



**REGIONAL DISTRICT**  
of Fraser-Fort George

**BYLAW NO. 3268**

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**A BYLAW TO ESTABLISH DEVELOPMENT APPLICATIONS PROCEDURES**

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**WHEREAS** the *Local Government Act* requires that where a local government has adopted an official community plan bylaw or a zoning bylaw, must by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issuance of a permit under Part 14;

**AND WHEREAS** the *Local Government Act* requires public notification of holding a public hearing, not holding a public hearing, an application for a temporary use permit, or an application for a development variance permit and may, by bylaw, specify distances for providing public notification;

**AND WHEREAS** the *Local Government Act* authorizes local government to adopt a bylaw which imposes fees payable upon application to amendment of an official community plan bylaw or zoning bylaw or for the issuance of a permit under Part 11 of the *Local Government Act*;

**AND WHEREAS** of the *Local Government Act* authorizes the Regional Board to delegate certain powers, duties and functions to its officers and employees;

**NOW THEREFORE** the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

**1.0 Definitions**

1.1 In this Bylaw, unless the context otherwise requires:

- (a) **“Application”** means a written request by an applicant in a form and with the content prescribed by this bylaw for an amendment to an official community plan bylaw, rural land use bylaw, zoning bylaw or for the issuance of a development permit, development permit with variance, development variance permit, or temporary use permit, and includes a request for the Regional District’s comments and recommendations concerning:
  - (i) an application for the issuance of or an amendment to a cannabis retail licence, under the *Cannabis Control and Licensing Act*; and
  - (ii) an application for the issuance of or an amendment to a liquor licence, under the *Liquor Control and Licensing Act*.
- (b) **“Applicant”** means the owner(s) or a representative of the owner duly authorized to act on the owner(s) behalf in relation to an application or exclusion request.
- (c) **“Cannabis Retail Licence”** means a licence for the retail sale of cannabis issued under the *Cannabis Control and Licensing Act*.
- (d) **“Exclusion Request”** means a written request by an applicant that is not a public body in a form and with the content prescribed by this bylaw for the Regional District to make an

exclusion application to the Agricultural Land Commission on the applicant's behalf, pursuant to the *Agricultural Land Commission Act*.

- (e) **"Liquor Licence"** means a licence or permit for the sale of liquor issued under the *Liquor Control and Licensing Act* and for certainty includes a license or permit for a rural licensee retail store.
- (f) **"General Manager of Development Services"** means the General Manager of Development Services of the Regional District or designate.
- (g) **"Owner"** means owner as defined in the *Community Charter*.
- (h) **"Parcel"** means a lot, block or other area into which land is held or into which land is subdivided under the *Land Title Act* or the *Strata Property Act*, or an area of Crown land that is held or occupied by lease or licence under the *Land Act*.
- (i) **"Presentation"** means a verbal statement presented in person or remotely at a public hearing or public consultation meeting.
- (j) **"Public Body"** has the same meaning as Public Body Applicant identified in *Agricultural Land Reserve General Regulation 57/2020*.
- (k) **"Public Consideration"** means a process whereby the general public is invited to make a presentation or provide a written submission directly to the Board and can include, but not limited to, request for written submission or a public consultation meeting. For clarity, public consideration is not a public hearing.
- (l) **"Public Consultation Meeting"** means a public consultation meeting held regarding a proposed official community plan bylaw, the repeal or amendment of an official community plan bylaw, the issuance of a temporary use permit, the consideration of a referral application for, or amendment to a cannabis retail licence or liquor licence. For clarity, a public consultation meeting is not a public hearing.
- (m) **"Public Hearing"** means a public hearing on a proposed bylaw pursuant to the *Local Government Act*.
- (n) **"Record"** means a written report of the public hearing or public consideration opportunity, containing a summary of the nature of the representations respecting the matter that were made at the public hearing or public consideration opportunity.
- (o) **"Referral"** means an application for issuance, amendment or renewal of a cannabis retail licence or liquor licence that is referred to the Regional District for comments and recommendations, under the *Cannabis Control and Licensing Act* or *Liquor Control and Licensing Act*, as applicable.
- (p) **"Regional Board"** means the Board of Directors of the Regional District of Fraser-Fort George.
- (q) **"Regional District"** means the Regional District of Fraser-Fort George.
- (r) **"Written Submission"** means correspondence received by the Regional District via fax, email or delivery (in person or by mail) regarding a public hearing or public consideration opportunity.

**2.0 General Provisions**

- 2.1 If any section, subsection, sentence, clause or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.
- 2.2 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.
- 2.3 The provisions of this bylaw apply to electoral areas of the Regional District including amendment thereto, namely:
- (a) Electoral Area 'A'
  - (b) Electoral Area 'C'
  - (c) Electoral Area 'D'
  - (d) Electoral Area 'E'
  - (e) Electoral Area 'F'
  - (f) Electoral Area 'G'
  - (g) Electoral Area 'H'

**3.0 Scope**

- 3.1 This bylaw applies to:
- (a) An application for an amendment to:
    - (i) Official Community Plan Bylaw;
    - (ii) Rural Land Use Bylaw; and
    - (iii) Zoning Bylaw.
  - (b) An application for, or amendment to:
    - (i) Development Permit;
    - (ii) Development Permit with Variance
    - (iii) Development Variance Permit;
    - (iv) Board of Variance; and
    - (v) Temporary Use Permit.
  - (c) A referral application for, or amendment to:
    - (i) a Cannabis Retail Licence; and
    - (ii) a Liquor Licence.
  - (d) An application to the Regional District to consider:
    - (i) an Exclusion Request.

**4.0 Application Requirements**

- 4.1 An applicant may apply to the Regional District for applications under Section 3.1. An application will be considered by the Regional Board or, as applicable, by its authorized delegate.
- 4.2 The application must include:
- (a) Completed application form supplied by the Regional District;
  - (b) Title search or proof of ownership;
  - (c) Application Fee as set out in Appendix 'A' to this Bylaw;
  - (d) A site sketch showing existing and proposed development;
  - (e) In the case of an application made under section 3.1(c), a copy of the application submitted to the Liquor and Cannabis Regulation Branch

- 4.3 If the owner of the parcel is registered as a corporation, whether under the laws of British Columbia, Canada, or another jurisdiction, or is registered as an extra-provincial company in British Columbia, a copy of corporate registry search or certificate of incorporation issued by the appropriate registry, including a list of current directors of the corporation, dated no more than fourteen (14) days prior to the date of the application, must accompany the application, and the application form must be signed by the authorized representative(s) of the corporation.

## **5.0 Lapse of Application**

- 5.1 If an applicant does not provide all information required under Section 4.2 within three (3) months following the date of the application, the application will lapse.
- 5.2 In the event that the permit or bylaw for which an application is made pursuant to this Bylaw is not, as applicable, issued or adopted within a period of twenty-four (24) months following the date of application:
- (a) the application will lapse;
  - (b) the bylaw will lapse and will be of no force or effect.
- 5.3 In order for an application that has lapsed under Section 5.1 or 5.2, to proceed, a new application, including fee, must be submitted by the applicant.
- 5.4 Prior to the lapse of an application:
- (a) an applicant may submit a request in writing to postpone the lapse of an application;
  - (b) the General Manager of Development Services may consider and approve an applicant's request for postponement of lapse of application for up to an additional twenty-four (24) months from the date the applicant's request to postpone the lapse of application is received.
- 5.5 Requirements of section 5.2, 5.3 or 5.4 do not apply to applications under 3.1 (d)(i).

## **6.0 Change of Ownership**

- 6.1 If there is a change of ownership of a parcel that is the subject of an application or exclusion request, the Regional District will require an updated title search or proof of ownership and written authorization from the new owner prior to proceeding further with the application.

## **7.0 Notification of Application Sign**

- 7.1 The applicant must post a notification of application sign on a parcel subject to an application for:
- (a) amendment of an official community plan bylaw, rural land use bylaw, or zoning bylaw;
  - (b) issuance of a temporary use permit;
  - (c) referral application for a cannabis retail licence;
  - (d) referral application for a liquor licence.
- 7.2 Notwithstanding Section 7.1, there is no requirement to post a sign for an application to amend a zoning bylaw where a public hearing is not held.
- 7.3 A sign required under Section 7.1 must be posted and removed in accordance with the following:
- (a) The sign will meet the layout requirements including, wording, sizing, font style and colour as set out in Appendix 'B' to this Bylaw.
  - (b) The sign must be constructed of durable material.

- (c) The sign must be placed at a location approved by the General Manager of Development Services, providing the most effective legibility, visibility and public access from the road and must not interfere with pedestrian or vehicle traffic flow, obstruct visibility from a highway or road or create a hazard.
- (d) The sign must be located a minimum of 1.2 m from ground level.
- (e) The sign must be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions.
- (f) The sign must be erected at a location approved by the General Manager of Development Services a minimum of fourteen (14) days prior to the following:
  - (i) with regards to an official community plan bylaw amendment, the date of a public consultation meeting or deadline for written submissions where the Regional Board has determined under Section 9.2 that a public consideration opportunity is required;
  - (ii) with regards to an official community plan bylaw, rural land use bylaw or zoning bylaw amendment, the date of a public hearing;
  - (iii) with regards to a temporary use permit, the date of the public consultation meeting;
  - (iv) with regards to the referral application for a cannabis retail licence, the date of the public consultation meeting;
  - (v) with regards to the referral application for a liquor licence, the date of the public consultation meeting.
- (g) The applicant must keep the sign in place continuously and in good repair until the following:
  - (i) with regards to an official community plan bylaw, rural land use bylaw, or zoning bylaw amendment, after the Regional Board has considered third reading of the bylaw;
  - (ii) with regards to a temporary use permit, the close of the public consultation meeting;
  - (iii) with regards to the referral application for a cannabis retail licence, the close of the public consultation meeting;
  - (iv) with regards to the referral application for a liquor licence, the close of the public consultation meeting.

7.4 A sign is required for each portion of a parcel that is not contiguous.

7.5 The removal, destruction or alteration of a sign due to vandalism, or the actions of a person for whom the application is not responsible at law, will not affect the validity of any bylaw amendment or permit approval in accordance with the procedures established under this Bylaw.

7.6 Proof of sign installation must be provided to the Regional District by the applicant. Photographs of the sign located on the parcel, including a close-up photograph sufficient to read sign details, and a distant photograph of the sign in order to verify the location on the parcel are to be received by the Regional District by the dates required for installation per Section 7.2 (f).

7.7 An applicant who uses a sign provided by the Regional District to fulfil requirements of Section 7.0 must pay the Notification of Application Sign Fee as set out in Appendix 'A' to this Bylaw.

7.8 The applicant is responsible for installing, maintaining and removing the sign per Section 7.0.

7.9 Failure to post and keep the sign in accordance with this Bylaw may result in a delay or postponement of the process of an application. Any costs incurred by the Regional District for a delay of an application because of failure to post and keep a sign in accordance with this Bylaw, will be the responsibility of the applicant.

7.10 The General Manager of Development Services may waive any requirements of Section 7.0 or require an alternative form of notification, at the applicant expense.

**8.0 Determination for Holding a Public Hearing**

- 8.1 The Regional Board will consider whether or not to hold a public hearing in accordance with its authority under Section 464(2) of the *Local Government Act*.
- 8.2 Unless the Regional Board directs otherwise, a public hearing will not be held for the following proposed zoning bylaw types:
- (a) Proposed zoning bylaw is consistent with the official community plan bylaw;
  - (b) Land subject to the proposed zoning bylaw is not within a Development Permit area; and
  - (b) Proposed zoning bylaw is for one of the following:
    - (i) a second dwelling unit 90.0m<sup>2</sup> or smaller on one parcel;
    - (ii) a recreation cabin 90.0m<sup>2</sup> or smaller on one parcel; or
    - (iii) subdivision of one parcel that creates no more than one additional parcel.
- 8.3 If no public hearing is held in accordance with Section 8.2 of this Bylaw, notice will be provided pursuant to Section 467 of the *Local Government Act*.
- 8.4 Following notification under Section 467 of the *Local Government Act*, the Regional Board may authorize a public hearing be held.

**9.0 Public Consideration**

- 9.1 The following public consideration requirements apply in the circumstances described, and are in addition to the public hearing and notification requirements of the *Local Government Act*.
- 9.2 Official Community Plan Bylaw Amendment
- (a) By resolution, the Regional Board may direct that a public consideration opportunity be provided in advance of a public hearing for an application to amend an official community plan bylaw.
- 9.3 Temporary Use Permit
- (a) A public consultation meeting will be held prior to the Regional Board considering issuance of a temporary use permit as follows:
    - (i) Advertising and notification for the public consultation meeting will be done in conjunction with the notification requirements per the *Local Government Act*.
    - (ii) A public consultation meeting notice will be mailed per Section 13.0 of this Bylaw.
  - (b) If the public consultation meeting is not held at a Regional Board meeting, a record will be provided to the Regional Board prior to consideration of issuance of the temporary use permit.
- 9.4 Development Permit with Variance or Development Variance Permit
- (a) Prior to the Regional Board considering a development permit with variance or development variance permit, a notice requesting written submissions will be as follows:
    - (i) Advertising and notification of a development permit with variance or development variance permit will be done in conjunction with the notification requirements per the *Local Government Act*.
    - (ii) A notice requesting written submissions will be mailed per Section 13.0 of this Bylaw.
    - (iii) The notice may include a deadline for written submissions to the Regional District prior to the Regional Board considering the application.



**9.5 Cannabis Retail Licence**

- (a) A public consultation meeting will be held prior to the Regional Board considering a referral application for a cannabis retail license as follows:
  - (i) An advertisement of the public consultation meeting will be placed in one edition of a local newspaper.
  - (ii) A public consultation meeting notice will be mailed per Section 13.0 of this Bylaw.
- (b) Should an applicant also require an application to the Regional District under Section 3.1 prior to the use being established, the Regional District may use a public hearing, public consideration opportunity or requirements of the *Local Government Act*, as they apply to applications under Section 3.1 to fulfil requirements of Section 9.5(a).
- (c) If the public consultation meeting is not held at a Regional Board meeting, a record will be provided to the Regional Board prior to consideration of issuance of the temporary use permit.

**9.6 Liquor Licence**

- (a) A public consultation meeting will be held prior to the Regional Board considering a referral application for a liquor license as follows:
  - (i) An advertisement of the public consultation meeting will be placed in one edition of a local newspaper.
  - (ii) A public consultation meeting notice will be mailed per Section 13.0 of this bylaw.
- (b) Should an applicant also require an application to the Regional District under Section 3.1 prior to the use being established, the Regional District may use a public hearing, public consideration opportunity or requirements of the *Local Government Act*, as they apply to applications under Section 3.1 to fulfil requirements of Section 9.6(a).
- (c) If the public consultation meeting is not held at a Regional Board meeting, a record will be provided to the Regional Board prior to consideration of issuance of the temporary use permit.

**10.0 Procedures for a Public Hearing and Public Consultation Meeting**

- 10.1 A public hearing or public consultation meeting may be held in-person, virtual, or a hybrid of in-person and virtual as determined by the General Manager of Development Services.
- 10.2 If a public hearing or public consultation meeting is not held at a Regional Board meeting, the date, time and facility where the public hearing or public consultation meeting is held will be determined by the General Manager of Development Services.
- 10.3 The procedure for a public hearing and public consultation meeting will be in accordance with the relevant provisions of Regional Board Procedure Bylaw No. 3267, 2022.

**11.0 Written Submission**

- 11.1 Written submission must pertain to the matter of the public hearing or public consideration opportunity.
- 11.2 Written submission must include the legible legal name of the author.
- 11.3 Written submission will only become part of the record if:
  - (a) they are submitted following authorization by the Regional Board to hold a public hearing or public consideration opportunity; and
    - (i) they are emailed to [developmentservices@rdffg.bc.ca](mailto:developmentservices@rdffg.bc.ca);
    - (ii) if submitted via fax, if they are faxed to 250-562-8676; or
    - (iii) if submitted by delivery (in-person or by mail) if they are delivered to the attention

of Development Services.

11.4 Written submissions submitted at the public hearing or public consultation meeting will be read aloud by the person who submitted the written submission and if they are not able to do so, will not be read aloud.

11.5 Written submissions received by the Regional District will be managed as follows:

<b>Timing:</b>	<b>Record:</b>	<b>Deadline:</b>	<b>Retention:</b>
Prior to the Regional Board considering authorizing a public hearing or public consideration opportunity.	Written submission will not form part of the record.	N/A	Retention of written submission received will be determined by the General Manager of Development Services
Subject to Section 8.2 or following Regional Board authorizing that a public hearing not be held.	Written submission will not form part of the record.	N/A	Retention of written submission received will be determined by the General Manager of Development Services
Subject to Section 9.0 or following the Regional Board authorizing a public hearing or public consideration opportunity be held.	Written submission will form part of the record.	Timing and deadlines pertaining to written submission being accepted by the Regional District will be determined by the General Manager of Development Services	Written submission will form part of the record.
At a public hearing or public consultation meeting.	Written submission submitted to Regional District Administration in-person at the public hearing or public consultation meeting will form part of the record.	Written submission must be received prior to the close of the public hearing or public consultation meeting.	Written submission will form part of the record.
After the close of the public hearing or public consultation meeting.	Written submission will not form part of the record.	N/A	Retention of written submission received will be determined by the General Manager of Development Services

## **12.0 Presentations**

12.1 A presentation must pertain to the matter of the public hearing or public consultation meeting.

12.2 A person must provide their name prior to making a presentation.

12.3 A presentation is to be made to the Chair of the public hearing or public consultation meeting.

12.4 When there is more than one person who wishes to make a presentation the Chair will determine the order in which they will speak.

12.5 A presentation will only become part of the record if it is made at a public hearing or public consultation meeting and prior to the close of the public hearing or public consultation meeting.



- 12.6 Powerpoint or other digital, sound or video presentations will not be displayed during a public hearing or public consultation meeting and will not be accepted as part of the record.
- 12.7 Presentations to the Regional Board will not be permitted when the subject matter of the presentation is pertaining to an application where a public hearing or public consideration opportunity is not authorized to be held.

**13.0 Notification**

- 13.1 Where the Regional District is required under *the Local Government Act* to mail or otherwise deliver notice that a public hearing will be held, that a public hearing will not be held, or of the proposed issuance of a permit, as applicable, the notice will be mailed or otherwise delivered to:
- (a) the owners as shown on the assessment roll of all parcels, any part of which is the subject of the bylaw amendment or permit, or is within 200 metres or less from the parcel that is subject of the bylaw amendment or permit; and
  - (b) the tenants in occupation of all parcels that are immediately adjacent to the parcel that is subject of the bylaw amendment or permit.
- 13.2 Where the Regional District holds a public consultation meeting for an application made under Section 3.1 the notice will be mailed or otherwise delivered to:
- (a) the owners shown on the assessment roll of all parcels, any part of which is subject of the application, or is within 200 metres or less from the parcel that is subject of the application; and
  - (b) the tenants in occupation of all parcels that are immediately adjacent to the parcel that is subject to the application.
- 13.3 Where the Regional District issues a notice requesting written submission for an application made under Section 3.1 the notice will be mailed or otherwise delivered to:
- (a) the owners shown on the assessment roll of all parcels, any part of which is subject to the application, or is within 200 metres or less from the parcel that is subject of the application; and
  - (b) the tenants in occupation of all parcels that are immediately adjacent to the parcel that is subject to the application.
- 14.0 "Development Applications Procedures Bylaw No. 2776, 2012" is hereby repealed, and any amendments thereto.
- 15.0 This bylaw may be cited for all purposes as "Development Applications Procedures Bylaw No. 3268, 2022."

**READ A FIRST TIME ON THE      DAY OF      , 2022**

**READ A SECOND TIME ON THE      DAY OF      , 2022**

**READ A THIRD TIME ON THE      DAY OF      , 2022**

**ADOPTED THIS      DAY OF      , 2022**

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Chair

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General Manager of Legislative and  
Corporate Services

**Appendix "A"****Application Fees**

- 1.0 Applications to amend an Official Community Plan Bylaw or Zoning Bylaw or Rural Land Use Bylaw
  - 1.1 The fee for application for amendments to an Official Community Plan Bylaw or Zoning Bylaw or Rural Land Use Bylaw is nine hundred (\$900) dollars.
  - 1.2 All application withdrawal requests must be in writing by the applicant.
  - 1.3 Refunds for withdrawn applications will be as follows:
    - (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
    - (b) Where a report has been prepared, but no public notices or advertisements have been sent or placed, the application fee less three hundred (\$300) is refundable.
    - (c) Where public notices or advertisements have been sent or placed, no refund will be provided.
    - (d) Where an application is incorporated within a Regional District amendment initiative that is a substantially similar proposal, the entire application fee is refundable.
- 2.0 Applications to amend both an Official Community Plan Bylaw and Zoning Bylaw
  - 2.1 The fee for a combined Official Community Plan Bylaw and Zoning Bylaw amendment application is twelve hundred (\$1200) dollars.
  - 2.2 All application withdrawal requests must be in writing by the applicant.
  - 2.3 Refunds for withdrawn combined Official Community Plan Bylaw and Zoning Bylaw amendment applications will be as follows:
    - (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
    - (b) Where a report has been prepared, but no public notices or advertisements have been sent or placed, the application fee less three hundred (\$300) is refundable.
    - (c) Where public notices or advertisements have been sent or placed, no refund will be provided.
    - (d) Where an application is incorporated with a Regional District amendment initiative that is substantially similar proposal, the entire application fee is refundable.
- 3.0 Development Variance Permit Applications
  - 3.1 The fee for a Development Variance Permit application is three hundred and fifty (\$350) dollars.
  - 3.2 All application withdrawal requests must be in writing by the applicant.
  - 3.3 Refunds for withdrawn Development Variance Permit applications will be as follows:
    - (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
    - (b) Where a report has been prepared but no public notices or advertisements have been sent or placed, the application fee less one hundred and fifty (\$150) dollars is refundable.
    - (c) Where public notices or advertisements have been sent or placed, no refund will be provided.
- 4.0 Development Permit – Delegated (Administration) Applications
  - 4.1 The fee for a Development Permit application with delegated authority for issuance per Delegation Bylaw No. 3082 is one hundred and fifty (\$150) dollars.
  - 4.2 All application withdrawal requests must be in writing by the applicant.
  - 4.3 Refunds for withdrawn Development Permit applications with delegated authority for issuance per Delegation Bylaw No. 3082 will be as follows:
    - (a) Where an application is withdrawn prior to a site inspection being conducted by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.

- (b) Where a site inspection has been conducted by Regional District Administration, no refund will be provided.

#### **5.0 Development Permit – Non-delegated (Board) Applications**

- 5.1 The fee for a Development Permit application without delegated authority for issuance per Delegation Bylaw No. 3082 is two hundred and twenty five (\$225) dollars.
- 5.2 All application withdrawal requests must be in writing by the applicant.
- 5.2 Refunds for withdrawn Development Permit applications without delegated authority for issuance per Delegation Bylaw No. 3082 applications will be as follows:
  - (a) Where an application is withdrawn prior to a site inspection being conducted by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
  - (b) Where a site inspection has been conducted by Regional District Administration, no refund will be provided.

#### **6.0 Development Permit with Variance Applications**

- 6.1 The fee for a Development Permit with Variance application is three hundred and fifty (\$350) dollars.
- 6.2 All application withdrawal requests must be in writing by the applicant.
- 6.3 Refunds for withdrawn Development Permit with Variance applications will be as follows:
  - (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
  - (b) Where a report has been prepared but no public notices or advertisements have been sent or placed, the application fee less one hundred and fifty (\$150) dollars is refundable.
  - (c) Where public notices or advertisements have been sent or placed, no refund will be provided.

#### **7.0 Applications to amend Development Permit**

- 7.1 The fee for an amendment to a Development Permit with delegated authority for issuance per Delegation Bylaw No. 3082 is seventy-five (\$75) dollars.
- 7.2 The fee for an amendment to a Development Permit without delegated authority for issuance per Delegation Bylaw No. 3082 is two hundred and twenty five (\$225) dollars.
- 7.3 All application withdrawal requests must be in writing by the applicant.
- 7.4 Refunds for withdrawn amendment to a Development Permit applications with or without delegated authority for issuance per Delegation Bylaw No. 3082 will be as follows:
  - (a) Where an application is withdrawn prior to a site inspection being conducted by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
  - (b) Where a site inspection has been conducted by Regional District Administration, no refund will be provided.

#### **8.0 Temporary Use Permit Applications**

- 8.1 The fee for a Temporary Use Permit application is six hundred (\$600) dollars.
- 8.2 All application withdrawal requests must be in writing by the applicant.
- 8.3 Refunds for withdrawn Temporary Use Permit applications will be as follows:
  - (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
  - (b) Where a report has been prepared but no public notices or advertisements have been sent or placed, the application fee less two hundred (\$200) dollars is refundable.
  - (c) Where public notices or advertisements have been sent or placed, no refund will be provided.

#### **9.0 Board of Variance Applications**

- 9.1 The fee for a Board of Variance application is three hundred and fifty (\$350) dollars.

9.2 All application withdrawal requests must be in writing by the applicant.

9.3 Refunds for withdrawn Board of Variance application will be as follows:

- (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less fifty (\$50) dollars is refundable.
- (b) Where a report has been prepared, no refund will be provided.

10.0 Registration of Notice for Development Permit, Development Variance Permit, Development Permit with Variance and Temporary Use Permit on Additional Titles

10.1 The cost of registering a notice of permit against one parcel title is included in the application fee. Registration of notice of permit against additional parcel title is twenty five (\$25) dollars per title, payable to the Regional District.

11.0 Notification of Application Sign

11.1 The fee for a Notification of Application Sign is one hundred and fifty (\$150) dollars.

11.2 A refund of one hundred (\$100) dollars will be issued upon return of the sign within fourteen (14) days of it being removed subject to Section 7.3(g) of this bylaw and provided that the sign is in a condition acceptable to the Regional District.

11.3 The entire application fee is refundable when a Notification of Application sign is not required subject to Section 7.10 of this Bylaw.

11.4 The entire application fee is refundable when an application under Section 3.1 of this Bylaw is withdrawn prior to a Notification of Application sign being erected on the parcel.

12.0 Alternative Form of Notification

12.1 The applicant will pay all costs incurred by the Regional District to execute an alternative form of notification under Section 7.10 of this Bylaw.

13.0 Failure to Post and Keep a Notification of Application Sign

13.1 The applicant will pay all costs incurred by the Regional District for a delay of an application because of failure to post and keep a notification of application sign under Section 7.9 of this Bylaw.

14.0 Referral Application for a Cannabis Retail Licence

14.1 The fee for a referral application for a Cannabis Retail Licence is one thousand and five hundred (\$1500) dollars.

14.2 All application withdrawn requests must be in writing by the applicant.

14.3 Refunds for withdrawn referral application for a Cannabis Retail Licence will be as follows:

- (a) Where an application has been received but no public notices or advertisements have been sent or placed, the application fee less three hundred (\$300) is refundable.
- (b) Where public notices or advertisements have been sent or placed, no refund will be provided.

15.0 Referral Application for a Liquor Licence

15.1 The fee for a referral application for a Liquor Licence is one thousand and five hundred (\$1500) dollars.

15.2 All application withdrawn requests must be in writing by the applicant.

15.3 Refunds for withdrawn referral application for a Liquor Licence will be as follows:

- (a) Where an application has been received but no public notices or advertisements have been sent or placed, the application fee less three hundred (\$300) is refundable.
- (b) Where public notices or advertisements have been sent or placed, no refund will be provided.

**16.0 Exclusion Request**

16.1 The fee for an exclusion request is five thousand (\$5,000) dollars.

16.2 All application withdrawal requests must be in writing by the applicant.

16.3 Refunds for a withdrawn exclusion request will be as follows:

- (a) Where an application is withdrawn prior to a report being prepared by Regional District Administration, the application fee less five hundred (\$500) dollars is refundable.
- (b) Where a report has been prepared but no public notices or advertisements have been sent or placed, the application fee less two thousand (\$2000) dollars is refundable.
- (c) Where public notices or advertisements have been sent or placed, no refund will be provided.

**17.0 Lapse of Applications**

17.1 Once an application has lapsed:

- (a) pursuant to 5.1 of this Bylaw, the application fee less fifty (\$50) is refundable;
- (b) pursuant to 5.2 of this Bylaw, no refund will be provided.

## Appendix "B"

## Notification of Application Sign

Notification of Application Sign required by this Bylaw must meet the layout requirements of either Figure 1., Figure 2. or as determined by the General Manager of Development Services.



Figure 1.





Figure 2.