

CITY OF TERRACE
CONSOLIDATED FOR CONVENIENCE
BYLAW NO. 1441-1995\1470-1995\1551-1997
1758-2002/1818-2004

"A BYLAW TO AMEND EXISTING FEES AND APPLICATION FORMS AND ESTABLISH NEW FEES AND APPLICATION FORMS"

WHEREAS under Section 931 of the Local Government Act the City of Terrace may establish certain fees;

NOW THEREFORE the Council of the City of Terrace, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

Replaced by
#1818-2004

1.0 APPLICATION TYPE FEE PER APPLICATION

Subdivision:

For the first lot created	\$ 150
For each additional lot.....	\$ 100
For Preliminary Layout Review Extension	\$ 100
For subdivisions which do not create additional parcels but involve only property line adjustments or property amalgamation.....	\$ 150
Plan Examination Fee.....	\$ 10
<i>Bareland Strata Subdivision:</i>	
For the first lot created	\$ 150
For each additional lot.....	\$ 100
For Preliminary Layout Review Extension	\$ 100
Phased Strata Development	\$ 100
Zoning Bylaw Amendment.....	\$ 800
(\$350 application fee + \$450 public hearing advertising fee)	
Official Community Plan (OCP) Amendment.....	\$ 800
(\$350 application fee + \$450 public hearing advertising fee)	
Zoning Bylaw and OCP Amendment.....	\$ 1,400
(\$500 application fee + \$450 public hearing advertising fee X 2)	
<i>Development Permit</i>	
For an amendment to an existing Development Permit	\$ 100
For construction less than \$10,000.....	\$ 100
For construction between \$10,000 & \$50,000	\$ 250
For construction between \$50,000 & \$250,000	\$ 500
For construction between \$250,000 & \$1,000,000	\$ 750
For construction greater than \$1,000,000	\$ 1,000
Development Variance Permit.....	\$ 250
Land Use Contract Amendment.....	\$ 800
(\$350 application fee + \$450 public hearing advertising fee)	
Strata Title Conversion	\$ 100
Board of Variance Hearing.....	\$ 100

Clerk-Administrator

SCHEDULE "A" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR SUBDIVISION**

Replaced by
#1758-2002

APPLICANT

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Civic Address _____

Present Zoning _____ Present OCP Land Use Designation _____

Number of New Lots Proposed _____

Proposed Use of Subdivided Land _____

Name and Address of Agent (if other than applicant) _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *An application fee of \$150 for the first new lot created and \$100 for each additional lot; or an application fee of \$150 for a subdivision that does not create additional parcels but involves only a property line adjustment or property amalgamation.*
2. *Five copies of a to-scale drawing showing:*
 - (a) *location, dimensions and area of all proposed lots and roads;*
 - (b) *the location of existing buildings and structures and their distances from existing and proposed property lines;*
 - (c) *location of major topographic features such as water courses, ravines, steep hillsides;*
 - (d) *a north arrow; and*
 - (e) *a title e.g.: "Proposed Subdivision of (legal description)".*
3. *Additional information as may be required.*

SUBDIVISION APPROVAL PROCEDURE

1. *The application is considered by the City Approving Officer and other agencies where required.*
2. *The applicant is informed of the conditions for final approval of the subdivision.*
3. *Once the conditions of approval are met the Subdivision Plan, prepared by a British Columbia Land Surveyor, is signed by the City Approving Officer.*
4. *The owner of the subdivision property is responsible for the registration of the Subdivision Plan and associated documents in the Land Title Office.*

If you require additional information or assistance please contact City of Terrace Planning Department at (250) 615-4028.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at (250) 638-4722.

SCHEDULE "B" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR REZONING
AND/OR OFFICIAL COMMUNITY PLAN AMENDMENT**

Replaced by
#1818-2004

APPLICANT

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Civic Address _____

Present Use _____

Present Zoning _____ Requested Zoning _____

Present OCP Land Use Designation _____

Requested OCP Land Use Designation _____

Reasons for Requested Changes to Zoning and/or OCP _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *Application/Public Hearing advertising fees as follows:*
 - \$800 for zoning bylaw amendment, text and/or map change*
(\$350 application fee + \$450 public hearing advertising fee)
 - \$800 for an OCP amendment only; text or map change*
(\$350 application fee + \$450 public hearing advertising fee)
 - \$1,400 for an OCP amendment if associated with a zoning change.*
(\$500 application fee + \$450 OCP public hearing advertising fee + \$450 rezoning public hearing advertising fee)
2. *A letter from the owner of the application property consenting to the application (applies only if the applicant is not the owner).*
3. *A drawing showing the location of the application property.*
4. *Additional information as may be required.*

ZONING AND OCP AMENDMENT PROCEDURE
(Normal Approval Path)

1. *The application and draft bylaws are referred for recommendation to the Development Services Component of the Committee of the Whole during a regular Council meeting.*
2. *If approved at the Committee level of the meeting, the bylaw(s) is presented to Council for 1st and 2nd reading at the same meeting.*
3. *Once the bylaw(s) receive 1st and 2nd reading a Public Notice (rezoning only) or Notice of Public Hearing (OCP amendment also) is prepared and published in two consecutive publications of a local newspaper and mailed out to all property owners within a 50 m radius of the subject property.*
4. *Once Council hears responses to the Public Notice and/or any necessary Public Hearing is held, the Council may adopt the bylaw(s) provided the rezoning bylaw does not require approval from the Ministry of Transportation.*
5. *If approval of the Ministry of Transportation is required the rezoning bylaw is submitted to the Ministry for signature after 3rd Reading. Once that signature is received the bylaws can then proceed to adoption.*

If you require additional information or assistance please contact City of Terrace Planning Department at (250) 615-4028.

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SCHEDULE "C" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR DEVELOPMENT PERMIT**

Replaced by
#1758-2002

DEVELOPMENT PERMIT APPLICATION NO. _____

Legal Description: _____

Address of Permit Property: _____

Present Zoning: _____ Present Use: _____

Official Community Plan Land Use Designation: _____

Proposed building exceeds 4500m² in gross floor area? Yes _____ No _____

Highways approval required? Yes _____ No _____

Description of proposed development _____
(attach extra sheet if necessary)

Estimated cost of subdivision or alteration of the land or construction or additions
or alterations of buildings:

- Amendment to existing permit _____
- Less than \$10,000 _____
- \$10,000 to \$50,000 _____
- \$50,000 to \$250,000 _____
- \$250,000 to \$1,000,000 _____
- greater than \$1,000,000 _____

Name of Applicant(s): _____

Address: _____

Telephone Number(s): _____ Fax: _____

Name of Owner(s): _____
(if different from applicant)

Address: _____

DATE

SIGNATURE OF APPLICANT

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. Application fee of:
 - _____ \$100.00 for an amendment to an existing Development Permit.
 - _____ \$100.00 for works less than \$10,000
 - _____ \$250.00 for works between \$10,000 & \$50,000
 - _____ \$500.00 for works between \$50,000 & \$250,000
 - _____ \$750.00 for works between \$250,000 & \$1,000,000
 - _____ \$1000.00 for works greater than \$1,000,000
2. Letter of Consent from the Owner _____
 (applies only if the applicant is not the owner)
3. (i) dimensioned site plan showing locations of proposed and existing buildings, ground levels, off-street parking, landscaping, access corridors, pedestrian routes, drainage and exterior lighting; _____
 (ii) floor plan of proposed and existing buildings showing proposed use of spaces; _____
 (iii) elevation of proposed and existing buildings and structures and details of exterior finish and signs; _____
 (iv) additional drawings and specifications as may be required.

DEVELOPMENT PERMIT PROCEDURE

1. The application is processed and reviewed by the City and the Ministry of Transportation & Highways if the project is over 4500 sq.m. in gross floor area.
2. City Planning and/or the Development Services Component of the Committee of the Whole prepares a report and recommendations to the City Council.
3. After considering the application and the report, the City Council may:
 - (i) deny the application, giving reasons as to the denial.
 - (ii) authorize the issue of a Development Permit according to the application, or
 - (iii) authorize the issue of an amended permit.
4. If authorized by Council, City Planning prepares the Permit documentation and arranges for the signing and issuance of the permit.
5. A notice of permit is filed in the Land Title Office.
6. Once a notice of the Permit is filed in the Land Title Office the proposed development may proceed.
7. The City of Terrace reserves the right to take letters of credit or security deposits for landscaping or to complete the landscaping and to carry out any construction required to correct an unsafe condition at the cost of the permit holder, if the permit holder does not complete such works within 90 days of written notice.

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SCHEDULE "D" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR DEVELOPMENT VARIANCE PERMIT**

DEVELOPMENT VARIANCE PERMIT APPLICATION NO. _____

Legal Description of Permit Property: _____

Address of Permit Property _____

Present Zoning _____ Present Use _____

Official Community Plan Land Use Designation _____

Description of Variance requested _____

Reasons for Proposed Variance (attach additional pages if necessary) _____

Name of Applicant(s): _____

Address: _____

Telephone Number(s): _____ Fax: _____

Name of Owner(s): _____
(If different from applicant)

Address: _____

DATE

SIGNATURE OF APPLICANT

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. Application fee of \$250.00 _____
2. A current State of Title Certificate _____
3. Letter of Consent from the Owner _____
(applies only if the applicant is not the owner)
4. (i) a dimensional drawing showing the location and extent of the proposed variance;
(ii) additional drawings and information as may be required.

DEVELOPMENT VARIANCE PERMIT PROCEDURE
(Normal Approval Path)

1. The application is referred to City Council.
2. Council refers the application to the appropriate committee for study and recommendation.
3. The Committee recommends to Council concerning the application.
4. Council considers the Committee recommendation and approves the preparation of a permit for the application requests.
5. A permit is prepared by Planning and a Public Notice of the intention of the permit is mailed to owners and tenants in the vicinity of the application property.
6. Once Council has heard any responses to the Public Notice Council may resolve for the issue of the permit.
7. Once authorized by Council, Planning arranges for the signing of the permit and the registration of a notice of the permit in the Land Title Office.
8. Once proof of registration is received the permit is issued to the applicant.

If you require additional information or assistance please contact City of Terrace Planning.

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SCHEDULE "E" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR LAND USE CONTRACT AMENDMENT BYLAW**

Replaced by

#1818-2004

APPLICANT

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Civic Address _____

Land Use Contract Bylaw # _____

Description of Requested Amendment _____

Reasons for Requested Amendment _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *An application fee of \$800.00;
(\$350 application fee + \$450 public hearing advertising fee)*
2. *A drawing showing the location of the Land Use Contract property and the requested amendment; and*
3. *Additional information as may be required.*

LAND USE CONTRACT AMENDMENT BYLAW PROCEDURE
(Normal Approval Path)

1. *The application and draft bylaw is referred for recommendation to the Development Services Component of the Committee of the Whole during a regular Council meeting.*
2. *If approved at the Committee level of the meeting, the bylaw is presented to Council for 1st and 2nd reading at the same meeting.*
3. *Once the bylaw(s) receive 1st and 2nd reading a Notice of Public Hearing is prepared and published in two consecutive publications of a local newspaper and mailed out to all property owners within a 50 m radius of the subject property.*
4. *Once the Public Hearing is held, the bylaw can receive 3rd reading and Council may adopt the bylaw provided it does not require approval from the Ministry of Transportation.*
5. *If approval of the Ministry of Transportation is required the bylaw is submitted to the Ministry for signature after 3rd Reading. Once that signature is received the bylaw can then proceed to adoption.*

If you require additional information or assistance please contact City of Terrace Planning Department at (250) 615-4028.

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SCHEDULE "F" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR STRATA TITLE CONVERSION**

APPLICANT

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Address _____

Description of Requested Conversion _____

Reasons For Requested Conversion _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *An application fee of \$100.00;*
2. *A strata plan prepared by a British Columbia Land Surveyor; and*
3. *Additional information as may be required.*

STRATA TITLE CONVERSION PROCEDURE
(Normal Approval Path)

1. *The application is referred to City Council.*
2. *Council refers the application to the appropriate committee for study and recommendation.*
3. *The Committee recommends to Council concerning the application.*
4. *Council considers the Committee recommendation and resolves to approve the conversion and stipulates the conditions of the approval.*
5. *Once the conditions of approval are met the Strata Plan is signed by the City Approving Officer.*
6. *The owner of the conversion property is responsible for the registration of the Strata Plan in the Land Title Office.*

If you require additional information or assistance please contact City of Terrace Planning.

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SCHEDULE "G" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR BOARD OF VARIANCE HEARING**

APPLICANT

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Address _____

Description of Requested Variance _____

Reasons For Requested Variance _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *An application fee of \$100.00;*
2. *A strata plan prepared by a British Columbia Land Surveyor; and*
3. *Additional information as may be required.*

BOARD OF VARIANCE HEARING PROCEDURE
(Normal Approval Path)

1. *The application is referred to the Board of Variance Chairman to establish if the application variance is within the Board's jurisdiction.*
2. *If the Board accepts the application a Hearing date is set.*
3. *Before the Hearing owners and tenants of adjacent properties are sent a notice of the intent of the application and location and time of the Hearing.*
4. *Board of Variance rules on the application.*
5. *If the variance is approved the applicant receives notification of approval and any attached conditions.*
6. *A notice of the Board of Variance decision is filed in City records.*

If you require additional information or assistance please contact City of Terrace Planning.

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SCHEDULE "H" TO BYLAW NO. 1441-1995

**CITY OF TERRACE
APPLICATION FOR PHASED STRATA OR BARELAND STRATA SUBDIVISION**

Replaced by

#1818-2004 **APPLICANT**

Name _____

Address _____

_____ Phone _____ Fax _____

OWNER/S

Name _____

Address _____

_____ Phone _____ Fax _____

APPLICATION PROPERTY

Legal Description _____

Civic Address _____

Present Zoning _____ Present OCP Land Use Designation _____

Number of New Lots Proposed _____

Proposed Use of Subdivided Land _____

Name and Address of Agent (if other than applicant) _____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER/S

DATE _____

DATE _____

TO COMPLETE THIS APPLICATION SUBMIT TO CITY PLANNING:

1. *An application fee of \$150 for the first bareland strata lot created and \$100 for each additional bareland strata lot.*

An application fee of \$100 for Phased Strata.
2. *Five copies of a to-scale drawing showing:*
 - (a) *location, dimensions and area of all proposed lots and roads;*
 - (b) *the location of existing buildings and structures and their distances from existing and proposed property lines;*
 - (c) *location of major topographic features such as water courses, ravines, steep hillsides;*
 - (d) *a north arrow; and*
 - (e) *a title e.g.: "Proposed Subdivision of (legal description)".*
3. *Additional information as may be required.*

- PHASED & BARELAND STRATA**
SUBDIVISION APPROVAL PROCEDURE
1. *The application is considered by City staff and other agencies where required.*
 2. *The applicant is informed of the conditions for final approval of the bareland strata subdivision.*
 3. *Engineered drawings prepared and approved. Works and services completed or securities received and agreement signed.*
 4. *Building Permit issued.*
 5. *Building completely framed, before gyproc (does not apply to bareland strata).*
 6. *Form P prepared by the applicant's lawyer.*
 7. *Final Strata Plan prepared by B.C. Land Surveyor.*
 8. *Final Strata Plan and Form P signed by Approving Officer.*
 9. *Plan approved by Superintendent of Real Estate.*
 10. *Plan registered in the Land Title Office.*

If you require additional information or assistance please contact City of Terrace Planning Department at (250) 615-4028.

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