



# Corporate *NO: R239*

# Report *COUNCIL DATE: November 26, 2001*

<b>REGULAR COUNCIL</b>			
<b>TO:</b>	<b>Mayor &amp; Council</b>	<b>DATE:</b>	<b>November 13, 2001</b>
<b>FROM:</b>	<b>General Manager, Planning &amp; Development</b>	<b>FILE:</b>	<b>0023-11631</b>
<b>SUBJECT:</b>	<b>Proposed Amendments to Land Use and Development Application Fee Imposition By-law</b>		

## RECOMMENDATION

It is recommended that Council:

1. Approve fee increases for land development applications as documented in Schedules 1, 2, 3, 4, and 7 attached in Appendix I to achieve an average increase of 3.5% effective January 1, 2002;
2. Approve the inclusion of a fee for Preliminary Layout Approval amendments required as a result of changes to a development application initiated by the applicant; and,
3. Instruct the City Clerk to introduce an appropriate amendment By-law to implement the above recommendations.

## INTENT

The intent of this report is to obtain Council's approval to amend the Land Use and Development Imposition By-law to:

1. Increase the land development application fees by approximately 3.5% to reflect increases in administrative and staff costs related to processing land development applications;
2. Introduce a new fee for amendments to land development applications initiated by the applicant; and

3. Remove references to zones related to Surrey Zoning By-law, 1979, No. 5942.

## BACKGROUND

The land development application fees collected by the Planning & Development Department are intended to cover the City's costs of processing land development applications.

The Land Use and Development Application Fee Imposition By-law was last amended on January 1, 2001. At that time fees were increased by 4% (i.e. an average of 2% per year for 2000 and 2001, since the last increase in fees had occurred 2 years earlier) to account for inflation and higher operational costs resulting from new procedures such as building schemes, pre-processing public meetings and more extensive public consultations.

## DISCUSSION

### Changes to Existing Fees

In accordance with section 931(2) of the *Local Government Act*, application fees must not exceed the estimated average costs of processing, inspection, advertising and administration of land development applications. To ensure that land development application fees in Surrey adequately reflect these costs, adjustments must be made from time to time to account for changes in processing procedures and inflation of costs.

Based on a review of the current procedures and costs, an increase of approximately 3.5% in the City's fees and charges is appropriate. These increased fees are reflected in Schedules 1, 2, 3, 4, and 7 attached in Appendix I. Individual fees have been rounded up or down marginally for simplicity and ease of calculation, but overall the increases average 3.5%. No changes are being made to Schedules 5, 6, and 8. Schedule 5 reflects the fee for Site Profiles which is set by the Province. Schedule 6 reflects the \$200 fee levied for a change of owner/agent and for a change of scope. This existing \$200 fee is easy to administer and is easily understood by the public and should not, therefore, be changed. The NCP fees shown in Schedule 8 are reviewed and updated annually in March of each year.

Proposed fees are summarized in the table in Appendix II. Current fees are summarized in the table in Appendix III, which is attached for comparison purposes.

### New Land Development Application Fees

The attached schedules include a new fee for amendments to Preliminary Layout Approvals required by changes to a development application initiated by the applicant.

Once a subdivision application is submitted, and reviewed by staff and found acceptable, the Planning & Development Department issues a Preliminary Layout Approval letter (PLA) to the applicant indicating that the proposed subdivision layout is acceptable and outlines conditions of approval that must be completed prior to the Approving Officer signing the final plans of subdivision.

If changes to the application are made after a PLA is issued, a PLA amendment is issued by the Approving Officer, outlining any changes to the requirements or conditions of approval.

In some instances, after the PLA is issued, the applicant may request a change to the subdivision layout. Often these changes are substantial and require staff to spend considerable time re-evaluating the application. At present, no fee is charged to cover the cost of staff time needed to review changes that are generated solely by the applicant. On the basis of the City's "development pay" policy, it is recommended that a new fee of \$250 be introduced for the issuance of PLA amendments that are required due to changes to the application initiated by the applicant. PLA amendments issued because of changes initiated by the City will not be charged such an additional fee.

### Zoning By-law, 1979, No. 5942

Since it is no longer possible to rezone a property to a zone in Zoning By-law No. 5942, it is recommended that all references to these zones be removed from the Land Use and Development Application Fee Imposition By-law.

## **CONCLUSION**

The land development application fees were last increased on January 1, 2001. Since that time the Planning & Development Department has experienced increased operational costs due to contract salary increases and changes in procedures. It is recommended that Council approve an increase of approximately 3.5% to the land development application fee schedules as shown in Appendix I of this report. It is further recommended that the increased fees be made effective January 1, 2002. It is also recommended that a new fee be introduced related to changes to applications initiated by the applicant. It is further recommended that the City Clerk be authorized to bring forward for the required readings amendment by-laws to implement the above recommendations.

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Planning & Development Department

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Attachments

Appendix I: Proposed Fee By-law Schedules

Appendix II: Summary of Proposed Fees.

Appendix III: Summary of Current Fees

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