



FEE SCHEDULE: PLANNING SERVICES

January 1, 2022

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760

SERVICE	RATE
Certificates of Compliance:	
Residential (Less than 3 dwelling units)	\$175 per unit
Residential Priority Service – 2 business days (Less than 3 dwelling units)	\$325 per unit
All Others (e.g. Non-Residential, Multi-Unit Residential >2 Dwelling Units)	\$325 per unit
All Others Priority Service – 2 business days (e.g. Non-Residential, Multi-Unit Residential >2 Dwelling Units)	\$650 per unit
Residential Development Permits:	
New Construction (Single Detached, Mobile Homes, Duplex, and Multi-Units)	\$775 plus \$110 per unit
Additions	\$500 plus \$0.50 per m ²
Accessory Buildings and Uses (E.g.: garages, decks, retaining walls, short-term lodging, secondary suite, home occupations)	\$500
Commercial / Institutional / Industrial Development Permits:	
New Construction and Additions	\$1,100 plus \$2.50 per m ²
Increase in use/Change in use	\$500 per unit
All Other (including signs)	\$500 per unit
Related Development Permit Fees:	
Development Concept Plan	\$1,500
Change to Development Concept Plan	\$1,250
Development Permit Time Extension	\$350
Development Permit Amendment (Minor – no Development Agreement)	\$350
Development Permit Amendment (Major – Development Agreement involved)	\$1,000
Development Appeal	\$375
Re-inspection Fee (Development Completions for third and subsequent inspection requests)	\$250 per inspection
Development without a Development Permit where one is required (at discretion of Development Authority)	Double the relevant fee
Encroachment Agreement: (50% refundable if application for encroachment agreement is refused)	
Residential	\$500 per unit
Commercial	\$775 per unit
Antennas:	
Telecommunication Towers	\$5,000
Amateur Radio Towers	\$275

SERVICE	RATE
Subdivision Applications¹:	
Concept Plan	\$1,750
Neighbourhood Area Structure Plans (NASP)	\$5,000 or \$500 per hectare (whichever is greater)
Amendment to Neighbourhood Area Structure Plan or Outline Plan	50% of current fee
Tentative Plan (conforms to an Outline Plan or NASP)	\$2,750 or \$275 per lot (whichever is greater)
Subdivision Endorsement Fee	\$750 or \$125 per lot (whichever is greater)
Tentative Plan (Existing residential lot separation or boundary adjustment, maximum two lots - includes endorsement)	\$850
Tentative Plan (Existing Non-Residential lot separation or boundary adjustment, maximum two lots – includes endorsement)	\$1,300
Subdivision Time Extension	\$350
Minor Revisions to Subdivision Approval	\$350
Subdivision Appeal	\$375
Condominium Conversions	\$40 per unit
Statutory Plans, Road Closure and Municipal Reserve Disposal:	
Amendments to Land Use Bylaw, MDP, ASP, or ARP <ul style="list-style-type: none"> • Minor (no change in use or density) • Major (new districts, change in use, change in density, re-designation) • Direct Control 	\$2,750 \$5,500 \$5,500 or \$400 per hectare (whichever is greater)
Other (Municipal Reserve Designation, Removal and Disposition, Road Closure)	\$1,500
Area Structure Plan	7500 plus 100 per hectare
New Neighbourhood Area Structure Plan in an Area Structure Plan prepared by the Town	NASP fee plus 1125 per hectare
Miscellaneous Fees:	
File Searches (Real Property Report, Development Permits, Letter of Zoning)	\$100 per dept. plus \$0.25 per copy
Special Municipal Planning Commission Meeting	\$1,200 (\$350 non-refundable)
Direct Control Public Hearing	\$775
Requests to Council regarding Planning Matters (e.g. variance to flood proofing)	\$750
Pageantry Features Application	\$1,200
License of Occupation	\$775
Street Name Change	\$300 plus \$50 per address
Address Change	\$350
Name Registration	\$200
<p>¹ No fee for lots designated as reserve (MR, MSR, ER) or utility lots. Tentative Plan fees used for Bareland Condominium Plans.</p> <p>Applicant is responsible for any additional fees that may be incurred by the Town as a result of the location, design, or unique characteristics or circumstances of a particular subdivision application, including but not limited to: Land Appraisal, Consulting Fees and Legal Fees.</p>	