

Subject: Planning and Building Application Fee Rebates	
Branch: Planning and Development Services Branch	
Departments: Planning Services and Building Services	Policy Reference: 6410-00 3760-00

Purpose

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

Policy Reference

Objective 2.1.2 of the *Comox Valley Sustainability Strategy* contains an action item for the Comox Valley Regional District (CVRD) to develop green building incentives for developers to adopt green building practices.

The *Comox Valley Regional District Climate Action Plan* has two action items to continue the home energy incentive program and to establish an incentive for passive house design.

The CVRD Homelessness Supports Service provides for the CVRD to fund one or more non-governmental organization in the Comox Valley to develop affordable housing.

Scope

This policy applies to all CVRD planning and building permit applications.

Eligibility

To be eligible for a building permit rebate, the proposed new residential dwelling must achieve at least Step 3 in the *BC Energy Step Code*. The building permit application must be made on or after January 1, 2018.

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;
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 and permit 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.
4. For planning application rebates:
 - a. Staff will review the application and recommend a rebate amount (partial or full rebate) to the CVRD board. The CVRD board will review the application and determine the amount.
- For building permit rebates:
 - b. Staff will review the application, confirm eligibility and issue the rebate as per Schedule A.
5. Rebates are made in the same payment method and to the same payee as the original fee submission or by cheque if the original payment method is not available.

Approval History

Policy adopted:	September 19, 2017
Policy amended:	

Schedule A
BC Energy Step Code

The rebate rate for a new residential dwelling is as follows:

Step Level	Rebate Rate
Step 3 20% Beyond Code (Energy Star)	25%
Step 4 40% Beyond Code (R2000)	50%
Step 5 (Net Zero/ Passive House)	100%

Schedule B
Application form to request rebates



Planning Application &
Building Permit 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.

For the building permit rebate on energy efficient houses, please state which step of the **BC Energy Step Code** that the building has achieved and attach supporting documents.

Step Level	<input type="checkbox"/> Attach Supporting Documents
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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.

<input type="checkbox"/> Attach Supporting Documents

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 600 Comox 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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