

RE: PROPOSED FEE FOR SERVICE  
PRELIMINARY PLAN APPROVAL STAGE

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Planning & Building Inspection be adopted.

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TO: MUNICIPAL MANAGER 1989 DECEMBER 13

FROM: DIRECTOR PLANNING & BUILDING INSPECTION

SUBJECT: **PROPOSED FEE FOR SERVICE**  
**PRELIMINARY PLAN APPROVAL STAGE**

PURPOSE: To obtain Council's approval for the introduction of a fee to assist in covering the cost of processing at the preliminary plan stage.

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RECOMMENDATION:

1. THAT the Municipal Solicitor be authorized to prepare the necessary Bylaw amendments to introduce the fee for preliminary plan approval processing, as described in this report.

**R E P O R T**

In conjunction with the preparation of the 1990 Provisional Budget, the Departments were challenged to identify new sources of revenue where user charges might be employed to assist in offsetting the cost of specific services which otherwise would have to be funded from the Municipal tax draw. After examining the nature of services provided, the Planning Division has proposed the introduction of a fee for service in connection with the preliminary plan approval stage, which is part of the checking process prior to the issuance of a building permit for construction or alteration of most classes of buildings.

Since the adoption of the current Zoning Bylaw in 1965, persons wishing to undertake a development have been required to apply for and receive preliminary plan approval before the issuance of a building permit, except in the case of certain types of development. The exceptions include development of single and two-family dwellings, maintenance of buildings, internal alterations not involving the exterior of buildings, public works type structures such as highway bridges, etc. As a result, preliminary plan approval normally applies to commercial, industrial, multiple-family, agricultural, and institutional developments, including new construction and major alterations involving exterior changes.

The preliminary plan approval examination includes a check for compliance with the requirements of the Burnaby Zoning Bylaw and review by and coordination with the Engineering Traffic Division, Fire and Environmental Health Departments at an early stage, and is provided to allow conformance to Municipal Bylaws in general to be ascertained early in the permit submission process prior to, for example, the presentation of detailed working drawings for checking for compliance with the Building Code, Electrical and Plumbing Codes, etc.

By this means, a development obtains preliminary plan approval on the basis of submission of preliminary plans only, which is normally then followed by submission of the further, more detailed design drawings for Building Permit purposes.

Up to the present time, the cost of providing these preliminary plan approval services has been borne entirely by funding from general revenue as part of the Department's Operating Budget. However, it is consistent with the principle of "user pay" to provide that the applicant bear at least part of the cost of processing these applications at the preliminary plan stage, prior to the issuance of a building permit, especially as the applicant is able to benefit from this early coordination and review process which provides greater certainty and lessens the risk of delays or added design costs at the working drawing stage.

The approved 1990 Provisional Budget includes revenue from a fee to recover part of the cost of providing these services. The proposal is designed to permit recovery of a portion of the direct and indirect costs of processing within the Department. Based on our experience in recent years it is estimated that a charge of 0.1% of the estimated construction value of the development (or \$1 per \$1000 construction value) will achieve this purpose.

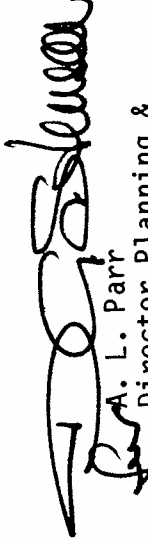
Based on projections for 1990, this is expected to produce a revenue in the order of \$150,000 to partially offset the costs incurred by the Municipality.

The Municipal Act, Section 734.(1), provides Council with the authority to, by bylaw, "... prescribe conditions generally governing the issue and validity of permits...and provide for the levying and collection of permit fees....".

In order to implement this fee, it will be necessary to amend the schedule of permit fees in the Building Bylaw. The purpose of this report is to obtain Council's authority for the Municipal Solicitor to draft the necessary amendments for submission to Council in amending bylaw form.

  
DGS:1f

cc: Municipal Solicitor  
Director Finance  
Chief Building Inspector

  
R. A. L. Parr  
Director Planning &  
Building Inspection