

SCHEDULE 1 PROCEDURES AND FEES

1.1. Application for the Approving Officers Statement of Conditions for the Approval of a Subdivision.

1.1.1. Any property owner or other person wishing to subdivide land must obtain a statement from the Approving Officer of the complete conditions which must be fulfilled in order to obtain approval of a subdivision and shall pay an application fee plus an additional fee for each parcel proposed to be created in addition to the number of existing parcels.

1.1.2. The application shall be accompanied by:

1.1.2.1. A state of title for the properties current within 7 days of application;

1.1.2.2. Copies of all rights of way, easement and covenant documents pertaining to the subject property;

1.1.2.3. Four (4) paper copies and a digital PDF drawing of the proposed subdivision which shall include:

1.1.2.4. Legal description;

1.1.2.5. The location and setbacks of all existing structures;

1.1.2.6. The location of protected areas, elements and / or natural areas;

1.1.2.7. All road frontages with existing road names;

1.1.2.8. Size and dimensions of existing and proposed lots;

1.1.2.9. Existing water bodies and water courses;

1.1.2.10. Topographic information at 0.5m contour lines;

1.1.2.11. Registered Covenants pertaining to existing rights of way or easements;

1.1.2.12. A letter of authorization from the owner if an agent is acting on their behalf.

1.2. Referrals

1.2.1. The City will forward referrals to all relevant City departments and external agencies whose input is required by law or required in the opinion of the Approving Officer regarding the application for subdivision approval. Should the agency require a fee for this referral, the City will provide this information to the applicant. The applicant will be responsible for paying the applicable fees to that agency at that time. The City will not process payments to other agencies.

1.3. Boundary Adjustments

- 1.3.1. Where the proposed subdivision is a boundary adjustment the appropriate application fee is required in accordance with Table 1.

1.4. Revision to the Layout

- 1.4.1. If, in the opinion of the Approving Officer, the subdivision layout has changed substantially so that additional referrals and a new Statement of Conditions is necessary, or the Statement of Conditions has expired without application for an extension, the existing file will be closed and a new application and fees will be required.

1.5. Extensions

- 1.5.1. If the applicant cannot apply for approval of the subdivision within one calendar year from the date of issuance of the Approving Officer's Statement of Conditions, the applicant may request one six month extension and pay the extension fee in accordance with Table 1.
 - 1.5.1.1. The applicant may be subject to new bylaw requirements or fees after one year of the initial application even if an extension has been granted.
 - 1.5.1.2. If no request for extension has been made prior to the expiration of the Statement of Conditions, the applicant must apply for a new Statement of Conditions.
 - 1.5.1.3. If, in the opinion of the Approving Officer the delay in subdivision approval is due to unreasonable delays on the part of the City, the extension may be granted beyond the six month period.

1.6. Phased Strata

- 1.6.1. Applications for approval of a phased strata plan must be accompanied by a fee in accordance with Table 1.

1.7. Bare Land Strata Conversion to Fee Simple Lots

- 1.7.1. For a Bare Land Strata plan that amends the plan to create fee simple lots, the fee to examine the plan shall be in accordance with Table 1, Unit fees for Pre-Design Meeting of a Subdivision.

1.8. Pre-Design Meeting

- 1.8.1. Any applicant intending to construct works or services required for the approval of a subdivision or development shall arrange for a pre-design meeting and pay, at the request for the meeting, an administration fee and a fee for each parcel to be created in addition to the number of existing parcels.

1.9. Works and Services for Subdivision or Development.

- 1.9.1. All construction drawings required for subdivision or land development that require the review of the City Engineer for approval to construct on site works and services, shall be accompanied by a fee in accordance with Table 1 of this Bylaw.
- 1.9.2. The applicant shall submit four (4) copies of drawings for those works and services prepared by a Professional Engineer for approval by the City Engineer. See Schedule 12 for Drafting Requirements.
- 1.9.3. Concurrent with the submission of construction drawings, any Professional Engineer engaged by the applicant must provide the City with a letter that:
 - 1.9.3.1. The Professional Engineer's scope of the engagement shall include, but is not limited to: assurance of the completeness of the survey and design, certification of construction drawings, inspections required, and certification and submission of as-constructed drawings.
 - 1.9.3.2. States that the engineer has read and understands the relevant City bylaws, policies and specifications.
 - 1.9.3.3. States that the Professional Engineer will advise the City Engineer of any severance of engagement during the course of design and construction.
 - 1.9.3.4. Certified construction cost estimates.
- 1.9.4. Any construction of works and services required under this Bylaw prior to approval to construct by the City Engineer is at the owner's risk.
- 1.9.5. Boulevard, street tree and irrigation design shall be provided by the professional Engineer or other recognized professional. Any street enhancements within a City right of way or easement shall require design by a recognized professional unless otherwise dictated by the City Parks Manager.

1.10. Acceptance of Works and Services by the City.

- 1.10.1. Works and services that are to be owned and maintained by the City will not be accepted until the works have been approved as installed, and the following documents have been submitted to, reviewed and approved by the City Engineer.
 - 1.10.1.1. Three paper copies of the as-constructed drawings signed and sealed by the professional engineer;
 - 1.10.1.2. One AutoCAD and one PDF copy of the as-constructed drawings;
 - 1.10.1.3. As-constructed inventory for all City owned works and services;
 - 1.10.1.4. Certification by the Professional Engineer of substantial completion all deficiencies complete;

- 1.10.1.5. Geotechnical certification in accordance with this bylaw;
- 1.10.1.6. Acceptance of all utilities for works and services installed within road rights of way by the appropriate utility;
- 1.10.1.7. Electrical declaration from the provincial safety authority.

1.11. Application for Subdivision Approval

1.11.1. Any applicant intending to apply for final approval of a subdivision shall pay the appropriate application fee.

1.11.2. If the Approving Officer's signature has expired and the plans require re-approval due to delays beyond the control of the City, a fee must be paid in accordance with Table 1.

1.11.2.1. Final approval of the subdivision will not be granted to the applicant by the Approving Officer unless the applicant has received a letter of acceptance from the City Engineer that all works are complete, or the applicant has entered into a Works and Services Agreement with the City. Subdivision plans submitted for final subdivision approval must be accompanied by:

- A state of title certificate current within seven days of final approval application;
- All executed legal documentation as required by the Approving Officer, complete with priority agreements if necessary;
- Two (2) paper copies of the subdivision plan;
- Approved road names included on the plan (Road names must be approved by the Fire Department and in accordance with City street naming policies);
- One Auto CAD digital copy to NAD83 coordinates, referenced to two monuments;
- One PDF copy of the subdivision plan;

1.11.4 The owner must provide proof that property taxes are up to date prior to final approval.

1.12. Works and Services Agreements

1.12.1. In the event that an owner of land wishes to obtain approval of a subdivision or issuance of a building permit prior to the construction and installation of works and services required by this bylaw, the owner may enter into a servicing agreement with the City. All Works and Services Agreements may be executed

by the City of Langford Council. No such agreement shall be entered into with respect to works affecting soil stability including stacked boulder retaining walls.

1.12.2. A Works and Services Agreement will only be considered after approval has been given for Construction of Works.

1.12.3. Any owner intending to enter into a servicing agreement pursuant to this section must provide to the City a letter of credit, or cash equal to 100% of the cost of the works and services required, the estimate of which is to be certified by a Professional Engineer, and must provide a date for the completion of the works and services for the purposes of s.940 of the *Local Government Act*.

1.13. Maintenance Requirements for Landscaping

1.13.1 Upon completion of the landscaping works to the satisfaction of the City Parks Manager, the City shall issue a letter of Substantial Completion for the landscaping. The developer shall be required to maintain all landscaping works to the standard defined by the City for a period of one year from the date of confirmation of Substantial Completion. At the end of the one year period, the City shall inspect the landscaping works and confirm Acceptance of the works.

1.14. Warranty Bond

1.14.1. Upon acceptance of the works and services to be owned and maintained by the City, the developer shall warrant for a period of one year, the works. And shall provide in a form acceptable to the City Engineer, security in the amount of 10% of the cost of those works and services during the warranty period.

1.14.2. The cost of the works and services shall be calculated and certified by a Professional Engineer.

1.14.3. The City may draw upon the Warranty Bond in whole or in part at any time prior to the expiration of the one year warranty period for repairs pertaining to the installation of the works and services, if the developer fails to do so within a reasonable time period as stipulated by the City Engineer.

1.14.4. Should a deficiency be noted at any time during the one-year warranty period, the warranty provider will be notified and given 30 days to repair the deficiency to City standards. After acceptance of the repair, the City may elect to extend the warranty period for the repaired item for up to one year.

1.14.5. The one year warranty bond shall be returned at final acceptance.

Table 1 – 1

**Bylaw 1000, 2009
Applications and Fees**

Section Number	Application Type	Admin Fee	Unit Fee
5.3.1	Application for the Approving Officers Statement of Conditions (Residential Lots)	\$250	Plus, per new lot created: <ul style="list-style-type: none"> ➤ <u>\$50</u> for <550m² lots (any zone) ➤ <u>\$50</u> for >550m² and <835m² lots in an R2 zone ➤ <u>\$50</u> all other residential
5.3.1.1	Application for the Approving Officers Statement of Conditions (Commercial or Industrial)	\$500	Plus, per new lot created: <ul style="list-style-type: none"> ➤ <u>\$500</u> for Commercial or Industrial
5.3.2 & 5.3.3	Revised application for a Statement of conditions (when applied for <i>within one year</i> of original application)	\$750	
5.3.4	Extension of a Statement of Conditions (<i>valid for 6 months</i>)	\$750	
5.3.5	Approval of a phased strata plan; or amendment of phased strata plan (due upon Form P submission)		\$500 per phase
5.5	Application for Pre-Design Meeting	\$500	Plus, per new lot created: <ul style="list-style-type: none"> ➤ <u>\$200</u> for <550m² lots (any zone) ➤ <u>\$300</u> for >550m² and <835m² lots in an R2 zone ➤ <u>\$500</u> all other residential ➤ <u>\$500</u> Commercial or Industrial
5.6.1	Application to Construct – On Site (Construction Administration Fee)	\$700	Plus 2.5% of engineers estimate of cost of works and services up to \$200 000 and 1% of the remainder
5.6.2	Application to Construct – Off Site (in existing road ROW) (Construction Administration Fee)		In accordance with the Highways Use Bylaw (Bylaw No. 33) <ul style="list-style-type: none"> ➤ <i>To include all utilities except Hydro</i>
5.7.1 & 5.7.7	Application for Final Approval of a Subdivision	\$250	Plus, per new lot created: <ul style="list-style-type: none"> ➤ <u>\$150</u> for <550m² lots (any zone) ➤ <u>\$200</u> for >550m² and <835m² lots in an R2 zone ➤ <u>\$400</u> all other residential ➤ <u>\$500</u> Commercial or Industrial ➤ DCC Payment Due (Residential ONLY)
5.7.2	Signature Expiration (or re-signature)	\$100	
5.7.3	Boundary Adjustment	\$750	Plus \$250 per each additional lot line to be adjusted.
5.8.1	Strata Title Conversion Residential Compliant	\$750	
5.8.2	Strata Title Conversion Residential Non-Compliant	\$2000	
5.8.1	Strata Title Conversion Commercial/ Multi Family/ Industrial Compliant	\$1500	
5.8.2	Strata Title Conversion Commercial/ Multi Family/ Industrial Non-Compliant	\$3000	