



CONSOLIDATED VERSION
of
C-1268-23
DEVELOPMENT FEES AND FINES BYLAW

Enacted October 23, 2023

As Amended By:

Bylaw C-1287-23 - Enacted January 8, 2024

Bylaw C-1321-24 - Enacted May 27, 2024

Bylaw C-1314-24 - Enacted June 10, 2024

THE CITY OF SPRUCE GROVE

BYLAW C-1268-23

DEVELOPMENT FEES AND FINES

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c M-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*, R.S.A. 2000 c M-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*, R.S.A. 2000 c L-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-1222-22

6.1 C-1222-22 – Development Fees and Fines Bylaw and all associated amendments are hereby repealed.

First Reading Carried	10 October 2023
Second Reading Carried	10 October 2023
Third Reading Carried	23 October 2023
Date Signed	23 October 2023

Mayor

City Clerk

CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE A: STATUTORY PLANS, DESIGN REPORTS AND BYLAWS

	2023 <i>(effective January 1, 2023)</i>	2024 <i>(effective January 1, 2024)</i>
1.1 Municipal Development Plan		
Amendment	\$4,500	\$5,250
1.2 Area Structure and Redevelopment Plans		
New application	\$7,800+\$240 per gross hectare	\$8,035+\$250 per gross hectare
Amendment (major)	\$7,800+\$240 per gross hectare	\$8,035+\$250 per gross hectare
Amendment (minor)	\$4,680	\$5,615
<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	\$4,020	\$4,690
Text amendment (major)	\$5,850	\$6,335
Text amendment (minor)	\$4,020	\$4,690
Direct control (new or amendment)	\$5,850	\$6,335
<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	\$2,820	\$3,290

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	\$110/hour + GST, min two (2) hrs	\$115/hour + GST, min two (2) hours

Referral/Third party fees

Edmonton Metropolitan Region Board	\$600	\$700
Third party review of technical report	\$500 + third party consultant cost	\$515 + third party consultant cost

Advertising Costs

1/4 page	\$345 + GST (per publication or week) per publication	\$345 + GST (per publication or week)
1/2 page	\$490 + GST (per publication or week) per publication	\$490 + GST (per publication or week)
Colour advertisement (added to applicable advertisement fee)	\$103 + GST (per publication or week) per publication	\$103 + GST (per publication or week)

File maintenance

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

One year from receipt of application, no first reading	\$1,000	\$1,000
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CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE B: LAND DEVELOPMENT

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
2.1 Development Agreements		
New Application - standard	\$5,150 + GST	\$5,305 + GST
New Application - single lot or minor	\$3,090 + GST	\$3,180 + GST
Amendment	\$2,010 + GST	\$2,070 + GST
Deferred	\$2,060 + GST	\$2,070 + GST
Assignment of Development Agreement	\$515 + GST	\$530 + GST
Inspection fee (per inspection)	\$2,575 + GST	\$2,650 + GST
Re-inspection fee	\$515 + GST	\$530 + 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	\$840 base + \$300 per lot	\$980 + \$350 per lot
Endorsement	\$342	\$400 per lot

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

New application	\$840 base + \$850 per lot	\$980 base + \$1,085 per lot
Endorsement	\$1,060 per lot	\$1,270 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.

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

2.3 Non-residential Subdivisions

New application	\$840 base + \$850 per lot	\$980 + \$1,085 per lot
Endorsement	\$1,060 per lot	\$1,270 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	\$515 + GST	\$530 + 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% + \$300 for each additional lot	15% + \$310 for each additional lot
After circulation	75% + \$300 for each additional lot	75% + \$310 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$310 for each additional lot

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

Prior to circulation	15% + \$850 for each additional lot	15% + \$875 for each additional lot
After circulation	75% + \$850 for each additional lot	75% + \$875 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$875 for each additional lot

Revisions are changes to an application that is currently being processed.

Percentages are calculated based on the base fee of the original application fee.

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

2.7 Revisions - Non-residential Subdivision

Prior to circulation	15% + \$850 for each additional lot	15% + \$875 for each additional lot
After circulation	75% + \$850 for each additional lot	75% + \$875 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$875 for each additional lot

*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	\$425	\$425
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Subdivision and Development Appeal Board processes are managed through the City Clerk's office.

2.11 Additional Fees

Process Guidance

Pre-Application meeting	No charge	No charge
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Pre-Application plans review	\$110 per hour + GST, minimum two (2) hours	\$115 per hour + GST, minimum two (2) hours
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Extensions

Extension to Development Agreement	\$515 + GST	\$530 + GST
Extension to conditional subdivision approval	\$515 + GST	\$530 + GST
Extension to subdivision endorsement period	\$515 + GST	\$530 + 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	\$80 + GST	\$85 + GST
Postponement/discharge of caveat execution requiring solicitor review	\$180 + GST	\$185 + GST
Amending agreements, Utility Rights-of-Way, Easements, Encroachments, Licence to Occupy	\$365 + GST	\$375 + GST

Other

Street Name Change	\$440 + GST	\$450 + GST
Address Change (per address)	\$285 + GST	\$295 + GST

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1268-23
SCHEDULE C: DEVELOPMENT PERMITS

	2023 <i>(effective January 1, 2023)</i>	2024 <i>(effective January 1, 2024)</i>
3.1 Residential Development		
<i>New construction</i>		
Single detached, semi-detached, duplex, row housing	\$215 per unit	\$220 per unit
Multi-unit development project on a single lot	\$310 + \$105 per unit	\$320 + \$115 per unit
Show home	\$215 per unit + notification	\$220 per unit + notification
Show home (unregistered lot)	\$390 per unit + notification	\$400 per unit + notification
Manufactured home	\$215 per unit	\$220 per unit
Manufactured home park, campground development	\$310 + \$105 per unit	\$320 + \$110 per unit
<i>Demolition</i>		
Demolition	\$105	\$110
<i>Use/Change of Use</i>		
Discretionary use (secondary suite, show home, home occupation, garden suite, garage suite, etc)	\$185 + notification	\$190 + notification
Show home conversion to residential occupancy	\$85 per unit	\$90 per unit
<i>Variances</i>		
Variance (separate from approval)	\$160 + notification	\$165 + notification
Variance (processed with associated development permit)	\$85 + notification	\$90 + notification

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Additions/Alterations/Accessory Structures

Addition/Alteration/ Accessory structure	\$85	\$90
Fence, linear and other structure	\$115	\$120
Buildings Accessory to the use of the Manufactured Home within the Manufactured Home Court district	\$85	\$90
Buildings Accessory to the use of the Manufactured Home Court and Campground	\$270 + \$1.35 per square meter + notification	\$280 + \$1.40 per square meter + notification

3.2 Non-residential Development

New Construction

New construction	\$270 + \$1.35 per square meter	\$280 + \$1.40 per square meter
New cannabis sales or cannabis production facility	\$785 + \$1.35 per square meter	\$810 + \$1.40 per square meter

Demolition

Demolition	\$210	\$215
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Use/Change of Use/Intensification of Use

Change of occupancy or use	\$265	\$270
Change of occupancy or use - Cannabis sales or production facility	\$780	\$805
Temporary use		
Up to sixty (60) days	\$155	\$160
Up to six (6) months	\$210	\$215
Up to twelve (12) months	\$285	\$295

If deemed discretionary use, notification applies

Variances

Variance (separate from approval)	\$270 + notification	\$280 + notification
Variance (processed with associated development permit)	\$135 + notification	\$140 + notification

Additions/Alterations/Accessory Structures

Accessory structure	\$270 + \$1.35 per square meter + notification	\$280 + \$1.40 per square meter + notification
Addition/Alteration	\$270 + \$1.35 per square meter	\$280 + \$1.40 per square meter
Fence, linear and other structure	\$270	\$280

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

3.3 Signs

Permanent (includes digital)	\$165	\$170
Temporary	\$35/30 days for the first 90 days and \$18/30 days thereafter	\$35/30 days for the first 90 days and \$20/30 days thereafter
Billboard	\$165 + notification	\$170 + notification
Balloon	\$35/30 days for the first 90 days and \$18/30 days thereafter + notification	\$35/30 days for the first 90 days and \$20/30 days thereafter + notification

3.4 Soil Processing

Excavation and topsoil stripping (not including processing)	\$515 + notification	\$530 + notification
Topsoil stripping with onsite processing	\$620 + notification	\$640 + notification

3.5 Revisions

Milestones

Review started, 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

When a request is made, the Development Officer will review the resubmission and determine the required fees.

3.6 Refunds

Review started, no decision made	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	\$115 per hour + GST, minimum two (2) hours

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Amendments/Extensions

Amendment of development permit (review underway)	50% of original application fee	50% of original application fee
Amendment of development permit – minor revisions (decision has been made)		\$200
Amendment of development permit - major (decision has been made)	New application required	New application required
Extension of development permit approval	50% of original application fee	50% of original application fee

Development Officer shall determine if amendments are considered major or minor in scope.

Other

Notification	\$100 + GST	\$100 + GST
Show Home Agreement	\$1,030 + GST	\$1,060 + GST
Telecommunication Tower Review	\$2,575 + GST	\$2,650 + GST
Cash-in-lieu of Parking (per requested parking stall as per Land Use Bylaw)	\$20,600 + GST	\$21,215 + GST

CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE D: CONSTRUCTION - BUILDING PERMITS

	2023 <i>(effective January 1, 2023)</i>	2024 <i>(effective January 1, 2024)</i>
4.1 Residential - New Construction		
New building (1-4 units)	\$7.30 per square meter for all floors above grade, including attached garage	\$7.50 per square meter for all floors above grade, including attached garage
New building (5 or more units)	\$9.80 per \$1,000 construction value	\$10.00 per \$1,000 construction value
Basement Development	\$3.65 per square meter	\$3.75 per square meter
Secondary Suite	\$4.15 per square meter	\$4.25 per square meter
Manufactured home including relocation	\$210 per unit	\$215 per unit
4.2 Residential - Additions/Alterations/Accessory Structure		
Renovation, addition, manufactured home addition	\$7.30 per square meter for all floors	\$7.50 per square meter for all floors
Accessory building or detached garage	\$5.60 per square meter, minimum \$210	\$5.75 per square meter, minimum \$215
Deck or similar minor accessory structure, hot tub, fireplace	\$210	\$150
4.3 Non-Residential - New Construction		
New building	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value
Foundation only	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value
<p><i>The Safety Codes Officer may place a market value of the work being undertaken for the purpose of determining the permit fee (Division C Article 2.2.10.2)</i></p> <p><i>Non-residential construction includes commercial, industrial, institutional, and mixed-use projects</i></p>		
4.4 Non-Residential - Additions/Alterations/Accessory Structures		
Addition, renovation, accessory building/structure	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Non-residential construction includes commercial, industrial, institutional, and mixed-use projects

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	Based upon meter per unit set by City of Spruce Grove

4.6 Demolition

Demolition	\$210	\$215
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4.7 Revisions

Revision following issuance	\$210	\$215
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4.8 Refunds

Milestones

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

Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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Levies as established by Safety Codes Council, subject to change

Fire Inspection surcharge	10% of Building permit fee	10% of Building permit fee <i>(exempt: deck or similar minor accessory structure, fireplace, etc)</i>
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Process Guidance

Pre-Application Plans Review	\$110 per building + GST, minimum of two (2) hours	\$115 per building + GST, minimum of two (2) hours
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The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Alternate Solutions

Review of alternative solution proposal	\$105 per hour + GST, minimum of two (2) hours	\$115 per hour + GST, minimum of two (2) hours
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Re-Inspections

Re-inspection fee	\$200	\$205
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Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

Extension	50%, minimum \$70	50%, minimum \$75
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Other

Minimum Building Permit Fee	\$130	\$150
Transfer of permit to a new owner	\$210	\$215

CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE E: CONSTRUCTION - ELECTRICAL

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>

5.1 Residential - New Construction

New construction (per unit)

0 to 232.2 square meters	\$210 per unit		\$215 per unit
Greater than 232.2 square meters	\$285 per unit		\$295 per unit

Calculations are based on floor area of each unit including attached garage.

Existing

The same calculation as for Non-Residential/Multi-Unit Residential applies

Basement Development

Basement Development wiring	\$130		\$135
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Single outlet

Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet (including hot tubs)	\$130		\$135
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5.2 Non-Residential & Multi-Unit Residential

\$2,000 or less installation cost	\$130		\$135
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\$2,000.01 to \$5,000 installation cost	\$130 + \$0.0206 per \$1.00 installation cost	\$135 + \$0.021 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$236 + \$0.01545 per \$1.00 installation cost over \$5,000	\$240 + \$0.016 per \$1.00 installation cost over \$5,000
\$10,000.01 to \$50,000 installation cost	\$314 + \$0.005665 per \$1.00 installation cost over \$10,000	\$320 + \$0.00575 per \$1.00 installation cost over \$10,000
\$50,000.01 to \$200,000 installation cost	\$598 + \$0.00515 per \$1.00 installation cost over \$50,000	\$550 + \$0.0055 per \$1.00 installation cost over \$50,000
\$200,000.01 and above installation cost	\$1,628 + \$0.00309 per \$1.00 installation cost over \$200,000	\$1,375 + \$0.0032 per \$1.00 installation cost over \$200,000

Fees are calculated based on the installation cost per unit

Underground/Service Connection

Underground installation	\$105	\$110
Service connection	\$105	\$110

5.3 Revisions

Revision following issuance	\$210	\$215
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5.4 Refunds

Milestones

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

Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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Levies as established by Safety Codes Council, subject to change

Alternate Solutions

Review of alternative solution proposal	\$110 per hour, minimum of two (2) hours	\$115 per hour, minimum of two (2) hours
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The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Re-Inspections

Re-inspection fee	\$200	\$205
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Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

Extension	50%, minimum \$70	50%, minimum \$75
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Other

Transfer of permit to a new owner	\$210	\$215
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CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE F: CONSTRUCTION - PLUMBING AND GAS

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
6.1 Plumbing - Multiple fixture		
Up to five (5) fixtures per unit	\$130	\$135
More than five (5) fixtures per unit	\$130 + \$6.00/fixture over five (5)	\$135 + \$6.10/fixture over five (5)
6.2 Plumbing - Single fixture		
New appliance, appliance replacement or similar retrofitting involving one fixture	\$105	\$110
6.3 Gas - Residential		
Up to three (3) outlets per unit	\$130	\$135
More than three (3) outlets per unit	\$155	\$160
New appliance, appliance replacement or similar retrofitting involving one outlet	\$105	\$110
6.4 Gas - Non-Residential & Multi-Unit Residential		
Up to 200,000 BTU	\$0.00106 per BTU, minimum \$130	\$0.001 per BTU, minimum \$135
200,001 to 400,000 BTU	\$212 + \$0.000412 per BTU over 200,000	\$200 + \$0.00025 per BTU over 200,000
400,001 to 1,000,000 BTU	\$377 + \$0.0001545 per BTU over 400,000	\$250 + \$0.0002 per BTU over 400,000
Over 1,000,000 BTU	\$532 + \$0.0001545 per BTU over 1,000,000	\$370 + \$0.0001 per BTU over 1,000,000
6.5 Gas - Temporary Installations		
Temporary propane/natural gas construction heater (includes tank set)	\$105	\$110

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

6.6 Refill Centre

Refill centre (propane)	\$295	\$305
Propane Tank (new or replacement)	\$105	\$110
Service line from tank to building	No charge	No charge
Vaporizer	No charge	No charge

6.7 Revisions

Revision following issuance	\$210	\$215
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6.8 Refunds

Milestones

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

Levies/Surcharges (in addition to permit fees)

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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Levies as established by Safety Codes Council, subject to change

Process Guidance

Pre-Application Plans Review	\$110 per building + GST, minimum of two (2) hours	\$115 per building + GST, minimum of two (2) hours
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Alternate Solutions

Review of alternative solution proposal	\$110 per hour, minimum of two (2) hours	\$115 per hour, minimum of two (2) hours
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Re-Inspections

Re-inspection fee	\$200	\$205
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Re-inspection fees are applicable at the discretion of the Safety Codes Officer

Extensions

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

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Extension	50%, minimum \$70	50%, minimum \$75
Other		
Transfer of permit to a new owner	\$210	\$215

CITY OF SPRUCE GROVE
Development Fees and Fines Bylaw C-1268-23
SCHEDULE G: CONSTRUCTION - LOT GRADING

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
7.1 New Residential		
<i>Single-detached, semi-detached, duplex, row housing</i>		
New Application	\$170	\$175
Performance Damage Agreement Deposit	\$2,500	\$2,500
<i>Multi-unit development on a single lot</i>		
New Application	\$260 per ha + \$52 per unit	\$265 per ha + \$55 per unit
Performance Damage Agreement Deposit	\$5,000	\$5,000
7.2 New Non-Residential		
New Application	\$310 per ha, minimum \$310	\$320 per ha, minimum \$320
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	\$210	\$215
7.4 Refunds		
<i>Milestones</i>		
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

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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)	\$310 + GST	\$320 + GST
Re-inspection fee (Non-residential)	\$310 + GST	\$320 + GST

Extensions

Extension	50%, minimum \$70	50%, minimum \$75
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CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE H: INFRASTRUCTURE USE

	2023	2024
	<i>(Effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
8.1 Infrastructure Use Permits		
Infrastructure Use - ICAP	\$55	\$60
Infrastructure Use - Driveway Extensions		\$175
Infrastructure Use - Storage/Waste Containers		\$30 + GST
8.2 Infrastructure Use Permits – One Time Per Owner		
Infrastructure Use – Boulevard Gardens		\$60
8.3 Street Vending Permit (through the Traffic Bylaw)		
1 Week	\$25	\$25
1 Month	\$50	\$50
4 Month	\$75	\$75
6 Month	\$100	\$100
8.3 Revisions		
Applications of these types cannot be revised		
8.4 Refunds		
Applications of these types are non-refundable		
8.5 Additional Fees		
Re-inspection Fee (Driveway Extensions)		Same as application fee + GST

(Bylaw C-1321-24, May 27, 2024)

CITY OF SPRUCE GROVE

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SCHEDULE I: LICENCES (Bylaw C-1314-24, June 10, 2024)

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
9.1 Local Businesses		
(Bylaw C-1287-23, January 8, 2024)		
Annual fee	\$270	\$270
Change of location	\$270	\$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-Local Businesses		
(Bylaw C-1287-23, January 8, 2024)		
Annual fee	\$440	\$440
Annual fee (after September 1)	\$220	\$220
 9.2.1 Parkland County Businesses		
Annual Fee (Bylaw C-1287-23, January 8, 2024)		\$150
 9.3 Temporary Businesses and Mobile Vending Businesses		
1 Month	\$60	\$60
3 Month	\$100	\$100
6 Month	\$200	\$200
6 Month Intermunicipal	\$300	\$300
 9.4 Hen Keeping Licences		
(Bylaw C-1314-24, June 10, 2024)		
Fee		\$50
 <i>Residents with Hen Keeping Licences are subject to a one-time hen keeping licence fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in the Hens Bylaw.</i>		
 9.5 Charitable/Non-profit Organizations		
Annual fee	No charge with proof of non-profit status	No charge with proof of non-profit status

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9.6 Revisions

Applications of these types cannot be revised

9.7 Refunds

Milestones

Payment received but application
not reviewed

Full refund

Full refund

9.8 Appeals

(Bylaw C-1314-24, June 10, 2024)

Business Licence decision
Hen Keeping Licence

\$135

\$135

\$135

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Development Fees and Fines Bylaw C-1268-23

SCHEDULE J: COMPLIANCE REQUESTS AND FILE REVIEWS

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
10.1 Residential Compliance		
Three (3) day processing	\$310 + GST	\$320 + GST
Ten (10) day processing	\$155 + GST	\$160 + GST
10.2 Non-Residential Compliance		
Three (3) day processing	\$515 + GST	\$530 + GST
Ten (10) day processing	\$260 + GST	\$265 + GST
10.3 File Review & Zoning Verification Letter		
File review (includes searches for environmental assessments, safety codes history, etc)	\$110 per hour + GST, minimum two (2) hours	\$115 per hour + GST, minimum two (2) hours
Zoning Verification Letter	\$110 + GST	\$115 + 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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Development Fees and Fines Bylaw C-1268-23

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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CITY OF SPRUCE GROVE

Development Fees and Fines Bylaw C-1268-23

SCHEDULE L: PENALTIES & FINES – SAFETY CODES PERMIT VIOLATIONS

Offence	Fine Amount		
	First Offence	Second Offence	Third Offence
Failure to secure required Safety Codes permits prior to the start of construction/installation	All fees are doubled		
Occupying prior to issuance of Occupancy Certificate	\$510	\$1020	\$3060
Verification of Compliance submission violations	\$510	\$1020	\$3060 + privileges revoked

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Development Fees and Fines Bylaw C-1268-23

SCHEDULE M: PENALTIES & FINES - BUSINESS LICENCE VIOLATIONS

Offence	Relevant Section of the Business Licence Bylaw (C-1284-23) (Bylaw C-1287-23, January 8, 2024)	Penalty Amount	
		First Offence	Subsequent Offence
Commencing business operations without a valid Business Licence	14.1	\$500.00	\$1000.00
Failure to display a valid Business Licence	14.1	\$50.00	\$250.00
Continuing business activity after the Business Licence has been suspended or cancelled	14.1	\$500.00	\$1000.00
Non-compliance with conditions of Business Licence	14.1	\$100.00	\$200.00

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Development Fees and Fines Bylaw C-1268-23

SCHEDULE N: PENALTIES & FINES - CONSTRUCTION SITE CLEANLINESS VIOLATIONS

SCHEDULE DELETED

(Bylaw C-1321-24, May 27, 2024)