



FEE SCHEDULE: PLANNING SERVICES

September 21, 2020

Planning Services ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760 ■ Fax: 403.938.7387

SERVICE	RATE
Certificates of Compliance:	
Residential (Single Detached / Semi-Detached)	\$150 per unit
Residential Priority Service – 2 business days (Single Detached/Semi-Detached)	\$300 per unit
All Others (Commercial, Industrial)	\$300 per unit
All Others Priority Service – 2 business days (Commercial, Industrial)	\$600 per unit
Land Use Bylaw Variance	Development Permit Fee plus \$250 per variance
Residential Development Permits:	
New Construction (Single Detached, Mobile Homes, Duplex, Studio Suites, and Multi-Units)	\$750 plus \$100 per unit
Additions	\$400 plus \$0.50 per m ²
Accessory Buildings and Uses (Garages, Decks, Retaining Walls, Bed and Breakfasts, -Secondary Suite, Additions)	\$500
Home Occupations	\$325
Commercial / Institutional / Industrial Development Permits:	
New Construction and Additions	\$1,000 plus \$2.00 per m ²
Signage (per application) ≤ 125m ² Floor area	\$325.00 each unit
Signage (per application) > 125 m ² Floor area	\$500.00 each unit
Increase in use/Change in use ≤ 125m ² Floor area	\$325 each unit
Increase in use/Change in use > 125m ² Floor area	\$500 each unit
All Other	\$500 each unit
Related Development Permit Fees:	
Parking Cash in Lieu	\$8,500 per stall
Development Concept Plan	\$1,000
Change to Development Concept Plan	\$1,000
Development Permit Time Extension	\$250
Development Permit Amendment	\$750
Development Appeal	\$350
Re-inspection Fee (Development Completions for third and subsequent inspection requests)	\$150 per dept.
Development without a Development Permit where one is required (at discretion of Development Authority)	Double the relevant fee
Encroachment Agreement:	
Residential	\$500 per unit
Commercial	\$750 per unit
Antennas:	
Cell Towers	\$3,500
Amateur Radio Towers	\$250

SERVICE	RATE
Subdivision Applications¹:	
Concept Plan	\$1,650
Outline Plan and Neighbourhood Area Structure Plans (NASP)	\$2,750 or \$275 per hectare (whichever is greater)
Outline Plan and NASP Revisions	50% of current fee
Tentative Plan (conforms to an Outline Plan or NASP)	\$2,500 or \$250 per lot (whichever is greater)
Tentative Plan (does not conform to an approved Outline Plan or NASP)	\$2,750 or \$275 per lot (whichever is greater)
Subdivision Endorsement Fee	\$600 or \$100 per lot (whichever is greater)
Tentative Plan (maximum two lots; single and semi-detached dwellings includes endorsement)	\$770
Tentative Plan (maximum two lots; other land uses includes endorsement)	\$1,100
Subdivision Time Extension	\$200
Minor Revisions to Subdivision Approval	\$200
Subdivision Appeal	\$350
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 	\$2,500 \$5,000 \$5,000
Other (Municipal Reserve Designation, Removal and Disposition, Road Closure)	\$1,200
Area Structure Plan	\$10,000
Miscellaneous Fees:	
File Searches (Real Property Report, Development Permits, Letter of Zoning)	\$85 per dept. plus \$0.25 per copy
Special Municipal Planning Commission Meeting	\$1,000 (\$350 non-refundable)
Direct Control Public Hearing	\$750
Requests to Council regarding Planning Matters (e.g. variance to flood proofing)	\$500
Pageantry Features Application	\$1,000
License of Occupation	\$750
Street Name Change	\$270 plus \$30 per address
Address Change	\$300
Name Registration	\$150
<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>	