



CITY OF  
*Lethbridge*

**BYLAW: 5197**  
**DATE OF CONSOLIDATION: May 24, 2022**

**Amendment History:**

BYLAW 5244	<i>Deleted and replaced Schedule A</i>
BYLAW 5552	<i>Deleted and replaced Schedules A &amp; B</i>
BYLAW 5743	<i>Deleted and replaced Schedules A &amp; B</i>
BYLAW 5912	<i>Deleted and replaced Schedules A &amp; B</i>
BYLAW 6108	<i>Deleted and replaced Schedules A &amp; B, Added new Schedules C &amp; D</i>
BYLAW 6204	<i>Deleted and replaced bylaw title; delete and replace S. 1; delete section A(2) from Schedule B; delete text in A(3) Schedule B; text amendments to Schedule C; delete and replace text in A(3) Schedule D</i>
BYLAW 6262	<i>Delete and replace Schedule A, s. A(1)(a)(i); delete Section 9.7 in s. A(1)(a)(iv); remove text and renumber s. A(1)(b); renumber s. A(1)(b)(ii) as (iii); in new s. A(1)(b)(iii), delete and replace; add new s. A(4.1) and 4.2; delete and replace in s. B(3); delete and replace text in s. F and s. H; delete Schedule C; add words in Schedule D. s. A(2)(a)(iii) and s. A(2)(b)(iii); delete and replace in Schedule D. s. A(4); delete s. A(5); add new Schedule D. s. A(7); Delete and replace web address in Schedule D. s. B(1) and s. B(2); delete and replace text in Schedule D. s. B(3)</i>
BYLAW 6330	<i>Delete and replace the words "Municipal Planning Commission" with "Planning and Subdivision" in s. 3</i>

**DISCLAIMER:**

The following consolidation is an electronic reproduction made available for information and ease of access *only*. It is not an official version of the Bylaw.

Copies of official versions and amendments can be requested from the City Clerk's Office by calling 403-320-4741 or emailing [cityclerk@lethbridge.ca](mailto:cityclerk@lethbridge.ca).

Bylaw Last Revised: May 24, 2022  
Effective: May 24, 2022  
Bylaw 6330

CONSOLIDATION OF A BYLAW OF THE CITY OF LETHBRIDGE  
TO ESTABLISH FEES AND CHARGES

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THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY  
ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. Bylaw No. 5197 the Fees and Charges Bylaw is hereby established.
2. Land use Bylaw Fees and Charges are hereby established as set out in the attached Schedule "A".
3. Planning and Subdivision Fees and Charges are hereby established as set out in the attached Schedule "B".

***Bylaw 6330 – May 24, 2022***

4. This Bylaw shall come into full force and effect on the 1<sup>st</sup> day of January, 2003.

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF DECEMBER, 2002

READ A SECOND TIME THIS 16<sup>th</sup> DAY OF DECEMBER, 2002

READ A THIRD TIME THIS 16<sup>th</sup> DAY OF DECEMBER, 2002

(Sgd.) R. Tarleck  
MAYOR

(Sgd.) D. Nemeth  
CITY CLERK

# SCHEDULE A

## LAND USE BYLAW FEES

### A Development Fee Schedule

- (1) In All Districts Where Allowed
- (a) Residential Types of Development
- (i) Single Detached Dwellings
- permitted use that complies with the LUB .....\$60
  - permitted use that requires a LUB waiver.....\$500
  - discretionary use.....\$500
  - discretionary use, Secondary Suite.....\$500
  - a waiver of Section 48, Dwelling Units of a Parcel.....\$1100
- Bylaw 6262 – June 1, 2021**
- (ii) Two Unit Dwellings
- a permitted use that complies with the LUB .....\$60
  - a permitted use that requires a LUB waiver.....\$500
  - a new building on an undeveloped parcel not pre-subdivided for this use .....\$500
  - a new building on a previously developed parcel .....\$1100
  - a conversion from a single detached dwelling .....\$1100
- (iii) Apartments, Townhouses, and Senior Citizen Housing
- base fee plus fee per dwelling unit or, for senior citizen housing, per bedroom when applicable.....\$120 + \$60 per unit or bedroom
- (iv) Additions to Residential Buildings (not including decks)
- that comply with the LUB .....\$60
  - that require a waiver of the LUB.....\$365
- Bylaw 6262 – June 1, 2021**
- (v) Deck Additions to Residential Buildings
- that comply with the LUB .....\$60
  - that require a waiver of the LUB .....\$250
- (vi) Residential Accessory buildings
- under 10m<sup>2</sup> and complies with the LUB .....\$0
  - over 10m<sup>2</sup> and complies with the LUB .....\$60
  - any size that requires a waiver of the LUB .....\$480
- (b) Special Uses
- (i) Child Care, major or minor .....\$375
- (ii) Group Homes .....\$800

(iii) Home Occupations

- which comply with the LUB:
- Type A..... \$60
- Type B, Type C, Type D (that comply with the LUB) .....\$120

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- Any type that requires a waiver of the LUB ..... \$500

(c) Signs

- (i) Fascia signs .....\$320
- (ii) Free Standing .....\$430
- (iii) Canopy, Roof, Projection, .....\$430
- (iv) Fascia Signs in the form of wall murals .....\$560
- (v) Billboard Signs .....\$560
- (vi) All other signs.....\$320

(2) In Commercial, Industrial, and Public Service Districts

(i) All developments (per m <sup>2</sup> GFA)	<u>Commercial</u>	<u>Industrial</u>	<u>Public Service</u>
less than 500m <sup>2</sup> .....	\$686	\$686	\$810
501m <sup>2</sup> to 2000m <sup>2</sup> .....	\$1296	\$1296	\$1620
2001m <sup>2</sup> to 5000m <sup>2</sup> .....	\$1766	\$1766	\$2106
for every additional 5000m <sup>2</sup> or portion thereof .	\$1766	\$1766	\$2106

  

(ii) Any Changes in Use or Additional Uses	<u>Commercial</u>	<u>Industrial</u>	<u>Public Service</u>
permitted use that complies with the LUB.....	\$60	\$60	\$60
permitted use that requires a LUB waiver .....	\$366	\$366	\$366
discretionary use.....	\$366	\$366	\$366

(3) In Future Urban Development District and Valley Districts

All New, Additional, or Changes in Development

	<u>FUD</u>	<u>Valley</u>
permitted uses.....	\$389	\$1820
discretionary uses.....	\$821	\$3726

(4) In Direct Control Districts

For low density residential development that complies with the requirements:

- (i) Single Detached Dwellings.....\$189
- (ii) Two Unit Dwelling.....\$243

For all other development in Direct Control districts the fees shall be consistent with fees for similar uses in other districts, determined at the discretion of the Development Officer.

(4.1) In Urban Innovation Districts

For development in Urban Innovation (UI) districts the fees shall be consistent with those for similar uses in other districts, determined at the discretion of the Development Officer.

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(4.2) Low Density Flexible Residential Districts

For development in Low Density Flexible Residential (R-LF) districts the fees shall be consistent with those for similar uses in other districts, determined at the discretion of the Development Officer.

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(5) Other Development

- (i) Over-height fences.....\$243
- (ii) Handicapped Access Ramps
  - for single detached and two unit dwellings ..... \$0
  - for all other uses .....\$124
- (iii) Cell Tower Location Review..... \$2000
- (iv) When an application is made for a development not listed in Section A the Development Officer shall charge a fee consistent with, in his/her opinion, those fees listed.

**B Other Development Application Fees**

- (1) Change in occupancy but no change in use ..... no fee
- (2) A minor waiver in order to bring an existing building into compliance.....\$115
- (3) A blanket waiver for low density residential development .....\$120  
base fee plus \$60 per dwelling unit

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**C Fee Variations**

- (1) Cost Recovery  
The Development Officer is authorized to vary the development application fee by a maximum of +/- 50% of the stated fee in order to better recover the estimated costs.
- (2) Substantially Revised Development Applications  
When the applicant substantially revises an application, an additional fee equal to 50% of the initial application fee may be required at the discretion of the Development Officer. The Development Officer may determine that the revisions constitute a new development application in which case the full fee will be charged.
- (3) Cancelled Development Applications  
When the applicant withdraws a development application (that has been determined complete) or when the Development Officer determines that a revised application constitutes a new development application the Development Officer may cancel the initial application and retain some or all of the fee sufficient to recover the costs estimated to have been incurred.

**D Incomplete Applications**

- (1) When the applicant has received a notice that the application is incomplete and fails to submit the needed information by the deadline in the notice the application will be deemed refused and one-half the development application fee will be retained and the other half reimbursed to the applicant.
- (2) When the applicant has received a notice that the application is incomplete and submits the needed information by the deadline in the notice but the information is for a second time determined to be incomplete the full development application fee will be retained.
- (3) When the applicant has received a notice for the second time that the application is incomplete and submits the needed information by the deadline in the notice, the information must be accompanied by another full development application fee and if the information is for a third time determined to be incomplete the application will be deemed refused and one-half of the development application fee will be retained and the other half reimbursed to the applicant.

**E Development Inquiries**

- (1) For each pre-application meeting ..... \$150
- (2) For each pre-application review and/or circulation of a proposed plan ..... \$300

**F Advertising of a Development Permit**

When required, the Development Officer is authorized to recover the cost of advertising a permit by charging a fee that is in accordance with the prevailing rates.

**G Development Permit Compliance Inspections**  
(for a Development Completion Certificate)

- (1) First inspection and subsequent re-inspection .....\$300
- (2) Each inspection thereafter.....\$300

**H Unauthorized Development**

When an application is made after development has commenced or occurred, the fees shall be doubled.

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## SCHEDULE B

### PLANNING AND SUBDIVISION FEES

#### A New Statutory Plans and Outline Plans

- (1) Area Structure Plan ..... \$5,500  
 (2) DELETED

*Bylaw 6204 – November 25, 2019*

- (3) Outline Plan ..... \$10,000  
 (a) New Outline Plan in West Lethbridge Employment Area ASP .....  
       ..... base fee plus \$250/per ha  
 (b) New Outline Plan in other ASP areas prepared by the City of Lethbridge .....  
       ..... base fee plus \$825/per ha

#### B Amendments to Statutory Plans, Outline Plans and the Land Use Bylaw

- (1) Municipal Development Plan ..... \$5,500  
 (2) Area Structure Plan ..... \$5,500  
 (3) Area Redevelopment Plan ..... \$2,750  
 (4) Outline Plan (base fee) ..... \$2,750  
 (a) To incorporate a shadow planned area ..... base fee plus \$1200/per ha  
 (5) Land Use Bylaw ..... \$5,500  
 (6) Land Use Bylaw in an ARP area ..... \$2,500

#### C Subdivision Fees

- (1) Subdivision Base Fee ..... \$500  
 (2) Tentative Plan and Subdivision by Instrument  
 (a) Application Fee ..... \$325 per lot  
 (b) Final Endorsement Fee ..... \$250 per lot  
 (c) Condominium Certificate ..... \$40 per unit  
 (d) Time Extension Fee ..... \$250

#### D Other Fees

- (1) Road and Lane Closure ..... \$5500  
 (a) Fee shall be reduced by ½ when an application is carried out in conjunction with an application for a Land Use By-law amendment  
 (2) Municipal Reserve Disposal ..... \$5500  
 (a) Fee shall be reduced by ½ when an application is carried out in conjunction with an application for a Land Use By-law amendment



- (3) Comprehensive Site Plan (CSP) in a UI or DC Zone ..... \$2,000
  - (a) Major amendment to a CSP ..... \$500
  - (b) Minor amendment to a CSP ..... \$250
- (4) Comprehensive Site Plan (Residential)..... \$200
  - (a) Amendment to a Res. CSP ..... \$100
- (5) Address Change ..... \$250

**E Fees Include**

- (1) Fees include the cost of advertising and notification where applicable.

Bylaw Last Revised: June 1, 2021  
Effective: June 1, 2021  
Bylaw 6262

## **SCHEDULE C**

DELETED

***Bylaw 6262 – June 1, 2021***

Bylaw Last Revised: June 1, 2021  
 Effective: June 1, 2021  
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## **SCHEDULE D SERVICES** **AND PUBLICATIONS**

### **A Property Information Requests**

- (1) Zoning Confirmation Letters .....\$35
- (2) Compliance Letters
  - (a) Residential properties:
    - (i) regular service ..... \$150
    - (ii) rush service ..... \$200
    - (iii) updated letter (within one year from date of compliance letter) .....\$75

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- (b) Commercial, Industrial, Institutional, Multi-family properties:
  - (i) regular service ..... \$200
  - (ii) rush service ..... \$300
  - (iii) updated letter (within one year from date of compliance letter) .....\$100

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- (3) Development File Searches .....\$125
- (4) Environmental File Search.....\$125

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- (5) Deleted

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- (6) Encroachment Agreements
  - (a) For Encroachments created prior to January 1, 2018 and not identified in the City Council Encroachments Policy and which covers an area of more than 10 square metres of Municipal Lands and no objections were received following circulation to City departments and Utilities: ..... \$1,000.00.
  - (b) For Encroachments addressed in the City Council Encroachments Policy and where an application for authorization of an Encroachment is made and where no objections were received following circulation to City departments and Utilities .....\$300.00.
  - (c) For Encroachments set out in the City Council Encroachments Policy which are no more than 0.05 metres and a Letter of Consent is requested ..... \$50.00.
  - (d) For Encroachments of eaves and footings of structures into Easements where the

applicant can provide an approved development permit or building permit which permitted the Encroachment: No charge.

- (e) The applicant shall be responsible for all costs including but not limited to:
  - (i) Fees arising from the use of Municipal Lands in accordance with an Encroachment Agreement.
  - (ii) Any additional costs related to the processing of an application for an Encroachment Agreement, including Road closure application, subdivision application, disposal of reserve, or other related costs.
  - (iii) Any costs of utility relocation or reconstruction required to facilitate an Encroachment.

(7) Provincial Land Titles Search

To facilitate Development applications, a service to obtain documents from Service Alberta on behalf of the customer may be provided .....\$5.00 administration fee plus cost recovery rate per document.

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**B Publications**

- (1) Planning documents are available free of charge on the City of Lethbridge website. Visit <https://www.lethbridge.ca/Doing-Business/Planning-Development/Planning>

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- (2) Free downloadable maps and Interactive GIS are also available on the City of Lethbridge website.

<https://www.lethbridge.ca/living-here/Maps> \_

***Bylaw 6262 – June 1, 2021***

- (3) Hard copies may be purchased Planning and Development Services – Main Floor City Hall 910 – 4 Avenue South, Lethbridge.

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