

THE CITY OF SPRUCE GROVE

BYLAW C-1222-22

DEVELOPMENT FEES AND FINES

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality may establish fees for licences, permits and approvals, including fees for licences, 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 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

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

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

2.4 “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. DEVELOPMENT FEES AND FINES

3.1 The development fees and fines are identified in Schedules “A” to “N”, attached to and forming part of this bylaw.

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-1124-20

6.1 Bylaw C-1124-20 is hereby repealed.

First Reading Carried	21 November 2022
Second Reading Carried	21 November 2022
Third Reading Carried	Click here to enter a date.
Date Signed	

Mayor

City Clerk

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1222-22

SCHEDULE A: STATUTORY PLANS, DESIGN REPORTS AND BYLAWS

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
1.1 Municipal Development Plan		
Amendment	\$3,750	\$4,500
1.2 Area Structure and Redevelopment Plans		
New application	\$6,500+\$200 per gross hectare	\$7,800+\$240 per gross hectare
Amendment (major)	\$6,500+\$200 per gross hectare	\$7,800+\$240 per gross hectare
Amendment (minor)	\$3,900	\$4,680
<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	\$3,350	\$4,020
Text amendment (major)	\$4,875	\$5,850
Text amendment (minor)	\$3,350	\$4,020
Direct control (new or amendment)	\$4,875	\$5,850
<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	\$2,350	\$2,820

1.5 Revisions

Milestones

Substantial changes prior to circulation	30%	30%
Substantial changes after circulation but prior to 1st reading	75%	75%
Substantial changes after Public Hearing notification	85%	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	\$110/hour + GST, min two (2) hours

Referral/Third party fees

Edmonton Metropolitan Region Board	\$500	\$600
Third party review of technical report	\$500 + third party consultant cost	\$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	\$1,000
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SCHEDULE B: LAND DEVELOPMENT

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
2.1 Development Agreements		
New Application - standard	\$5,000 + GST	\$5,150 + GST
New Application - single lot or minor	\$3,000 + GST	\$3,090 + GST
Amendment	\$1,950 + GST	\$2,010 + GST
Deferred	\$2,000 + GST	\$2,060 + GST
Assignment of Development Agreement	\$500 + GST	\$515 + GST
Inspection fee (per inspection)	\$2,500 + GST	\$2,575 + GST
Re-inspection fee	\$500 + GST	\$515 + 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	\$700 base + \$250 per lot	\$840 + \$300 per lot
Endorsement	\$285 per lot	\$342

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

New application	\$700 base + \$775 per lot	\$840 base + \$850 per lot
Endorsement	\$1,030 per lot	\$1,060 per lot

Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.

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	\$700 base + \$775 per lot	\$840 + \$850 per lot
Endorsement	\$1,030 per lot	\$1,060 per lot

Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.

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

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	\$515 + 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	15% + \$300 for each additional lot
After circulation	75% + \$250 for each additional lot	75% + \$300 for each additional lot
Decision made	New application required	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	15% + \$850 for each additional lot
After circulation	75% + \$775 for each additional lot	75% + \$850 for each additional lot
Decision made	New application required	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	15% + \$850 for each additional lot
After circulation	75% + \$775 for each additional lot	75% + \$850 for each additional lot
Decision made	New application required	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	Full refund
Drawing review started	50% refund	50% refund
Development Agreement draft started	No refund	No refund

Percentages are calculated based on the original application fee.

2.9 Refunds - Subdivisions

Milestone

Application received, review not started	Full refund	Full refund
Review started	50% refund	50% refund
Decision made	No refund	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 <i>Subdivision and Development Appeal Board processes are managed through the City Clerk's office.</i>	\$425	\$425
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2.11 Additional Fees

Process Guidance

Pre-Application meeting	No charge	No charge
Pre-Application plans review	\$105 per hour + GST, minimum 2 hours	\$110 per hour + GST, minimum two (2) hours

Extensions

Extension to Development Agreement	\$500 + GST	\$515 + GST
Extension to conditional subdivision approval	\$500 + GST	\$515 + GST
Extension to subdivision endorsement period	\$500 + GST	\$515 + GST

Referral/Third Party Fees

Legal Review of Development Agreement	Third party consultant cost	Third party consultant cost
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Registrations

Postponement/discharge of caveat document execution	\$75 + GST	\$80 + GST
Postponement/discharge of caveat execution requiring solicitor review	\$175 + GST	\$180 + GST
Amending agreements, Utility Rights-of-Way, Easements, Encroachments, Licence to Occupy	\$350 + GST	\$365 + GST

Other

Street Name Change	\$425 + GST	\$440 + GST
Address Change (per address)	\$275 + GST	\$285 + GST

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1222-22

SCHEDULE C: DEVELOPMENT PERMITS

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
3.1 Residential Development		
<i>New construction</i>		
Single detached, semi-detached, duplex, row housing	\$205 per unit	\$215 per unit
Multi-unit development project on a single lot	\$300 + \$100 per unit	\$310 + \$105 per unit
Show home	\$205 per unit + notification	\$215 per unit + notification
Show home (unregistered lot)	\$375 per unit + notification	\$390 per unit + notification
Manufactured home	\$205 per unit	\$215 per unit
Manufactured home park, campground development	\$300 + \$100 per unit	\$310 + \$105 per unit
<i>Demolition</i>		
Demolition	\$100	\$105
<i>Use/Change of Use</i>		
Discretionary use (secondary suite, show home, home occupation, garden suite, garage suite, etc)	\$180 + notification	\$185 + notification
Show home conversion to residential occupancy	\$80 per unit	\$85 per unit
<i>Variances</i>		
Variance (separate from approval)	\$155 + notification fee	\$160 + notification
Variance (processed with associated development permit)	\$80 + notification fee	\$85 + notification

Additions/Alterations/Accessory Structures

Addition/Alteration/Alteration/ Accessory structure	\$80	\$85
Fence and linear structure	\$110	\$115
Buildings Accessory to the use of the Manufactured Home within the Manufactured Home Court district	\$80	\$85
Buildings Accessory to the use of the Manufactured Home Court and Campground	\$260 + \$1.30 per square meter + notification fee	\$270 + \$1.35 per square meter + notification

3.2 Non-residential Development

New Construction

New construction	\$260 + \$1.30 per square meter	\$270 + \$1.35 per square meter
New cannabis sales or cannabis production facility	\$760 + \$1.30 per square meter	\$785 + \$1.35 per square meter

Demolition

Demolition	\$200	\$210
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Use/Change of Use

Change of occupancy or use	\$257.50	\$265
Change of occupancy or use - Cannabis sales or production facility	\$757.50	\$780
Temporary use		
Up to sixty (60) days	\$150	\$155
Up to six (6) months	\$200	\$210
Up to twelve (12) months	\$275	\$285

Variances

Variance (separate from approval)	\$260 + notification	\$270 + notification
Variance (processed with associated development permit)	\$130 + notification	\$135 + notification

Additions/Alterations/Accessory Structures

Accessory structure	\$260 + \$1.30 per square meter + notification fee	\$270 + \$1.35 per square meter + notification
Addition/Alteration	\$260 + \$1.30 per square meter	\$270 + \$1.35 per square meter
Fence and linear structure	\$260	\$270

3.3 Signs

Permanent (includes digital)	\$160	\$165
Temporary	\$30/30 days for the first 90 days and \$15/30 days thereafter	\$35/30 days for the first 90 days and \$18/30 days thereafter
Billboard	\$160 + notification fee	\$165 + notification
Balloon	\$30/30 days for the first 90 days and \$15/30 days thereafter + notification fee	\$35/30 days for the first 90 days and \$18/30 days thereafter + notification

3.4 Soil Processing

Excavation and topsoil stripping (not including processing)	\$500 + notification fee	\$515 + notification
Topsoil stripping with onsite processing	\$600 + notification fee	\$620 + notification

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	
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	\$200	\$200
Stop Order	\$425	\$425

Subdivision and Development Appeal Board processes are managed through the City Clerk's office.

3.8 Additional Fees

Process Guidance

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

Amendments/Extensions

Amendment of development permit (review underway)		50% of original application fee
Amendment of development permit (Decision has been made)		New application required
Extension of development permit approval	50% of original application fee	50% of original application fee

Other

Notification fee	\$95 + GST	\$100 + GST
Show Home Agreement	\$1,000 + GST	\$1,030 + GST
Telecommunication Tower Review	\$2,500 + GST	\$2,575 + GST
Cash-in-lieu of Parking (per requested parking stall as per Land Use Bylaw)	\$20,000 + GST	\$20,600 + GST

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1222-22

SCHEDULE D: CONSTRUCTION - BUILDING PERMITS

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
4.1 Residential - New Construction		
New building (1-4 units)	\$7.08 per square meter for all floors above grade, including attached garage	\$7.30 per square meter for all floors above grade, including attached garage
New building (5 or more units)	\$9.48 per \$1,000 construction value	\$9.80 per \$1,000 construction value
Basement Development	\$3.54 per square meter	\$3.65 per square meter
Secondary Suite	\$4.00 per square meter	\$4.15 per square meter
Manufactured home including relocation	\$200 per unit	\$210 per unit
4.2 Residential - Additions/Alterations/Accessory Structure		
Renovation, addition, manufactured home addition	\$7.08 per square meter for all floors	\$7.30 per square meter for all floors
Accessory building or detached garage	\$5.40 per square meter, minimum \$200	\$5.60 per square meter, minimum \$210
Deck or similar minor accessory structure, hot tub, fireplace	\$200	\$210
4.3 Non-Residential - New Construction		
New building	\$9.48 per \$1,000 of construction value	\$9.80 per \$1,000 of construction value
Foundation only	25% of building permit fee due	\$9.80 per \$1,000 of construction value
<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	\$9.48 per \$1,000 of construction value	\$9.80 per \$1,000 of construction value
<i>Non-residential construction includes commercial, industrial, institutional, and mixed use projects</i>		

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	\$200	\$210
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4.7 Revisions

Revision following issuance	\$200	\$210
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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	
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	\$110 per building + GST, minimum of two (2) hours
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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
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Re-Inspections

Re-inspection fee (at the discretion of the Safety Codes Officer)	\$200	\$200
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Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

Extension	50%, minimum \$65	50%, minimum \$70
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Other

Minimum Building Permit Fee	\$125	\$130
Transfer of permit to a new owner	\$200	\$210

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Development Fees and Fines Bylaw C-1222-22
SCHEDULE E: CONSTRUCTION - ELECTRICAL

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>

5.1 Residential - New Construction

New construction (1-4 units)

0 to 232.2 square meters	\$200 per unit	\$210 per unit
Greater than 232.2 square meters	\$275 per unit	\$285 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	\$125	\$130
\$2,000.01 to \$5,000 installation cost	$\$125 + \$0.0206 \text{ per } \$1.00$ installation cost	$\$130 + \$0.0206 \text{ per } \$1.00$ installation cost
\$5,000.01 to \$10,000 installation cost	$\$228 + \$0.01545 \text{ per } \$1.00$ installation cost	$\$236 + \$0.01545 \text{ per } \$1.00$ installation cost over \$5,000
\$10,000.01 to \$50,000 installation cost	$\$305.25 + \$0.005665 \text{ per } \$1.00$ installation cost	$\$314 + \$0.005665 \text{ per } \$1.00$ installation cost over \$10,000
\$50,000.01 to \$200,000 installation cost	$\$531.85 + \$0.00515 \text{ per } \$1.00$ installation cost	$\$598 + \$0.00515 \text{ per } \$1.00$ installation cost over \$50,000
\$200,000.01 and above installation cost	$\$1,304.25 + \$0.00309 \text{ per } \$1.00$ installation cost	$\$1,628 + \$0.00309 \text{ per } \$1.00$ installation cost over \$200,000

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	\$125	\$130
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Single outlet

Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet (including hot tubs)	\$125	\$130
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5.2 Non-Residential

\$2,000 or less installation cost	\$125	\$130
\$2,000.01 to \$5,000 installation cost	\$125 + \$0.0206 per \$1.00 installation cost	\$130 + \$0.0206 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$228 + \$0.01545 per \$1.00 installation cost	\$236 + \$0.01545 per \$1.00 installation cost over \$5,000
\$10,000.01 to \$50,000 installation cost	\$305.25 + \$0.005665 per \$1.00 installation cost	\$314 + \$0.005665 per \$1.00 installation cost over \$10,000
\$50,000.01 to \$200,000 installation cost	\$531.85 + \$0.00515 per \$1.00 installation cost	\$598 + \$0.00515 per \$1.00 installation cost over \$50,000
\$200,000.01 and above installation cost	\$1,304.25 + \$0.00309 per \$1.00 installation cost	\$1,628 + \$0.00309 per \$1.00 installation cost over \$200,000

Fees are calculated based on the installation cost per unit

Underground/Service Connection

Underground installation	\$100	\$105
Service connection	\$100	\$105

5.3 Revisions

Revision following issuance	\$200	\$210
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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	
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

\$110 per building + GST, minimum of two (2) hours

Alternate Solutions

Review of alternative solution proposal

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

\$110 per hour, minimum of two (2) hours

Re-Inspections

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

\$200

\$200

Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

Extension

50%, minimum \$65

50%, minimum \$70

Other

Transfer of permit to a new owner

\$200

\$210

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SCHEDULE F: CONSTRUCTION - PLUMBING AND GAS

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
6.1 Plumbing - Multiple fixture		
Up to five (5) fixtures per unit	\$125	\$130
More than five (5) fixtures per unit	\$175	\$130 + \$6.00/fixture over five (5)
More than ten (10) fixtures (non-residential only)	\$225	\$225
6.2 Plumbing - Single fixture		
New appliance, appliance replacement or similar retrofitting involving one fixture	\$100	\$105
6.3 Gas - Residential		
Up to three (3) outlets per unit	\$125	\$130
More than three (3) outlets per unit	\$150	\$155
New appliance, appliance replacement or similar retrofitting involving one outlet	\$100	\$105
6.4 Gas - Non-Residential & Multi-Unit Residential		
Up to 200,000 BTU	\$0.00103 per BTU, minimum \$125	\$0.00106 per BTU, minimum \$130
200,001 to 400,000 BTU	\$206 + \$0.000412 per BTU over 200,000	\$212 + \$0.000412 per BTU over 200,000
400,001 to 1,000,000 BTU	\$288.40 + \$0.0001545 per BTU over 400,000	\$377 + \$0.0001545 per BTU over 400,000
Over 1,000,000 BTU	\$381.10 + \$0.0001545 per BTU over 1,000,000	\$532 + \$0.0001545 per BTU over 1,000,000
6.5 Gas - Temporary Installations		

Temporary propane/natural gas construction heater (includes tank set)	\$100	\$105
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6.6 Refill Centre

Refill centre (propane)	\$285	\$295
Propane Tank (new or replacement)	\$100	\$105
Service line from tank to building	No charge	No charge
Vaporizer	No charge	No charge

6.7 Revisions

Revision following issuance	\$200	\$210
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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	
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	\$110 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	\$110 per hour, minimum of two (2) hours
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Re-Inspections

Re-inspection fee (at the discretion of the Safety Codes Inspector)	\$200	\$200
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Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

Extension	50%, minimum \$65	50%, minimum \$70
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Other

Transfer of permit to a new owner	\$200	\$210
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Development Fees and Fines Bylaw C-1222-22
SCHEDULE G: CONSTRUCTION - LOT GRADING

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
7.1 New Residential		
<i>Single-detached, semi-detached, duplex, row housing</i>		
New Application	\$165	\$170
Performance Damage Agreement Deposit	\$2,500	\$2,500
<i>Multi-unit development on a single lot</i>		
New Application	\$250 per ha + \$50 per unit	\$260 per ha + \$52 per unit
Performance Damage Agreement Deposit	\$5,000	\$5,000
7.2 New Non-Residential		
New Application	\$300 per ha, minimum \$300	\$310 per ha, minimum \$310
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	\$210
<i>Revisions are changes to an application that is currently being processed.</i>		

7.4 Refunds

Milestones

Payment received, but application not reviewed	70% refund	
Permit issued, no work has started	35% 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)	\$300 + GST	\$310 + GST
Re-inspection fee (Non-residential)	\$300 + GST	\$310 + GST

Extensions

Extension	50%, minimum \$65	50%, minimum \$70
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SCHEDULE H: INFRASTRUCTURE USE

	2022	2023
	<i>(Effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
8.1 Infrastructure Construction Approval Permits (ICAP)		
ICAP - Single Use Fee	\$50	\$55
ICAP Annual Fee	\$100	
8.2 Storage and Waste Containers		
New Application	\$25 + GST	\$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

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
9.1 Resident Businesses		
Annual fee	\$260	\$270
Change of location	\$260	\$270
<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	\$440
Annual fee (after September 1)	\$212.50	\$220
9.3 Temporary Businesses and Vendors		
Up to five (5) days	\$55	\$60
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	\$135

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SCHEDULE J: COMPLIANCE REQUESTS AND FILE REVIEWS

	2022	2023
	<i>(effective January 1, 2022)</i>	<i>(effective January 1, 2023)</i>
10.1 Residential Compliance		
Three (3) day processing	\$300 + GST	\$310 + GST
Ten (10) day processing	\$150 + GST	\$155 + GST
10.2 Non-Residential Compliance		
Three (3) day processing	\$500 + GST	\$515 + GST
Ten (10) day processing	\$250 + GST	\$260 + 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	\$110 per hour + GST, minimum two (2) hours
Zoning Verification Letter	\$105 + GST	\$110 + 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

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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