
Planning and Development Fee Policy

Policy Number: PD220/2011

Approval Date: November 8, 2011

Supersedes Policy: Planning and Development Fee Policy / PD28/2011

SECTION A

1.0 Policy Purpose

1.1 The purpose of this policy is:

1.1.1 To establish the philosophy and criteria for management to develop and implement a fee structure for the provision of planning and development services to the Public.

1.1.2 To assign the authority to Council to annually review and revise the fee structure in accordance with the philosophy and criteria approved within this policy.

2.0 Definitions

2.1 **“CAO”** means the Chief Administrative Officer for the Town of Morinville as appointed by Council.

2.2 **“Community Organization”** referred to within this policy includes non-profit, not-for-profit and/or social-service related organizations.

2.3 **“Planning and development services”** referred to within this policy includes, but is not limited to, the following:

2.3.1 Providing copies of various documents or documentation.

2.3.2 Development permits.

2.3.3 Compliance certificates.

- 2.3.4 Applications for variance and discretionary use.
- 2.3.5 Applications to amend plans and/or by-laws
- 2.3.6 Subdivision application and processing fees.
- 2.3.7 Damage deposit fees.
- 2.3.8 All Safety Codes permits, including building, electrical, plumbing, gas, underground electrical, and water/sewer permits.
- 2.3.9 CI Fees – fees paid to the contracted safety codes inspection service provider.

3.0 Policy Statements

- 3.1 Fees and charges for planning and development services will be targeted to achieve 100% cost recovery of the annual budgeted operating expenditures of the planning and development department, not including capital expenditures over \$5,000.
- 3.2 Fees and charges for planning and development services will be reviewed annually and revised as needed with the following taken into consideration:
 - 3.2.1 General local market conditions including volume of demand for services.
 - 3.2.2 Competitive market conditions considering comparatives from surrounding local governments.
 - 3.2.3 To ensure that there is value for service, evaluate the qualitative and/or quantitative relationship between the fees and the services provided.
- 3.3 As a penalty, failure to obtain approval of development permits and safety codes permits prior to commencement of work will result in the regular fees identified in Schedule “A” being doubled.

4.0 IMPLEMENTATION:

- 4.1 The fees and charges for planning and development services are as contained in Schedule “A” attached hereto.

- 4.2 The authority to develop, implement and revise fees in Schedule “A” in accordance with this Policy is hereby granted to Council.
- 4.3 On an annual basis as part of the municipal budgeting process, Council will review and revise the fees in Schedule “A” as they deem necessary.
- 4.4 Notwithstanding article 4.2, authority to issue a refund of the advertising fee for an unsuccessful application is granted to the CAO or designate.
- 4.5 Notwithstanding article 4.2, authority to refund or waive penalties pursuant to article 3.3 is hereby granted to the CAO or designate if it is found the penalties were charged in error or it is determined that the Town bears some responsibility for the failure to obtain the approvals or permits prior to commencement of work.
- 4.6 At any time Council may consider requests from a Community Organization to waive or reduce the fees established in Schedule “A”.
- 4.7 Subsequent to Council approval of this Policy, at least 30 days notice will be provided prior to the effective date.
- 4.8 That portion of the Town of Morinville Policy 31/2008 titled PLANNING AND DEVELOPMENT FEE POLICY is herewith rescinded as of the effective date.
- 4.9 Effective Date: this policy will take effect January 1st, 2012 provided proper notice has been issued pursuant to article 4.7.

5.0 Annual Review

Commencing 2012, this policy shall be reviewed annually no later than the end of November in conjunction with the annual budget process.

SECTION B

1.0 Reference to other Policy and Legislation
Policy 31/2008

2.0 Persons Affected
Planning and Development Department

3.0 Review/Revision History and Author
PD28/2011 (rescinded November 8, 2011)
31/2088 (rescinded February 22, 2011)

TOWN OF MORINVILLE

R. Lloyd Bertschi
Mayor

Debbie Oyarzun
Interim Chief Administrative Officer

Schedule “A”

Pursuant to Policy PD28/2011, the following fees and charges have been set by management for the provision of planning, subdivision, development and Safety Codes services to the public:

- **AS A PENALTY, FAILURE TO OBTAIN APPROVAL OF DEVELOPMENT PERMITS, BUILDING PERMITS, ELECTRICAL PERMITS, PLUMBING PERMITS AND/OR GAS PERMITS PRIOR TO COMMENCEMENT OF WORK WILL RESULT IN DOUBLE PERMIT FEES.**
- **'Safety Codes Council' levy added to each permit (4% of permit fee, with a minimum \$4.50 to a maximum of \$560.00)**
- **There will be no refunds once an application is processed/permit issued.**

1.0 To Provide copies of:		FEE
	Land Use Bylaw	\$50.00 plus GST
	Municipal Servicing Report	\$50.00 plus GST
	Municipal Engineering Standards	\$50.00 plus GST
	Downtown Plan	\$50.00 plus GST
	Stormwater Implementation Study	\$50.00 plus GST
	Municipal Development Plan	\$50.00 plus GST
	Area Structure Plan	\$25.00 plus GST
	Large Map (zoning/planning)	\$10.00 plus GST
	Large Map (address map)	\$10.00 plus GST
2.0 Development Permits:		Permit Fees
	Single Detached, Duplex, Semi-detached, Mobile Homes	\$100.00
	Multiple Dwellings (triplex, fourplex, row housing, apartment, etc.)	\$50.00/unit
	Commercial, Industrial, Institutional	\$150.00
	Accessory Buildings and Uses (garages, additions, decks, pools, wheelchair ramps, etc.	\$50.00 + 100.00 advertising fee if Discretionary Use
	Demolition Residential/Non-Residential	\$75.00/\$100
	Home Occupation Minor	\$50.00
	Home Occupation Major	\$50.00 + \$100.00 advertising
	Surveillance Suite	\$100.00
	Minor Variance of Land Use Bylaw Provision	\$50.00 + \$100.00 advertising
	Major Variance of Land Use Bylaw Provision	\$100.00 + \$100.00 advertising
	Permanent Sign (See also 9.0 Building Permits sign installation)	\$50.00 + 100.00 advertising fee if Discretionary Use
	Temporary Sign (Maximum 3 months)	\$30.00
	Discretionary Uses	\$150.00 + \$100.00 advertising
	Development Appeal Fee	\$200.00

3.0 Property File Compliance:		
	Residential:	
	Regular Service (within 10 working days)	\$100.00
	Rush Service (within 4 working days)	\$150.00
	Commercial or Industrial:	
	Regular Service (within 10 working days)	\$150.00
	Rush Service (within 4 working days)	\$200.00
	Major Multi Family (more than 4 units)	\$150.00
	Research Fee – Minimum 1 hour charge (ESA requests, file searches, etc.)	\$50.00/hour
	Lot Grading Review/Processing Fee – Min. 1 hour charge	\$50.00/hour
4.0 Encroachment Agreement Requests		
	Fee	\$150.00
5.0 Amendments to Statutory Plans (Municipal Development Plan Area Structure Plans) and Land Use Bylaw		
	Application Fee	\$750 + \$100 advertising
6.0 Subdivision Processing Fee		
	Application Fee	\$250.00
	Processing Fee	\$175.00 /lot (\$50.00/condo unit)
	Endorsement Fee (includes condominium conversion)	\$250.00 + \$25.00/lot/unit
	Change to Tentative Plan	\$400.00
	Subdivision Appeal Fee	\$200.00
7.0 Construction Water (includes new water meter)		\$450.00
8.0 Damage Deposit Fees		
	A damage deposit for each building permit shall be paid in accordance with the following table (* includes lot grading):	
	Minimum	\$200.00
	Single Family Dwelling or Duplex/Semi-Detached *	\$2000.00
	Multiple Dwellings (triplex, fourplex, row housing, apartment, etc.) and Non-Residential minimum *	\$3000.00

9.0 Building Permits	Permit Fees
New Dwelling - Minimum Permit Fee	\$100.00
New Dwelling	\$0.60 per sq. ft.
Basement – Development (Minimum Fee - \$85.00)	\$0.30 per sq. ft.
Deck or Covered Canopy (Minimum Fee - \$85.00)	\$0.30 per sq. ft.
Geothermal Heating	\$ 250.00
Residential Addition - Minimum Fee	\$100.00
Residential Additions	\$0.60 per sq. ft.
Fireplaces (in new construction)	\$60.00
Fireplaces (not in new construction)	\$85.00
Wood Burning Stove	\$85.00
In Ground Pool - Minimum Fee	\$100.00
In Ground Pool (on site constructed)	\$0.60 per sq. ft.
Self Assembled Pool Kit	\$85.00
Hot Tubs	\$85.00
Demolition Residential	\$75.00
Demolition Non-Residential	\$100.00

Accessory Building (shed/greenhouse up to 300 sq. ft) Min Fee	\$85.00
Accessory Building (shed/greenhouse over 300 sq. ft)	\$0.30 per sq. ft.
Attached or Detached garages	\$0.30 per sq. ft.
Manufactured/Modular/RTM – Minimum Fee	\$300.00
Single/Double Wide Mobile Home	\$200.00
Commercial, Industrial, Institutional – Minimum New Building Fee	\$450.00
Per \$1,000 value of building construction	\$6.00
Commercial Renovation/Accessory Building (\$15,000 or less Construction Value) – Minimum Fee	\$250.00
Commercial Renovation over \$15,000	\$6.00/\$1,000
Sign Installation (Permanent – Attached and Freestanding)	\$100.00
Temporary Sign (3 months maximum)	\$50.00
Site Inspection or Re-inspection Fee for all disciplines (min 2 hr charge)	\$85.00/hr
Non-permitted hourly rate for all disciplines (min 2 hr charge)	\$85.00/hr

10.0 Electrical Permits	
New Single Family Dwellings (Min. Fee \$130.00) & Renovations/Additions	
Up to 400 sq. ft.	\$90.00
401 – 800 sq. ft.	\$105.00
801 – 1,000 sq. ft.	\$115.00
1,001 – 1,200 sq. ft.	\$130.00
1,201 – 1,500 sq. ft.	\$150.00
1,501 – 2,000 sq. ft.	\$175.00
2,001 – 2,500 sq. ft.	\$200.00
2,501 – and over	\$250.00
Splice	\$85.00
Detached Residential Garage	\$85.00
Multi Family (over 6 units)	\$70.00/Unit
Temporary & Underground Services	\$85.00
Annual Electrical Permits (up to 3 hours) Minimum Fee	\$265.00
Plus \$85 per hour for each additional hour thereafter	\$85.00/hr
Mobile Home/Modular Home (if CSA Approved)	\$100.00
Air Conditioning (if direct wired)	\$85.00
Existing Dwelling (service panel upgrade)	\$100.00

Commercial, Industrial Installation Cost	Permit Fees
\$0 - 1000	\$90.00
\$1,000 - 1,500	\$94.00
\$1,501 - 2,000	\$99.00
\$2,001 - 2,500	\$104.00
\$2,501 - 3,000	\$110.00
\$3,001 - 3,500	\$115.00
\$3,501 - 4,000	\$125.00
\$4,001 - 4,500	\$131.00
\$4,501 - 5,000	\$136.00
\$5,001 - 5,500	\$141.00
\$5,501 - 6,000	\$146.00
\$6,001 - 6,500	\$152.00
\$6,501 – 7,000	\$157.00
\$7,001 – 7,500	\$162.00
\$7,501 – 8,000	\$173.00
\$8,001 – 8,500	\$183.00
\$8,501 – 9,000	\$194.00
\$9,001 – 9,500	\$204.00
\$9,501 – 10,000	\$215.00
\$10,001 – 20,000	\$246.00
\$20,001 – 30,000	\$257.00
\$30,001 – 40,000	\$299.00
\$40,001 – 50,000	\$341.00
\$50,001 – 100,000	\$509.00

\$100,001 – 250,000	\$609.00 for first \$100,000 plus \$26.00/\$10,000 thereafter
\$250,001 – 1,000,000	\$1,050.00 for first \$250,000 plus \$21.00/\$10,000 thereafter
\$1,000,001 and over	\$2,977.00 for first \$1,000,000 plus \$12.00/\$10,000 thereafter

11.0 Plumbing Permits	
New Single Family Dwellings	
Up to 1,200 sq. ft.	\$125.00
1,200 to 2,500 sq. ft.	\$150.00
2,501 – and over	\$200.00
Basement Renovations	
Modular and Mobile Homes – (if CSA approved)	\$85.00
	\$100.00
Other than new SFD	
0 – 15 fixtures	\$150.00
16 – 25 fixtures	\$200.00
26 – 35 fixtures	\$230.00
36 – 65 fixtures	\$375.00
66 – 100 fixtures	\$475.00
Over 100 fixtures	\$475.00 plus \$2.00 for each additional fixture
Condos or Multiple Family - Greater than 6 units	\$50.00/unit
Private Sewage	\$200.00
Weeping tile/Sump	\$85.00
Sprinkler Systems – Minimum Fee	\$125.00
Wet or Dry Standpipe	\$125.00
Supply Valve	\$125.00
Commercial System (under 5,000 sq. ft)	\$125.00 + \$0.32 / sprinkler head
Commercial System (over 5,000 sq. ft.)	\$175.00 + \$0.32/ sprinkler head

Site Services	
Sanitary sewer including a water service	\$85.00
Storm Sewer	\$85.00
Water Service (in separate ditch)	\$85.00
Catch Basins and/or Manholes	\$85.00
Commercial & Multi Family under \$500,000.00	\$260.00
Commercial & Multi Family over \$500,000.00	\$520.00
12.0 Gas Permits	
Residential Installations	\$85.00 + \$7.00/outlet
Mobile and Modular Homes	\$85.00
Residential Heating and Venting – Minimum Fee	\$85.00
Replacement of residential water heaters & furnaces	\$85.00
Additional Equipment	\$85.00
New Appliance Installation	\$85.00
Temporary Gas	\$85.00
Multi Family Residential Installations (three units and over)	
Up to 3 outlets	\$85.00
4 – 7 outlets	\$126.00
8 – 10 outlets	\$173.00
11 – 15 outlets	\$246.00
16 - 20 outlets	\$278.00
21 - 25 outlets	\$309.00
26 - 30 outlets	\$336.00
Over 30 outlets contact town	
** If separate gas meters are required, then each unit requires a separate permit (per minimum fee)	\$85
Commercial Heating and Venting- Minimum Fee (gas fees will be calculated on a BTU input/appliance)	\$85.00
0 to 150,000 BTU	\$0.60/1,000 BTU
150,001 to 400,000 BTU	\$0.35/1,000 BTU
400,001 BTU and over	\$0.20/1,000 BTU
Temporary Gas Permit	\$150.00
Makeup Air/Exhaust Combinations	
0 to 40,000 CFM	\$85.00
40,001 CFM and over	\$95.00