

The Municipal Planning Commission (MPC) makes decisions on development applications for discretionary uses and variances outside of the Development Officer's authority.

**Variance and Discretionary Use MPC Application Fees:**

- Prior to development \$338.00
- Post development \$676.00

**Variance Application** - This may include excess site coverage, rear, front and side yard setbacks (house, garage, over width driveways, fence height, etc.)

**Discretionary Use Application** - Uses which are discretionary in a district require approval from MPC (home occupations, day cares, secondary suites, etc.)

**MPC Special Meeting Surcharge** - If you require a Special Meeting of the MPC to be scheduled, a surcharge of \$338.00 plus the regular Variance or Discretionary Use MPC Application Fee (listed above) will be charged.



**If I pay the fees associated with amending the Land Use Bylaw or rezoning an area, will my application get approved?**

Approval is never guaranteed. Applications to amend the Land Use Bylaw and to change the land district designation are looked at seriously due to the effect the changes may have on surrounding properties and future developments. Amendments may require the applicant to hold public meetings, and/or provide a report detailing possible impacts on the surrounding areas. For more information, contact the Planning and Development Department.

**If I pay the application fees for my application to go before the Municipal Planning Commission (MPC), will it be approved?**

Payment of fees does not guarantee that the application will be approved. The MPC carefully reviews each application and takes into account specific considerations when making decisions. These considerations involve whether or not the applicant may be caused undue hardship to bring the property or structure into compliance with the current Land Use Bylaw, and considers unique circumstances about the property to warrant a variance of the Bylaw requirements.

**What if I already opened by business or started my project?**

If you have started your project before a permit has been issued, permit fees will be doubled.

**Town of Whitecourt Planning and Development Department**

5004 52 Avenue  
Box 509  
Whitecourt, Alberta T7S 1N6  
Phone: 780.778.2273  
Fax: 780.778.2062  
Email: [planning@whitecourt.ca](mailto:planning@whitecourt.ca)

Hours of Operation  
Monday to Friday  
8:30 a.m. to 4:30 p.m.  
Closed between  
12:00 p.m. and 12:30 p.m.

[www.whitecourt.ca](http://www.whitecourt.ca)

**Utility Safety Partners**

Click before you dig  
[www.utilitysafety.ca](http://www.utilitysafety.ca)  
Submit a locate request to ensure you don't come on contact with a dangerous underground utility.

# FEE SCHEDULE



PLANNING & DEVELOPMENT  
KEEPING YOU INFORMED.

MUNICIPAL PLANNING  
COMMISSION (MPC) FEES

FREQUENTLY ASKED  
QUESTIONS

FOR MORE  
INFORMATION



January 2022

Fees must be paid prior to the Town of Whitecourt processing a Development or Building Permit.

The fees below are based on pre-development permit applications. If work has started or a business has opened before a permit is issued, fees will be doubled.

### Development Permits

- Permitted use without Construction \$45.00
- Permitted use with construction \$45.00 plus \$1.55/m<sup>2</sup> of building footprint (maximum \$1,550.00)
- Administrative Variance \$176.00
- MPC Discretionary Use/Variance \$338.00

### Building Permit

Town Permit Fee	\$45.00
Plus, Safety Codes Levy (Provincial Government Fee)	\$4.50

Additionally, if you require a Building Permit, you must contact a Safety Codes Officer (SCO) to review the project and ensure that it meets the Alberta Building Code. The SCO will charge a fee separate from those payable to the Town of Whitecourt.

### SUBDIVISION FEES

1-5 lots	\$856.00
6-10 lots	\$1,100.00
11-24 lots	\$1,437.00
24+ lots	\$1,437.00 plus \$56.00/lot

Endorsement of the Subdivision: \$38.00/lot (not including Public Utility Lots)

### APPEAL FEES

If you would like to appeal a decision of the Development Officer or the Municipal Planning Commission, a written appeal and appeal fee must be submitted to the Subdivision and Development Appeal Board. The appeal fee is \$285.00, and the fee is returned if your appeal is successful.

## SUBDIVISION DEVELOPMENT

- Single Family Residential \$35.00 flat fee
- Non-Residential and Multi-Family \$85.00/hour (1 hour minimum charge)
- Environmental File Review \$25.00 plus \$85.00/hour (1 hour minimum charge)

Off Site Levies fund the expansion of major roads, and water/sewer treatment facilities. Off Site Levies are one time fees typically paid at the time of initial construction.

### Single Family Dwelling Units

- Single Family, Manufactured Homes, Duplex, Triplex, Fourplex developments, excluding Row Housing \$4,375.00/unit

### Multi Family Dwelling Units

- Any development with 5 or more units, including Row Housing \$1,905.00/unit

### Non-Residential

- \$50,983.00/hectare



Encroachments into Town property may include retaining walls, fences, buildings, etc. A \$338.00 application fee will be charged, for an encroachment agreement, in addition to other costs which may include the preparation and registration of the Agreement by the applicant's lawyer.

## ENCROACHMENT AGREEMENTS

If an individual wishes to amend a bylaw or propose a new bylaw, an \$1,585.00 application fee will be charged.

If the application requested involves amending more than one bylaw, the application fee is \$1,865.00.

## AMENDMENT REQUESTS

2' x 3'	\$15/page (b&w) \$25/page (colour)
3' x 4'	\$20/page (b&w) \$30/page (colour)
Map scanning/Use of plotter	\$5/page

PERMIT APPLICATION FEES

FILE REVIEW FEES

OFF SITE LEVIES

MAP PRINTING/PHOTOCOPY FEES