



## TOWN OF DRAYTON VALLEY

<b>Department:</b>	Planning & Development	<b>Policy #:</b>	PD-01-13
<b>Subject:</b>	Development and Building Permit Costs for Town Projects and Projects Receiving Town Contributions		
<b>Approval Date:</b>	September 18, 2013	<b>Review Date:</b>	_____, 2013


### POLICY

As the Town of Drayton Valley has various projects which take place from time-to-time that require Development and Building Permits, the Planning and Development Department requires that a policy be implemented to address the 'waiver' of fees. While the Planning and Development Department is able to waive the fee for a Development Permit, as this is an in-house cost, the fees charged for the Building Permit are from a third party and are paid out-of-pocket by the Planning and Development. Accordingly, the following are the practices that the Town of Drayton Valley wishes to implement for Town projects and for third party non-profit developers wishing to receive a reduction in fees:

1. The Planning and Development Department may waive the Development Permit fee. However, the Building Permit fees should be built into the project cost as they will not be waived. If those fees are not included in the project cost, the responsible department will be required to pay those fees from their budget.
  
2. A non-profit organization undertaking a development project which requires approval of a Development Permit and a Building Permit may apply to Council for waiver of the Development Permit fee. If Council directs that the Town will also cover the cost of the Building Permit fees, a direction (which may be pursuant to recommendation from Administration) shall be given regarding where those fees will be drawn from within the Town's budget, as the Planning and Development Department's budget does not allow for the payment of such costs.

All Town departments shall be responsible for obtaining the necessary Permits for any development and/or building, including signage, that they are proposing. For clarification of the process and timing department head or project managers should contact the Planning and Development department. Departments are encouraged to apply for permits a minimum of four

(4) weeks prior to the scheduled start date of a project to allow for approval, as processing time varies depending on workloads.

  
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Town Manager  
Resolution # 205/13