



LAND USE APPLICATION PROCEDURES AND FEES

BYLAW 3612-2003

THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of "City of Mission Land Use Application Procedures and Fees Bylaw 3612-2003" with the following amending bylaws:

Bylaw Number	Date Adopted	Section Amended
3854-2005-3612(1)	December 19, 2006	Schedule A
3911-2006-3612(2)	July 17, 2006	Schedule A
3954-2006 (a general fees & charges amending bylaw)	December 18, 2006	Schedule A
4030-2007 (a general fees & charges amending bylaw)	December 17, 2007	Schedule A
4090-2008-3612(3)	October 20, 2008	Schedule A
5002-2008-4030(1) (a general fees & charges amending bylaw)	December 15, 2008	Schedule A
5054-2009-3612(4)	July 20, 2009	Schedule A
5070-2009 (a general fees & charges amending bylaw)	December 14, 2009	Schedule A
5113-2010-3612(5)	February 1, 2010	Schedule A
5142-2010-3612(6)	July 19, 2010	Sections 5, 6, 7
5192-2011-3612(7)	February 7, 2011	Schedule A
5257-2011 (a general fees & charges amending bylaw)	December 12, 2011	Schedule A
5267-2012-3612(9)	March 5, 2012	Section 7, Schedule A
5305-2012-3612(10)	August 7, 2012	Schedule A
5314-2012-3612(11)	September 10, 2012	Schedule A
5384-2013-3612(12)	October 21, 2013	Schedule A
5398-2013-3612(13)	December 16, 2013	Schedule A, Schedule B
5399-2013-3612(14)	December 16, 2013	Section 10
5487-2015-4029(11) (a general fees and charges amending bylaw)	March 16, 2015	Schedule A
5512-2015-3612(15)	July 6, 2015	Schedule A
5531-2015 (a general fees and charges amending bylaw)	December 7, 2015	Schedule A

Bylaw Number	Date Adopted	Section Amended
5582-2016-3612(16)	July 18, 2016	Schedule A
5683-2017 (a general fees and charges amending bylaw)	December 20, 2017	Schedule A
5765-2018-3612(17)	August 7, 2018	Housekeeping changes throughout, Schedule A, and addition of a Schedule C
5800-2018 (a general fees and charges amending bylaw)	December 17, 2018	Schedule A
5862-2019-3612(18)	November 18, 2019	Schedule A
5880-2019	December 19, 2019	Schedule A
5889-2019	December 19, 2019	Schedule A
5926-2020-3612(19)	April 20, 2020	Schedule A, Miscellaneous Fees
5957-2020	September 8, 2020	Schedule B, Map
5988-2020 (a general fees and charges amending bylaw)	December 7, 2020	Schedule A
6070-2021 (a general fees and charges amending bylaw)	December 20, 2021	Replace Schedule A
6157-2022 (a general fees and charges amending bylaw)	December 19, 2022	Replace Schedule A
6146-2022	January 9, 2023	Schedule A, Fees related to the Downtown Development Incentive Program
6237-2023-3612(21)	November 20, 2023	Housekeeping changes throughout and changes to allow delegation of minor development variance permits - Section 6, 13, 14, Schedule A, new Schedule D
6236-2023 (a general fees and charges amending bylaw)	December 18, 2023	Replace Schedule A
6274-2023-3612(22)	March 4, 2024	Section 7, 9, 11 & Housekeeping changes
6208-2023-3612(20)	May 21, 2024	Housekeeping changes throughout and added a new section titled: Offences and Enforcement (s.14 – 17)
6315-2024 (a general fees and charges amending bylaw)	December 16, 2024	Replace Schedule A
6361-2025-3612(23)	May 20, 2025	Schedule A, Section 5
6382-2025 (a general fees and charges amending bylaw)	December 15, 2025	Replace Schedule A
6403-2026-6382(1)	February 2, 2026	Schedule A, Section 5

Individual copies of any of the above bylaws are available from the Administration Department of the City of Mission. For legal purposes, copies of the original bylaws should be obtained.

CITY OF MISSION

BYLAW 3612-2003

A bylaw to establish procedures to amend the Official Community Plan or the Zoning Bylaw or Land Use Contract Bylaws or to issue a permit under
Part 14 of the *Local Government Act*

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

WHEREAS the Council shall, under section 460 of the *Local Government Act*, by bylaw, establish procedures to amend a plan, bylaw or issue a permit;

AND WHEREAS the Council may, under Section 498.1 of the *Local Government Act*, by bylaw, delegate powers, duties, and functions to its employees to issue a development variance permit under specific conditions;

AND WHEREAS the Council may, pursuant to Part 8 of the Community Charter, enforce bylaws including by ticketing, bylaw notice, and court action;

NOW THEREFORE the Council of the City of Mission in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Land Use Application Procedures and Fees Bylaw No. 3612-2003."
2. This Bylaw shall apply to the following:
 - a) Amendments to:
 - i. an official community plan,
 - ii. a zoning bylaw,
 - iii. land use contract bylaws;
 - b) Issuance of and Amendments to Permits:
 - i. development variance permits,
 - ii. development permits,
 - iii. temporary commercial or industrial use permit;
 - c) Fees for processing miscellaneous land use requests, as outlined in Schedule "A" attached hereto and forming part of this bylaw.
3. Application
 - a) "Permit" means a development permit, development variance permit, temporary commercial or industrial use permit.
 - b) Applications for an amendment or a permit shall be made by the owner of the land involved or by a person authorized in writing by the owner, or by the City of Mission to pursue a specific land use planning objective.
 - b) Applications for amendments or permits shall be submitted to the Director of Development Services or designate on the applicable form.
 - c) Applications for Rezoning, Land Use contract amendments, Development Permits, or Development Variance Permits must be accompanied by a completed City of Mission Site Information Form and, if required, a provincial Schedule 1 Site Profile.

4. Fees

At the time of application for an amendment, a permit or a miscellaneous land use request, the applicant shall pay to the City of Mission an application fee in the amount as set out in Schedule "A" of this Bylaw.

5. Process

Except when Council has delegated its authority in this Bylaw, every application for an amendment or a permit shall be processed by the Director of Development Services or designate, who shall present a report to Council for its consideration.

6. Delegation of Authority

Council hereby delegates authority to the Director of Development Services, to approve the issuance of:

- a) Area A: Intensive Residential Development Permits;
- b) Area D: Industrial Development Permits;
- c) Area E1 and E2: Natural Environment Development Permit;
- d) Area F: Fraser River Development Permit;
- e) Area G: Geotechnical Development Permit;
- f) Area H: Fire Interface Development Permit;
- g) Area I: *MissionCity* Downtown Development Permit that involves a Downtown Façade Improvement Grant, in accordance with policy LAN.42, only; and
- h) Minor Development Variance Permits subject to the restrictions identified in Schedule "D".

7. Notification of Development Permit and Development Variance Permit

shall be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit;

- a) to all owners and tenants in occupation of the land that is the subject of the application,
- b) to all owners and tenants in occupation of land that is within 10 metres (30 feet) of the land that is the subject of the application, including those properties across dedicated rights-of-way and highways. When the Development Permit and/or Development Variance Permit is part of a rezoning application, the Permit notifications will be included on the Notice of Public Hearing or Notice of Rezoning Bylaw for the rezoning application,
- c) all owners and tenants may provide comment regarding the application via mail or email to the planning department, which will be considered by either Council or their delegate. Comments will be forwarded to Council,
- d) where applicable, and after Council introduction, Council may require an increased notification area and/or require a Public Information Meeting to be held for a specific Permit that may affect the public interest; and
- e) Where a Development Permit has been delegated approval of a Development Permit to the Director of Development Services, no notification is required.

and must state the following;

- a) in general terms, the purpose of the proposed permit,
- b) the land and lands that are the subject of the proposed permit,
- c) the place, time and date when copies of the proposed permit may be inspected, and
- d) the date, time and place when the resolution will be considered."

8. Notification of Temporary Use Permits

A notice of Permit shall be mailed or otherwise delivered prior to consideration of Council, or delegate:

- a) to all owners and tenants in occupation of the land that is the subject of the application,
- b) to all owners and tenants in occupation of land that is within 10 metres (30 feet) of the land that is the subject of the application, including those properties across dedicated rights-of-way and highways,
- c) all owners and tenants may provide comment regarding the application via mail, email or by telephone to the planning department which will be considered by either Council or their delegate. Comments will be forwarded to Council as part of the staff report,
- d) where applicable, and after Council introduction, Council may require an increased notification area and/or require a Public Information Meeting to be held for a specific Permit that may affect the public interest, and
- e) notice requirements (a) through (d) do not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration.

The notice must state the following:

- a) in general terms, the purpose of the proposed permit,
- b) the land and lands that are the subject of the proposed permit,
- c) the place, time and date when copies of the proposed permit may be inspected, and
- d) the date, time and place when the resolution will be considered; and
- e) be published in a newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit.

9. Notice of Public Hearing and Notice of Rezoning Bylaw

Where notice is required, the applicable Notice of Public Hearing or Notice of Rezoning Bylaw shall be to the owners as shown on the assessment roll as at the date of the application, and to the occupiers of all parcels any part of which is within a distance of 152 metres for urban areas and 500 metres for rural areas from any part of the parcel that is subject to the bylaw alteration. The notification area may be expanded to a distance determined by the Director of Development Services or designate when development proposals are deemed to have a significant impact. Notification to the owners and occupiers does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration.

10. Bylaw Amendments – Approval or Refusal

The Council may, upon receipt of the report under Section 5 of this bylaw, proceed with an amendment bylaw or reject the application.

11. Notice to Applicant and Owner

The Applicant and Owner shall be notified of the date when a Permit or Rezoning bylaw is going to be considered by Council by email in advance of the Council meeting.

12. Permits – Issuance or Refusal

The Council may, upon receipt of the report under Section 5 of this bylaw:

- a) authorize the issuance of the permit;
- b) authorize the issuance of the proposed permit as amended by the Council in its resolution;
- c) refuse to authorize the issuance of the permit.

13. Refusal – Amendments and Permits

Where the Council has refused an application, amendment bylaw or a permit, the Director of Development Services or designate shall notify the applicant in writing following the date of refusal.

14. Offences and Enforcement

Every person who:

- a) subdivides land within a development permit area designated by the City of Mission under s. 488(1) of the Local Government Act;
- b) commences construction of, an addition to, or alteration of a building or other structure within a development permit area designated by the City of Mission under s. 488(1) of the Local Government Act;
- c) alters land within a development permit area designated by the City of Mission under section 488 (1) (a) or (b) of the Local Government Act; or
- d) alters land or a building or other structure on land within a development permit area designated by the City of Mission under section 488 (1) (d), (h), (i) or (j) of the Local Government Act;

shall first obtain a development permit unless an exemption applies.

15. Every person who obtains a Permit or any other approval under this bylaw shall strictly comply with the terms and conditions of the approval and shall develop land strictly in accordance with the Permit.

16. Every person who:

- a) violates a provision of this bylaw;
- b) permits, suffers or allows any act to be done in violation of any provision of this bylaw;
- c) neglects to do anything required to be done under any provision of this bylaw; or
- d) allows a violation of this bylaw to continue;

commits an offence and each day a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

17. No person will obstruct the entry of a City of Mission official on property in administration of this bylaw.

18. Permits Delegated to Staff under Section 6 – Issuance, Refusal or Referral to The Council

The delegated authority may, upon receipt of the report under Section 5 of this bylaw:

- a) authorize the issuance of the permit;
- b) authorize the issuance of the proposed permit as amended by the delegated authority;
- c) refuse to authorize the issuance of the permit;
- d) refer the permit proposal to The Council for consideration and decision.

19. Refusal – Permits Delegated to Staff under Section 6

Where the delegated authority has refused a permit, the Director of Development Services or designate shall notify the applicant in writing following the date of refusal.

The applicant may request an appeal which will then refer the permit to The Council for consideration and decision.

20. Re-Application

Subject to Section 460 of the *Local Government Act*, re-application for an amendment or permit that has been refused by Council shall not be considered within a 12 (twelve) month period immediately following the date of refusal.

21. District of Mission Land Use Application Procedures and Fees Bylaw 1631- 1986 is hereby repealed.

READ A FIRST TIME this 21st day of July, 2003

READ A SECOND TIME this 21st day of July, 2003

READ A THIRD TIME this 21st day of July, 2003

RECONSIDERED AND FINALLY ADOPTED this day of 5th day of August, 2003

(Original signed by Abe Neufeld)
MAYOR

(Original Signed by Dennis Clark)
DIRECTOR OF CORPORATE
ADMINISTRATION

SCHEDULE "A"

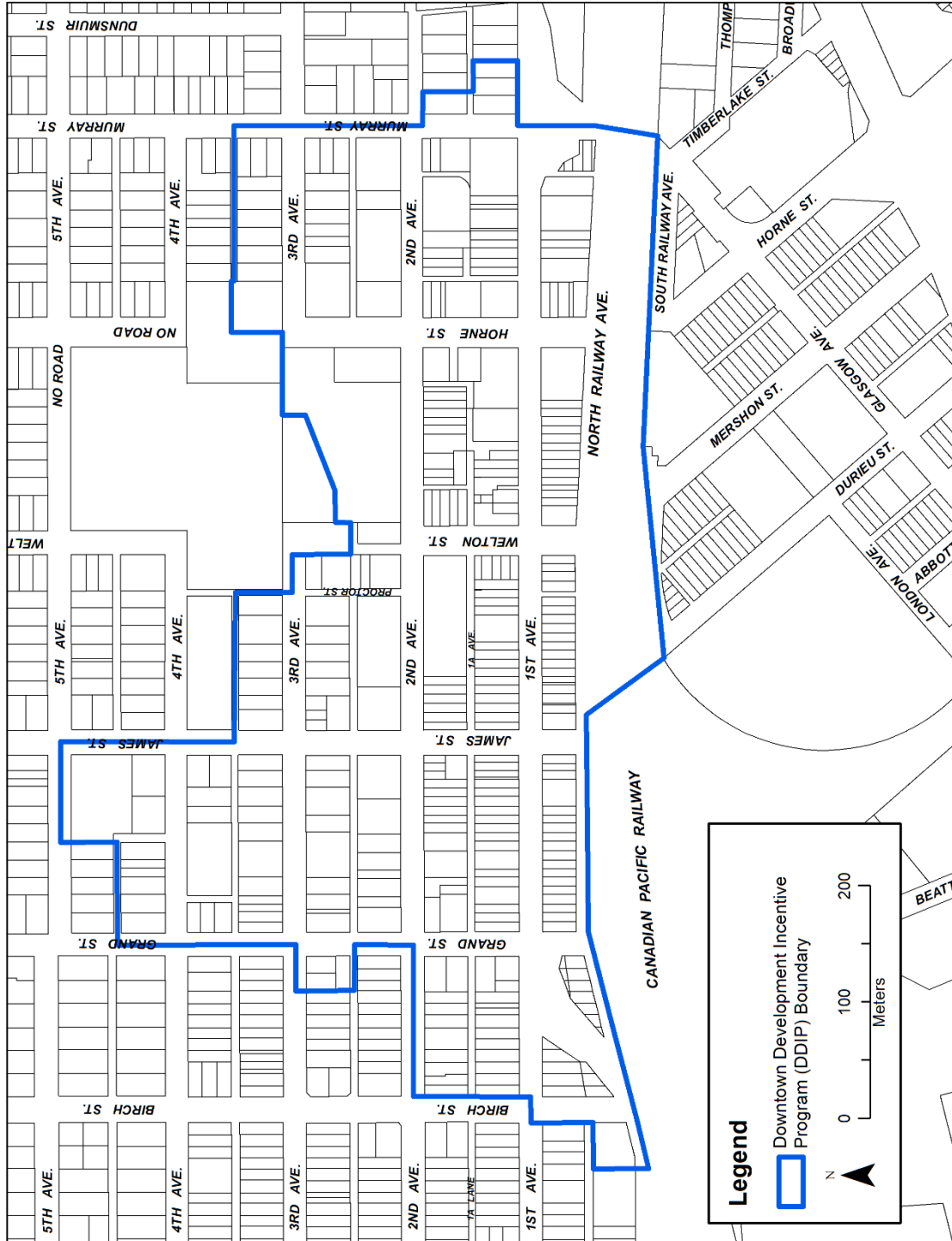
Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising related to the application shall be deposited at the time of application in accordance with the following schedule:		
	Application Type	Effective January 1, 2026
1	Rezoning	
1 (a)	Attached Multi-Unit Residential	\$5,830.00
1 (b)	Single-Family/Two Family Residential	\$4,420.00
1 (c)	Commercial, Industrial, Institutional Users If an application is received for a project on a property within the <i>MissionCity</i> Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by ½ (50%) of the amount shown.	\$5,765.00
1 (d)	Mixed-Use Commercial and Residential If an application is received for a project on a property within the <i>MissionCity</i> Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by ½ (50%) of the amount shown.	\$6,510.00
1 (e)	Secondary Dwelling Unit	\$1,165.00
1 (f)	All others (including text change)	\$4,420.00
1 (g)	Comprehensive Development If an application is received for a project on a property within the <i>MissionCity</i> Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by ½ (50%) of the amount shown.	\$6,510.00
1 (h)	Rezoning Extensions	\$3,070.00
2	Official Community Plan Amendment	
2 (a)	Official Community Plan (Amendment only)	\$3,070.00
2 (b)	Official Community Plan (Amendment with rezoning)	\$1,485.00
2 (c)	Agricultural Land Commission Application	Rates as per Agricultural Land Commission
	- Non-refundable portion (retained by municipality) - Portion forwarded to the Province (ALC), or refunded to Registered Owner if application is not supported by Council	
3	Permits	
3 (a)	Development Permit – (Area A: Intensive Residential for more than 5 properties)	
	Neighbourhood Form & Character	\$2,805.00
3 (b)	Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form & Character DP)	\$330.00
3 (c)	Development Permit - (Area A: Intensive Residential per property)	\$605.00
3 (d)	Development Permit - (Area B: Multi-Unit Residential)	\$3,845.00
3 (e)	Development Permit - (Area C: Commercial only)	\$2,920.00
3 (f)	Development Permit - (Area C: Mixed-Use only)	\$4,530.00
3 (g)	Development Permit - (Area D: Industrial)	\$2,920.00
3 (h)	Development Permit - (Area E1 - Forest Ecosystems) Includes the Site Disclosure Statement	\$125.00

	Application Type	Effective January 1, 2026
3 (i)	Development Permit - (Area E2 - Riparian Protection) Includes the Site Disclosure Statement	\$125.00
3 (j)	Development Permit - (Area F: Fraser River)	\$125.00
3 (k)	Development Permit - (Area G: Geotechnical Hazards)	\$125.00
3 (l)	Development Permit - (Area H: Fire Interface) (Includes the Site Disclosure Statement)	\$125.00
3 (m)	Development Permit – (Area I: MissionCity Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant, that is in compliance with LAN.42 is exempt from the fee. All new buildings and additions to buildings within the MissionCity Downtown area shall pay the full fee.	\$610.00
3 (n)	Development Permit - Other	\$2,895.00
3 (o)	Development Permit (Minor Amendment - New)	\$600.00
3 (p)	Development Variance Permit	
	I. Single-Family Residential zones on a lot	\$1,200.00
	II. All other zones	\$1,470.00
	III. To facilitate a subdivision	\$2,300.00
	IV. Construction initiated without building permit issuance	\$2,300.00
	V. Any second and subsequent requests	\$310.00
3 (q)	Minor Development Variance Permit delegated to staff	
	I. Single-Family Residential zones on a lot	\$1,200.00
	II. All other zones	\$1,470.00
	III. To facilitate a subdivision	\$2,300.00
	IV. Construction initiated without building permit issuance	\$2,300.00
	V. Any second and subsequent requests	\$310.00
3 (r)	Temporary Use Permits	
	I. Temporary Use Permits	\$5,755.00
	II. Temporary Use Permits - Renewal	\$605.00
	III. Temporary Use Permits in the area shown in Schedule “C”	\$605.00
4	Request for Council Resolution	
4 (a)	Bylaw Variance Request	\$2,305.00
4 (b)	Site Specific Exemption from Floodplain Management Bylaw	\$2,235.00
5	Miscellaneous Fees	
5 (a)	Environmental Division Development Permit Review Fee (Applied to Development Permits E1 or E2 for subdivisions resulting in 4 or more new lots and/or non-exempt Land Disturbance exceeding 1 hectare) *If both Development Permits E1 and E2 apply to the same development, this fee is only charged once	\$525.00
5 (b)	Major Revisions to Rezoning, Development Permit and/or Subdivision Application (ex. CD-Zone, site layout, elevation changes, phasing Development Agreement, etc.)	50% of the applicable application fee
5 (c)	Legal Services	Cost + 15% administration fee

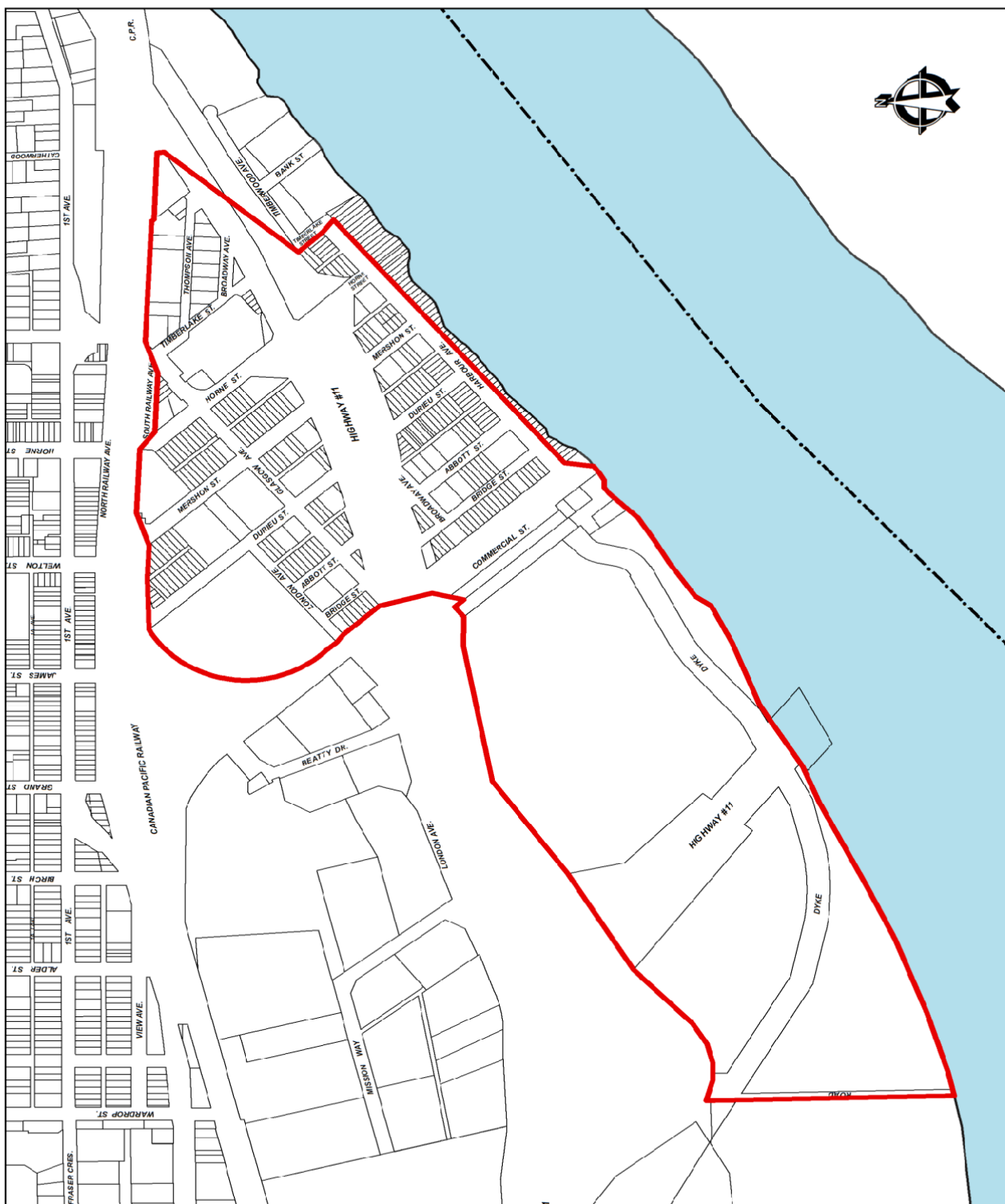
	Application Type	Effective January 1, 2026
5 (d)	Legal Review of Phased Development Agreements (Agreements) *Application fee plus all City's direct legal costs associated with reviewing Agreements	\$460.00
5 (e)	Servicing Agreements	
	I. Servicing Agreement Processing Fee – Minor (Service Connections/Sidewalk)	\$2,830.00
	II. Servicing Agreement Processing Fee Industrial/Commercial/Institutional	\$5,655.00
	III. Servicing Agreement Processing Fee – Single-Family/Multi-Family	\$11,315.00
5 (f)	Latecomer Agreement Processing Fee	\$1,780.00
5 (g)	Development Cost Charge Front-Ending and Development Works Agreement Processing Fee	\$5,940.00
5 (h)	Reassignment Fee for Development Cost Charge Front-Ending or Development Works Agreement	\$180.00
5 (i)	Liquor	
	I. Liquor Primary, new licence (exclusive of rezoning)	\$4,305.00
	II. Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)	\$1,470.00
	III. Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)	\$1,470.00
5 (j)	Cannabis	
	I. Retail Cannabis Store, new licence (exclusive of rezoning)	\$4,305.00
	II. Retail Cannabis Store Licence Amendment (amendment/change to existing licence)	\$1,435.00
	III. Temporary change to a Liquor Primary, Food Primary or Retail Cannabis Store Licence (temporary change to any condition/restriction on the licence)	\$500.00
5 (k)	Change of Applicant/Owner on a development application file	\$130.00
5 (l)	OCP Background Reports & Planning Studies (cost per each document)	\$65.00
5 (m)	OCP/Zoning Research Letters (cost per property)	\$310.00
5 (n)	Legal Document Amendment/Discharge	\$480.00
5 (o)	Development Inquiry Fee (written comments provided following development meeting)	\$385.00
5 (p)	Request by Developer to have staff attend a developer initiated Public Information Meeting (cost per staff member, per hour)	\$240.00
5 (q)	Strata Conversion	\$1,850.00
	I. Plus per unit	\$125.00
5 (r)	Fee for copy of a legal plan	\$110.00
5 (s)	Land Title Registration Fee	\$85.00
5 (t)	Development Fasttrack Program charge out rate (per hour)	\$120.00
5 (u)	Central Neighbourhood Plan Planning Cost Recovery Fee	\$3,145.65 per hectare

	Application Type	Effective January 1, 2026
6	Additional Public Notification	
6 (a)	Mailout (per letter)	\$5.25
6 (b)	Newspaper Advertisement	\$110.00
6 (c)	Plus cost of Advertisement	Rate as per Local Newspaper
7	Subdivision (Fee based on number of original lots)	
	Conventional and Bare Land Strata	
7 (a)	I. Base fee for subdivision, including bare land strata, phased subdivision, consolidation, and air space parcel	\$1,850.00
	II. Plus per lot on proposed draft plan	\$125.00
7 (b)	Major revisions to subdivision (ex. tenure conversion, phasing, Development Agreement)	50% of the applicable application fee
7 (c)	Planning Subdivision PLA 12-Month Extension	\$2,280.00
7 (d)	Engineering Subdivision PLA 12-Month Extension	\$1,660.00
8	Engineering Administration Fee	
8 (a)	When the whole of the installation of the service connection is carried out by the Municipality to connect to a municipal sanitary sewer, storm sewer or watermain and the service connection fee is paid, the preparation of the service record card or cards and the Engineering Administration Fee shall be considered to be included in the service connection fee. No fee is applicable when no engineering review is required and no engineering related works are required.	5.25% of total cost of works or \$2,800 (whichever is greater) + GST
8 (b)	Final Plan Approval Fee	
	Land Title Office (LTO) Fee to be paid prior to registration of subdivision plan	As per fee charged by LTO
8 (c)	Site Disclosure Statement Processing Fee (Contaminated Site Profile) (cost per form)	\$100.00
9	Signs	
9 (a)	Combination Traffic Control & Road Name	\$350.00
9 (b)	Single Traffic Control or Road Name	\$205.00
10	Refunds	
	All Applications	
10	I. Withdrawn in writing by the applicant prior to significant resource investment, as determined by the Director of development Services, a refund of 90% of the application fee;	90% refund of application fee
	II. Withdrawn in writing by the applicant after significant resource investment, as determined by the Director of development Services, a refund of 50% of the application fee;	50% refund of application fee
	III. Withdrawn in writing by the applicant after significant resource investment, as determined by the Director of development Services, but prior to public hearing notices being prepared, and or advertising, and or consideration by Council or delegate a refund of 20% of the application fee;	20% refund of application fee
	IV. Withdrawn in writing by the applicant after preparation or advertising of the public hearing notice, no refund.	No refund

SCHEDULE "B"
MissionCity Downtown Action Plan Area



Commercial and Industrial Use Temporary Use Permit - Fee Reduction Area



SCHEDULE "D"

Minor Development Variance Permit Criteria and Restrictions

1. A minor Development Variance Permit application may only be submitted to request a variance to the City of Mission Zoning Bylaw 5949-2020 and to the Sign Bylaw 1662-1987.
2. A minor Development Variance Permit may only be applied for to request the following:
 - a. Reducing setbacks between a structure and a property line or an undevelopable area by 10% or less, provided the proposed structure is more than 0.6 m (2 ft) away from the property line;
 - b. Increasing maximum height of a structure by 5% or less;
 - c. Increasing maximum Lot Coverage of a property by 10% or less;
 - d. Increasing maximum Impervious Surface of a property by 5% or less;
 - e. Increasing maximum height of a fence by 10% or less;
 - f. Increasing maximum height of a fence by 10% or less; and,
 - g. Number, size, type, form, appearance, and location of a sign.