

**CONSOLIDATED BYLAW NO. 209**  
**A BYLAW TO ESTABLISH DEVELOPMENT APPLICATION FEES AND**  
**PROCEDURES**

**List of Amendments**  
**Consolidated for Convenience Only**

This Bylaw has been consolidated as of 18 March 2013 for convenience only. Where applicable, capitalization, numerical order, and numbering have been altered for consistency. Copies of the original Bylaw and amendments may be viewed at Langford City Hall.

<b>Amendment No.</b>	<b>Bylaw No.</b>	<b>Adopted</b>	<b>Rescinded by Bylaw No.</b>
1	342	Dec 14, 1998	
2	429	Feb 21, 2000	
3	456	Apr 17, 2000	
4	580	May 22, 2001	
5	626	Mar 4, 2002	
6	662	Apr 22, 2003	
7	799	Dec 18, 2003	
8	969	Aug 15, 2005	
9	1081	May 7, 2007	
10	1152	Aug 18, 2008	
11	1202	Jan 19, 2009	
12	1208	Apr 20, 2009	
13		CANCELLED	
14	1417	May 28, 2012	
15	1558	Mar 2, 2015	
16	1625	Nov 7, 2016	
17	1693	Jun 8, 2017	
18	1763	Jul 16, 2018	
19	1848	Jun 4, 2019	
20	1876	Nov 25, 2019	
21	1900	Jun 29, 2020	
22	1965	Jul 19, 2021	
23	2048	Jun 20, 2022	
24	2122	Mar 17, 2025	

**CITY OF LANGFORD**  
**CONSOLIDATED BYLAW NO. 209**

**A BYLAW TO ESTABLISH DEVELOPMENT APPLICATION FEES AND PROCEDURES**

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WHEREAS Council, may by bylaw, impose an application fee for applications to initiate changes to a plan or bylaw or the issuance of a local government permit for the purpose of recovering an amount not exceeding the direct cost of processing, inspection, and advertising, relating to the application;

AND WHEREAS Council has determined the direct costs to be as set out in this bylaw below;

NOW THEREFORE, the Council of the District of Langford, in open meeting assembled, enacts as follows:

1. Every person applying for an amendment to the Zoning Bylaw, or the Official Community Plan or for a Development Permit, or a Development Variance Permit, or making an application to the Board of Variance shall pay the application fees set out in Schedules “D” and “E” attached hereto and forming part of this bylaw. **(Bylaw 429)**

2. **Application**

An application shall be submitted in the prescribed form to the Clerk-Administrator by the registered owner of the land, or by a person authorized in writing by the owner to do so and shall be accompanied by the applicable fee, a written description of the specific proposal, and the reasons for the requested Official Community Plan amendment or Zoning Bylaw amendment; and, where the application is for the issuance of a permit, the application shall be accompanied by detailed site, building, and landscaping plans, as necessary, which illustrate the scope of the project.

3. Council deems that the fees set out in Schedules “D” and “E” are an accurate estimate of the costs of processing, inspecting and advertising the various types of applications set out.

4. **Composition of Fees**

- 4.1 Where an application fee includes a public hearing fee, the public hearing fee shall be returned to the applicant if an application is withdrawn by the applicant or rejected by Council before a public hearing date is established or notification is given. **(Bylaw 662)**

- 4.2 A combined application for Official Community Plan Bylaw Amendment and Zoning Bylaw Amendment will receive a 50% (fifty percent) reduction in zoning bylaw amendment application fee set out in schedule “D”. **(Bylaw 342)**

- 4.3 If an application for rezoning or Official Community Plan amendment is withdrawn by the applicant prior to the first public notification that a Committee of Council will be reviewing the application (e.g.: Meeting Notice for Planning, Zoning and Affordable Housing Committee) the applicant shall be entitled to a refund of 50% (fifty percent) of the Base Fee portion of the Application Fee as set out in Schedule “D”. If an application for rezoning or Official Community Plan amendment is withdrawn by the applicant after the notification noted above but prior to the first reading of any bylaw with respect to the rezoning or Official Community

Plan amendment, the applicant shall be entitled to a refund of 25% (twenty-five percent) of the Base Fee portion of the Application Fee as set out in Schedule "D". **(Bylaw 1558)**

- 4.4 The maximum application fee for rezoning, official community plan amendment or development shall be \$50,000. **(Bylaw 342, removed in its entirety by Bylaw 1152, added by Bylaw 1202)**
- 4.5 Where an application fee includes a public hearing fee, the public hearing fee shall be paid following first reading of the bylaw to which the public hearing pertains and must be paid prior to the date when the first public notification of the public hearing is mailed (usually two weeks prior to the date of public hearing). Council will not proceed to public hearing unless the public hearing fee has been paid. **(Bylaw 1208)**
- 4.6 No part of any application fee for an application to the Board of Variance shall be refundable once there has been payment of the fee in part or in full. **(Bylaw 429)**
- 4.7 Except as provided for in subsections 4.1 and 4.3, no part of any application fee for an Official Community Plan Amendment, Zoning Bylaw Amendment, Development Permit, or a Development Variance Permit shall be refunded once 10 business days have passed from the day of the payment of the fees in part or in full. **(Bylaw 429)**
- 4.8 A request for a refund shall be in writing. **(Bylaw 429)**
- 4.9 If a request for a refund is received within 10 business days after the day the payment of the fees in part or full, then the full amount will be refunded less \$150.00 to cover administrative costs. **(Bylaw 429)**
- 4.10 Applications are open for 18 months from the date first submitted. After that, they are deemed to have expired unless the applicant has submitted a renewal equal to 50% of the latest (current) fee applicable. Every subsequent 18 months a renewal fee is required. Once an application is approved, no further fees are required. **This clause becomes effective on October 20, 2003. (Bylaw 662)**
- 4.11 If work is undertaken for which a development permit or development variance permit is required, without benefit of a permit, the fees for the application necessary to approve the work undertaken will be double the original fee calculation for a development permit or development variance permit. **(Bylaw 662)**
- 4.12 **(Deleted by Bylaw 1763 including table)**
- 4.13 **(Deleted by Bylaw 1763 including table)**
- 4.14 **(Deleted by Bylaw 1763)**
- 4.15 **(Deleted by Bylaw 1763)**

5. **Process**

Every application shall be processed by the Clerk-Administrator and the Municipal Planner shall present a detailed report to the Council for its consideration.

6. **Official Community Plan or Zoning Bylaw**

The Council may, following receipt of the report pursuant to Section 6 in respect of an application to amend the Zoning Bylaw or an Official Community Plan Bylaw, proceed with an amending bylaw or reject the application.

7. **Permits**

7.1 After receipt of the report pursuant to Section 6, the Council may consider an application for a permit and, in the case of a development variance permit, notify the public and then either:  
**(Bylaw 1558)**

- a) Issue the permit; or
- b) Refuse to issue the permit.

7.2 An application for Development Permit Amendment with respect to Intensive Residential, Multi-Family, Commercial, Industrial and/or Business Park uses shall only be accepted prior to the issuance of an Occupancy Permit for the building that is subject of the application. A full Development Permit shall be required for any changes that are not eligible for an exemption per s.1.4 of Appendix A to Zoning Bylaw No. 300 after the issuance of an Occupancy Permit.  
**(Bylaw 1558)**

8. **Form of Permits**

- a) Development Permits shall be issued in the form of the permit attached hereto as Schedule "A";
- b) Development Variance Permits shall be issued in the form of the permit attached hereto as Schedule "B"; and
- c) Temporary Commercial or Industrial Use Permits shall be issued in the form of the permit attached hereto as Schedule "C".

9. **Refusal**

Where an application for a bylaw amendment or a permit has been refused by Council, the Clerk-Administrator shall notify the applicant in writing within 15 days of the date of refusal by Council.

10. **Repeal**

Bylaw No. 86, "District of Langford Development Procedures Bylaw" is hereby repealed.

11. **Citation**

This Bylaw may be cited as "City of Langford Development Procedures, Amendment Bylaw No. 24, 2025, Bylaw No. 2122".

READ A FIRST TIME this 3<sup>rd</sup> day of March, 2025.

READ A SECOND TIME this 3<sup>rd</sup> day of March, 2025.

READ A THIRD TIME this 3<sup>rd</sup> day of March, 2025.

ADOPTED this 17<sup>th</sup> day of March, 2025.

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PRESIDING COUNCIL MEMBER

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CORPORATE OFFICER

Amending Bylaws:

Bylaw 342 Amend No. 1, 1998 (adopted December 14, 1998);  
Bylaw 429 Amend No. 2, 2000 (adopted February 21, 2000);  
Bylaw 456 Amend No 3, 2000 (adopted April 17, 2000);  
Bylaw 580 Amend No. 4, 2001 (adopted May 22, 2001);  
Bylaw 626 Amend No. 5, 2002 adopted March 4, 2002);  
Bylaw 662 Amend No. 6, 2003 (adopted April 22, 2003);  
Bylaw 799 Amend No. 7, 2003 (adopted December 18, 2003);  
Bylaw 969 Amend No. 8, 2005 (adopted August 15, 2005);  
Bylaw 1081 Amend No. 9, 2007 (adopted May 7, 2007);  
Bylaw 1152 Amend No. 10, 2008 (adopted August 18, 2008);  
Bylaw 1202 Amend No. 11, 2008 (adopted January 19, 2009)  
Bylaw 1208 Amend No. 12, 2009 (adopted April 20, 2009)  
Amend No. 13 (CANCELLED)  
Bylaw 1417 Amend No. 14 (adopted May 28, 2012)  
Bylaw 1558 Amend No. 15 (adopted March 2, 2015)  
Bylaw 1625 Amend No. 16 (adopted November 7, 2016)  
Bylaw 1693, Amend No. 17 (Adopted June 6, 2017)  
Bylaw 1763, Amend No. 18 (Adopted July 16, 2018)  
Bylaw 1848, Amend No. 19 (Adopted June 4, 2019)  
Bylaw 1876, Amend No. 20 (Adopted November 25, 2019)  
Bylaw 1900, Amend No. 21 (Adopted June 29, 2020)  
Bylaw 1965, Amend No. 22 (Adopted July 19, 2021)  
Bylaw 2048, Amend No. 23 (Adopted June 20, 2022)  
Bylaw 2122, Amend No. 24 (Adopted March 17, 2025)

Document Prepared: April 28, 2025

**SCHEDULE "A" TO BYLAW NO. 209  
(Amended by Bylaw 429)**

**DEVELOPMENT PERMIT NO. \_\_\_\_\_**

Development Permit No. \_\_\_\_\_ is hereby issued by the Council for the District of Langford to \_\_\_\_\_, for the \_\_\_\_\_ on the property legally described as \_\_\_\_\_; subject to the following terms and conditions:

**1. Appendices**

The following requirement(s) is imposed under Subsection 498 of the *Municipal Act*:

\_\_\_\_\_

**2. Other Conditions**

The following requirements are imposed under Subsections 498) of the *Municipal Act*:

\_\_\_\_\_

**3. Variances**

The following Bylaw regulations are varied under Section 498 of the *Municipal Act*:

\_\_\_\_\_

**4. Bonding**

Prior to the issuance of a Building Permit, the applicant must deposit the following security under Section 925 of the *Municipal Act*:

\_\_\_\_\_

Approved by Council the \_\_\_ day of \_\_\_\_\_, YEAR.

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date

**SCHEDULE "B" TO BYLAW NO. 209  
(Amended by Bylaw 429)**

**DEVELOPMENT VARIANCE PERMIT NO. \_\_\_\_\_**

Development Variance Permit No. \_\_\_\_\_ is hereby issued by the Council for the District of Langford to  
\_\_\_\_\_ for the property legally described as  
\_\_\_\_\_, subject to the following terms and conditions:

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Approved by Council the \_\_\_ day of \_\_\_\_\_, YEAR.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**SCHEDULE "C" TO BYLAW 209  
(Deleted by Bylaw 429)**

**TEMPORARY USE PERMIT NO. \_\_\_\_\_**

**SCHEDULE 'D' TO BYLAW 209**  
**Amendment No. 24 to Bylaw 209**  
 (Replaced by Bylaws 342, 429, 662, 1081, 1152, 1417, 1558, 1625, 1693, 1763, 1848, 1876, 1900, 1965,  
 2048, 2122)

<b>Official Community Plan Amendment Fees</b>			
<b>Application Type</b>	<b>Base Fee</b>	<b>Public Hearing</b>	<b>Combined Fee</b>
Application concurrent with Application to Rezone	\$2,478	nil	<b>\$2478</b>
All Land Uses <1000m <sup>2</sup> of site area	\$3,466	\$2,729	<b>\$6,194</b>
All Land Uses 1001m <sup>2</sup> – 8094m <sup>2</sup> (2ac) of site area	\$6,975	\$2,729	<b>\$9,909</b>
All Land Uses >8094m <sup>2</sup> – 40,467m <sup>2</sup> (10ac)	\$10,276	\$2,729	<b>\$13,004</b>
All Land Uses >40,467m <sup>2</sup> (10ac)	\$12,753	\$2,729	<b>\$15,481</b>
<b>Zoning Amendment Fees</b>			
<b>Application Type</b>	<b>Base Fee</b>	<b>Public Hearing</b>	<b>Combined Fee</b>
Text amendment only, under existing zoning for changes to Density Bonus provisions	\$1,116	\$2,729*	<b>\$3,845</b>
Text Amendment only under existing zoning for changes to not more than two (2) aspects of the Zoning Bylaw, other than Density Bonus provisions	\$2,227	\$2,729*	<b>\$4,955</b>
All Land Uses <1000m <sup>2</sup> of site area	\$3,466	\$2,729*	<b>\$6,194</b>
All Land Uses 1001m <sup>2</sup> – 8094m <sup>2</sup> (2ac) of site area	\$7,160	\$2,729*	<b>\$9,888</b>
All Land Uses >8094m <sup>2</sup> – 40,467m <sup>2</sup> (10ac)	\$10,276	\$2,729*	<b>\$13,004</b>
All Land Uses >40,467m <sup>2</sup> (10ac)	\$12,515	\$2,729*	<b>\$15,243</b>

\*Add \$2,349 for the creation of a new zone designation

**SCHEDULE 'E' TO BYLAW 209  
 Amendment No. 24 to Bylaw 209**

**(Replaced by Bylaws 342, 429, 456, 580, 626, 662, 799, 969, 1081, 152, 1417, 1625, 1693, 1763, 1848, 1876, 1900, 1965, 2048)**

<b>Official Community Plan Amendment Fees</b>	
<b>Application Type</b>	<b>Fee</b>
Application concurrent with Application to Rezone	<b>\$2,615</b>
All Land Uses <1000m <sup>2</sup> of site area	<b>\$6,540</b>
All Land Uses 1001m <sup>2</sup> – 8094m <sup>2</sup> (2ac) of site area	<b>\$10,240</b>
All Land Uses >8094m <sup>2</sup> – 40,467m <sup>2</sup> (10ac)	<b>\$13,720</b>
All Land Uses >40,467m <sup>2</sup> (10ac)	<b>\$16,330</b>
<b>Zoning Amendment Fees</b>	
<b>Application Type</b>	<b>Fee</b>
Text amendment only, under existing zoning for changes to Density Bonusing provisions	<b>\$4,060</b>
Text Amendment only under existing zoning for changes to not more than two (2) aspects of the Zoning Bylaw, other than Density Bonus provisions	<b>\$5,230</b>
All Land Uses <1000m <sup>2</sup> of site area	<b>\$6,540</b>
All Land Uses 1001m <sup>2</sup> – 8094m <sup>2</sup> (2ac) of site area	<b>\$10,430</b>
All Land Uses >8094m <sup>2</sup> – 40,467m <sup>2</sup> (10ac)	<b>\$13,720</b>
All Land Uses >40,467m <sup>2</sup> (10ac)	<b>\$16,080</b>

\*Add \$2,349 for the creation of a new zone designation

<b>Development Permit Fees</b>		
If any work for which a permit is required commences prior to a permit being issued, the fee payable shall be doubled		
<b>Interface Fire Hazard Development Permit Area (ONLY)</b> – Development Permit for one- and two-family residential development on an individual lot and/or the creation of not more than two lots by subdivision where development is fully compliant with Interface Fire Hazard design guidelines.		<b>\$330</b>
<b>Riparian Development Permit Area (ONLY)</b> – Development Permit for one- and two-family residential development on an individual lot where no work is occurring within a Streamside Protection and Enhancement Area (SPEA) as defined by a qualified professional;		<b>\$650</b>
<b>Two-Family Residential (Duplex)</b> - compliant with Design Guidelines and which may or may not include Interface Fire Hazard Development Permit Area;*		<b>\$1,050</b>
<b>Two-Family Residential (Duplex)</b> – not compliant with Design Guidelines and which may or may not include Interface Fire Hazard Development Permit Area and may or may not include variances;**		<b>\$2,680</b>
<b>For combined Environmentally Sensitive/Hazardous and Form &amp; Character applications, fees shall be paid on the basis of the greater of either the Environmentally Sensitive/Hazardous Development Permit Area(s) Impacted (column A) OR the scale of development (column B)</b>		
Column A	Column B	Fee
Environmentally Sensitive/Hazardous Development Permit Areas Impacted	Form & Character	
Less than 150m <sup>2</sup> of site area within a defined development permit area	Less than 100m <sup>2</sup> of new commercial/industrial/business park GFA; <b>and/or</b> exterior renovation of existing intensive residential (including duplex) or multi-family residential buildings that represents a change to the form and character of a building or buildings <b>and/or</b> Garden and carriage suites	<b>\$650</b>
150-1000m <sup>2</sup> of site area within a defined development permit area	Up to and including 4 residential units; <b>and/or</b> Up to 200m <sup>2</sup> of new Com/Ind/Bus Park GFA; <b>and/or</b> exterior renovation of existing Com/Ind/Bus Park buildings up to 200m <sup>2</sup> of GFA that represents a change to the form and character of a building or buildings;	<b>\$2,350</b>
1001-4500m <sup>2</sup> of site area within a defined development permit area	5- 12 residential units; <b>and/or</b> Up to 300 m <sup>2</sup> of new Com/Ind/Bus Park GFA <b>and/or</b> Exterior renovation of existing Com/Ind/Bus Park buildings up 2000m <sup>2</sup> of GFA that represents a change to the form and character of a building or buildings;	<b>\$4,960</b>
4,501-25,000m <sup>2</sup> of site area within a defined development permit area	13-49 residential units; <b>and/or</b> Up to 4500 m <sup>2</sup> of new Com/Ind/Bus Park GFA <b>and/or</b> exterior renovation of existing Com/Ind/Bus Park buildings over 2000m <sup>2</sup> of GFA that represents a change to the form and character of a building or buildings;	<b>\$7,575</b>
>25,000m <sup>2</sup> of DP site area	50+ residential units; <b>and/or</b> 4501 m <sup>2</sup> + of new Com/Ind/Bus Park GFA	<b>\$12,410</b>

\*A duplex development permit issued by Council's delegate

\*\*A duplex development permit issued by Council

<b>Development Permit Amendment Fees</b>	
<b>The Director of Planning may consider the following types of amendments to an issued Development Permit, where such changes maintain the overall intent of the previously issued Development Permit and are consistent with the Development Permit Area Guidelines appended to Zoning Bylaw No. 300</b>	
<b>Minor amendment</b> for changes that are eligible for a Development Permit Exemption in accordance with s.1.4 of Appendix A to Zoning Bylaw No. 300	<b>No Fee, unless a Letter of Exemption is requested or required</b>
<b>Minor amendment</b> for changes that: <ul style="list-style-type: none"> <li>• Require the issuance of a Development Permit Amendment for the purpose of issuing a variance to reduce a bylaw requirement by no more than 10%</li> </ul>	<b>\$260</b>
<b>Moderate amendment</b> for changes that: <ul style="list-style-type: none"> <li>○ Require the issuance of a Development Permit Amendment for the purpose of:                             <ul style="list-style-type: none"> <li>○ Increasing floor space by more than 10% of the GFA originally approved, but less than 20%;</li> <li>○ Issuing a variance to reduce a bylaw requirement by more than 10%;</li> <li>○ Adjusting a streamside protection and enhancement area per the conditions specified in s.2.3.4 of Appendix A to the Zoning Bylaw No. 300 and where such adjustment is supported by the project biologist</li> </ul> </li> </ul>	<b>16% of the original fee</b>
<b>Major amendment</b> for changes that are not considered to be a Minor or Moderate amendment	<b>27% of the original fee</b>
<b>Appeal Fee (if Development Permit cannot be issued by Council's delegate)</b>	<b>\$1,630 in addition to above fees</b>
<b>Development Permit Issued by Council with Variances (other than duplex)</b>	<b>\$1,630 in addition to the above fees</b>
<b>Letter of Exemption from the Requirements of a Development Permit</b>	<b>\$130</b>
<b>Other Fees</b>	
<b>Board of Variance</b>	<b>\$815</b>
<b>Counter Petition:</b> If the City is required to provide a counter petition opportunity as a result of any planning related application (Official Community Plan Amendment, Rezoning, Development Permit, Development Variance Permit, and Temporary Use Permit).	<b>\$730</b>
<b>Development Variance Permit Fees</b>	
Application Fee	<b>\$1,630</b>
<b>Temporary Use Permit Fees</b>	
Application Fee	<b>\$2,290</b>
Renewal Fee	<b>\$330</b>

Beginning in 2026, the fees will automatically be adjusted effective May 1<sup>st</sup> of each year by the annual percentage change in the All-Items Consumer Price Index (CPI) for Greater Victoria for the then most recently ended calendar year as published by Statistics Canada or successor in function.