

Policy Title: Planning Application Fee Rebates	Policy Number: P62
Policy Category: Planning and Development	
Approval Date: September 19, 2017	Policy Owner: Planning and Development Services Branch
Approved by: Board	File Reference: 0340-50

Purpose

To rebate planning fees in a consistent, equitable and transparent manner.

Policy Reference

The Comox Valley Regional District (CVRD) Regional Growth Strategy and Rural Official Community Plan establish objectives and policies to achieve key goals related to housing, ecosystems, economic development, infrastructure, transportation, food systems, public health and safety, and climate change.

Scope

This policy applies to all CVRD planning applications.

Eligibility

To be eligible for a planning application fee rebate, the proposed development must be led by a non-profit agency in good standing, and where the proposed development relates to the agency's core services and aligns with CVRD's regional strategies or strategic priorities (e.g. construction of affordable housing).

An applicant is ineligible to apply for a rebate if any of the following criteria apply:

1. The subject property has an active bylaw compliance file that is not being actively rectified;
2. The applicant or the property owner has unpaid debts owed to the CVRD; or
3. The development has started without any planning approvals or building permits.

The following fees are not eligible for a rebate:

1. Permit extensions;
2. Development cost charges, other than those provided for as exemptions in the legislation or applicable development cost charge bylaw;
3. Cash in lieu of parkland dedication in subdivisions;
4. Costs from independent professionals;
5. Archive retrieval, and large-scale photocopying and printing fees;
6. Freedom of information administration fees;
7. Advertising costs;
8. Venue rentals; and
9. Fees levied by external organizations.

Procedure

The following procedures will apply:

1. An applicant pays all application fees upfront.
2. Once all necessary planning application approvals and final occupancies on building permits

have been issued, the applicant completes the application form attached as Schedule B and submits supporting documents.

3. A complete application must be submitted within six months of the issuance of the last planning application approval and if applicable, final occupancy of the last building permit, whichever is later.

Staff will review the application and recommend a rebate amount (partial or full rebate) to the Electoral Areas Services Committee. The electoral area directors will review the application and determine the amount.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping
April 18, 2023	Board	Legislated Requirement

Attachments: Schedule A – Application Form

Schedule A
Application form to request rebates



Planning Application Rebates

Property Information (Refer to your tax assessment notice or certificate of title.)

Legal Description	
Civic Address	PID

Owner Information

Name(s)	Company	
Mailing Address	City	Province
	Postal Code	
Phone(s)	Email	

Applicant Information (If the applicant is not the owner, complete this and the agent authorization sections. All communication will be forwarded to the applicant only.)

Name(s)	Company	
Mailing Address	City	Province
	Postal Code	
Phone(s)	Email	

Agent Authorization (Complete only if the applicant is not the owner.)

I/we, (owner's name)	
declare that I am/we are the property owner(s) noted on this form, and hereby authorize	
(agent's name)	to act as agent in the matter of this application.

Owner's Name 1	Signature
Owner's Name 2	Signature

All owners shown on the certificate of title must sign. Attach a separate page with additional signatures.

Schedule A Page 2 of 2

For all other rebate requests, what is the rebate amount you are seeking?

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Please provide reasons for the rebate and attach supporting documents.

☐ Attach Supporting Documents
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Notice of Collection of Personal Information

Personal information on this application form is collected for the administration, enforcement and processing of this application. The personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Local Government Act* (RSBC, 2015, c. 1) and Comox Valley Regional District bylaws. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to the FIPPA. For questions about the collection of personal information, please contact the Corporate Legislative Officer at 770 Harmston Road, Courtenay, BC or at 250-334-6007.

Declaration

I, the undersigned, have attached the required documentation and hereby agree to submit further information deemed necessary for processing this application. I hereby certify that the documentation and information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application. Lastly, I hereby acknowledge that an incomplete application will not be processed and will be returned to me.

Signature	Date
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