection has occurred or permit has expired (with or without inspections)	No refund	No refund

Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.

Percentages are calculated based on the original application fee.

7.5 Additional Fees

Re-Inspections

Re-inspection fee (Single-detached, semi-detached, duplex, row housing)	Same as application fee + GST	Same as application fee + GST
Re-inspection fee (Multi-unit development on a single lot)	\$200 + GST	\$300 + GST
Re-inspection fee (Non-residential)	\$200 + GST	\$300 + GST

Extensions

Extension	50%, minimum \$103	50%, minimum \$65
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SCHEDULE H: INFRASTRUCTURE USE

	2021	2022
	<i>(Effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
8.1 Infrastructure Construction Approval Permits (ICAP)		
ICAP - Single Use Fee		\$50
ICAP - Annual Fee		\$100
8.2 Storage and Waste Containers		
New Application		\$25 + GST
8.3 Revisions		
Applications of these types cannot be revised		
8.4 Refunds		
Applications of these types are non-refundable		

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SCHEDULE I: BUSINESS LICENCES

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
9.1 Resident Businesses		
Annual fee	\$260	\$260
Change of location	\$260	\$260
<i>Resident businesses are subject to a one-time business licence fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in the City's Business Licence Bylaw.</i>		
9.2 Non-resident Businesses		
Annual fee	\$425	\$425
Annual fee (after September 1)	\$212.50	\$212.50
9.3 Temporary Businesses and Vendors		
Up to five (5) days	\$55	\$55
9.4 Charitable/Non-profit Organizations		
Annual fee	No charge with proof of non-profit status	No charge with proof of non-profit status
9.5 Revisions		
Applications of these types cannot be revised		
9.6 Refunds		
<i>Milestones</i>		
Payment received but application not reviewed	Full refund	Full refund
9.7 Appeals		
Business Licence decision	\$130	\$130

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SCHEDULE J: COMPLIANCE REQUESTS AND FILE REVIEWS

	2021	2022
	<i>(effective January 1, 2021)</i>	<i>(effective January 1, 2022)</i>
10.1 Residential Compliance		
Three (3) day processing	\$210 + GST	\$300 + GST
Ten (10) day processing	\$130 + GST	\$150 + GST
10.2 Non-Residential Compliance		
Three (3) day processing	\$210 + GST	\$500 + GST
Ten (10) day processing	\$130 + GST	\$250 + GST
10.3 File Review & Zoning Verification Letter		
File review (includes searches for environmental assessments, safety codes history, etc)	\$105 per hour + GST, minimum two (2) hours	\$105 per hour + GST, minimum two (2) hours
Zoning Verification Letter	\$105 + GST	\$105 + GST
10.4 Revisions		
Applications of these types cannot be revised		
10.5 Refunds		
The refund amount will be evaluated by the Director of Planning & Development based on the work that was already completed when the City was made aware of the cancellation request by the applicant		
10.6 Additional Fees		
Re-stamp for any Compliance request	50% of the applicable fee + GST	50% of the applicable fee + GST

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**SCHEDULE K: PENALTIES & FINES - DEVELOPMENT PERMIT AND LAND
USE BYLAW VIOLATIONS**

Offence	Relevant Section of the Land Use Bylaw (C-824-12)	Fine Amount	
		First Offence	Subsequent Offence
Development without a Development Permit (excluding Signs)	24(1)(b)	\$500.00	\$750.00
Sign without a Development Permit where a Development Permit is required	24(1)(b)	\$200.00	\$400.00
Development in contravention of a Development Permit (excluding Signs)	24(1)(c)	\$500.00	\$750.00
Sign erected that does not comply with Part 10	24(1)(a)	\$200.00	\$400.00
Development in contravention of a Subdivision Approval	24(1)(c)	\$500.00	\$750.00
Continuing Development after a Development Permit has been suspended or cancelled	24(1)(a)	\$500.00	\$750.00
Development or Use prohibited or restricted in any district	24(1)(a)	\$500.00	\$750.00
Nuisance on the land	24(1)(a)	\$250.00	\$500.00
Sign in an abandoned state or disrepair	24(1)(a)	\$200.00	\$400.00

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SCHEDULE L: PENALTIES & FINES - BUILDING PERMIT VIOLATIONS

Offence	Fine Amount		
	First Offence	Second Offence	Third Offence
Occupying prior to issuance of Occupancy Certificate	\$510	\$1020	\$3060
Verification of Compliance submission violations	\$510	\$1020	\$3060 + privileges revoked

UNCERTIFIED

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SCHEDULE M: PENALTIES & FINES - BUSINESS LICENCE VIOLATIONS

Offence	Relevant Section of the Business Licence Bylaw (C-975-16)	Penalty Amount	
		First Offence	Subsequent Offence
Commencing business operations without a valid Business Licence	16.1	\$500.00	\$1000.00
Failure to display a valid Business Licence	16.1	\$50.00	\$250.00
Continuing business activity after the Business Licence has been suspended or cancelled	16.1	\$500.00	\$1000.00

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SCHEDULE N: PENALTIES & FINES - CONSTRUCTION SITE CLEANLINESS VIOLATIONS

Offence	Relevant Section of the Construction Site Cleanliness Bylaw (C-976-16)	Fine Amount		
		First Offence	Second Offence	Third Offence
Improper storage of construction material and/or equipment	4.3	\$250.00	\$1,000.00	\$5,000.00
Improper storage/removal of garbage	4.3	\$250.00	\$1,000.00	\$5,000.00
Litter	4.3	\$250.00	\$1,000.00	\$5,000.00
Drainage onto adjacent lots	4.3	\$250.00	\$1,000.00	\$5,000.00
Interference with off-site drainage	4.3	\$250.00	\$1,000.00	\$5,000.00
Improper storage and/or disposal of hazardous material	4.3	\$1,000.00	\$5,000.00	\$5,000.00
Hazardous excavation, drain, ditch or depression	4.3	\$1,000.00	\$5,000.00	\$5,000.00
Disposal of hazardous or other material into the storm sewer and/or sanitary sewer system	4.3	\$1,000.00	\$5,000.00	\$5,000.00