



POLICY

POLICY NO: 607 **APPROVAL DATE:** March 14, 2005
TITLE: Waiver of Fees, Levies and Securities **REVISION DATE:** January 23, 2017
SECTION: Lands, Roads and Buildings **PAGE 1 OF 3**
DEPARTMENTS: Planning and Development, Engineering Services and Inspection Services

POLICY STATEMENT

Application may be made to the City for the waiver of any or all of the permit fees, levies and/or securities identified below with respect to Global Housing Projects, City Related Projects, Affordable Housing Projects and any other projects identified by a Council Standing Committee as deserving of assistance:

Fees:

- Development Permits
- Building Permits
- Engineering (Driveway Crossings, Storm Connection Permits, Excavation Permits and Barricade Permits)
- Subdivision Applications, Endorsements and Time Extensions
- Land Use Bylaw Amendments

Levies:

- Transportation Levies

Securities:

- Paving securities
- Landscaping securities
- Off-Site Infrastructure securities

REASON FOR POLICY

Purpose of this Policy is to allow for the timely processing of permits required for any project referred to above. This Policy will aid the City in seeking funding assistance from the Province and elsewhere.

CRITERIA

An applicant for a waiver under this Policy must meet the following conditions:

- (a) the applicant is a non-profit entity as defined in the Municipal Government Act (“Act”). Proof of non-profit must be provided upon submission of the waiver request;
- (b) the property will be non-taxable pursuant to the Act;
- (c) cost sharing projects will also be considered under this policy. Fees will be charged and appropriately will be transferred to the affected City Department; and
- (d) any other conditions the Council Standing Committee considers appropriate.

Notwithstanding the above for Affordable Housing Projects only, the applicant may:

- (a) be either a for-profit or non-profit entity;
- (b) have reached an agreement with the City for all or part of their development to provide affordable housing for a period of not less than fifteen (15) years; and
- (c) if only part of a project is providing affordable housing units then only those units designated as affordable housing units by the City may qualify for a waiver of fees, levies and/or securities.

DEFINITIONS

“Global Housing Project” means a social housing facility providing residential accommodation for members of the community who have developmental and/or physical disabilities or are socially disadvantaged.

“City Related Project” means a project undertaken directly by the City or with the assistance of the City.

“Affordable Housing Project” means a project that is providing affordable housing units as defined by the Community Social Development department.

RESPONSIBILITIES

City Administration

The manager of the affected City Department has the authority to waive fees if the application meets all of the criteria noted above and the accumulated fees are \$2,000.00 or less.

For applications involving fees of more than \$2,000.00, Administration will evaluate the application and present a report to the respective Council Standing Committee for a decision.

Notwithstanding the amount of the fee requested to be waived, Administration may refer any application to a Council Standing Committee for a decision.

In instances where an application for a waiver of fees involves a number of City Departments, Administration will coordinate the process and if reporting to a Council Standing Committee is required, it will be presented at once as opposed to separating out fee waiver to the respective Council Standing Committee.

Administration to report back to Council on a biannual basis.

Council Standing Committees

Council Standing Committees will consider all projects for eligibility where fees are more than \$2,000.00 or any other application referred to it by Administration.

Applications received may be considered by a Council Standing Committee for review and consideration with respect to the waiver of fees, levies and securities. The Council Standing Committee however, is not obligated by the policy to approve each application that comes in. Decisions will be based on the application and the Council Standing Committee has the right not to approve a request at their discretion.



**POLICY 607
CITY OF GRANDE PRAIRIE**

City of Grande Prairie
P.O. Bag 4000
Grande Prairie, AB
T8V 6V3
780-538-0300

REQUEST FOR WAIVER OF FEES, LEVIES & SECURITIES

SUBJECT PROPERTY

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: LOT(S) : _____ BLOCK: _____ PLAN: _____

ORGANIZATION INFORMATION: Which Organization / Community Group Do You Represent?

Organization Name: _____ Address: _____

City / Prov.: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

APPLICANT INFORMATION:

Name (if different): _____ Address: _____

City / Prov.: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Applicant interest in property if not owner: Contractor Agent

Is this a non-profit organization / project? YES NO If yes, provide documentation.

Is this an affordable housing project? YES NO

Is this a global housing project? YES NO

Is this a City related project? YES NO

Does the application require Council/Committee approval? YES NO

WHAT TYPE OF DEVELOPMENT IS IT?

Residential Commercial Institutional

Other (Including a Change of Use of the subject property)

Describe Development: _____



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WAIVER REQUESTS:

I HEREBY REQUEST THE FOLLOWING FEES / LEVIES & SECURITIES BE CONSIDERED FOR WAIVER:

- Building Permit Fees - (Fee Amount: _____)
- Development Permit Fees - (Fee Amount: _____)
- Development Permit Securities - (Securities Amount: Landscaping _____ Paving _____)
- Engineering Permit Fees - (Permit Type: _____ Fee Amount: _____)
- Engineering Securities - (Securities Type: _____ Securities Amount: _____)
- Transportation Off Site Levies - (Amount: _____)
- Subdivision Application Fees and Endorsement - (Fee Amount: _____)
- Land Use Bylaw Amendment Application Fees - (Fee Amount: _____)
- Other Fees - (Fee Amount: _____)

I hereby declare I am / I represent the owner of the property in which the work identified in this application will be conducted in accordance to the plans submitted and upon approval will adhere to the conditions / terms of the Land Use Bylaw. **I / WE WILL NOTIFY** City Administration of any proposed changes to the plans submitted with this application.

Signature of Registered Owner / Agent

Date of Application

This personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to administer the Waiver of Fees, Levies and Securities. If you have any questions about the collection Contact the City of Grande Prairie, FOIP Coordinator, 780-538-0300.