



DISTRICT OF HIGHLANDS

BYLAW No. 353

A BYLAW TO AMEND THE "DISTRICT OF HIGHLANDS FEES AND CHARGES BYLAW NO. 333, 2011"

The Council of the District of Highlands in open meeting assembled enacts as follows:

1. The "District of Highlands Fees and Charges Bylaw No. 333, 2011" is amended by adding to Schedule "A" the following item under the header "Planning and Building":

ITEM	FEE
Property File Information Request	\$15.00

2. This Bylaw may be cited as "District of Highlands Fees and Charges Bylaw No. 333, 2011, Amendment No 1, Bylaw No. 353, 2013"

READ A FIRST TIME THIS	18 th	DAY OF	FEBRUARY, 2013
READ A SECOND TIME THIS	18 th	DAY OF	FEBRUARY, 2013
READ A THIRD TIME THIS	18 th	DAY OF	FEBRUARY, 2013.
ADOPTED THIS	4 th	DAY OF	MARCH, 2013.

MAYOR

CLERK

SCHEDULE 'A'

ADMINISTRATION	
COPY AND PRINT FEES	FEE
Photocopies for materials not provided under the Freedom of Information and Protection of Privacy Bylaw Black and White: - 8.5" X 11" - 11" X 14" - 11" X 17" Colour - 8.5" X 11" - 8.5" X 14" - 11" X 17"	 \$0.25 per single page \$0.25 per single page \$0.60 per single page \$2.00 per single page \$2.00 per single page \$3.00 per single page
Staff time to Obtain and Photocopy documents	\$7.50 per ¼ hour after the first ½ hour

FINANCE

ITEM	FEE
Certificate of Taxes and Charges Outstanding	\$12.00 per parcel, except to the owner of the parcel
Tax Demand Notice	\$12.00 per parcel, except to the owner of the parcel
Annual Gross Tax Information Diskette	Actual Cost
Returned Cheques Service Charge	\$20.00 per cheque
PLANNING and BUILDING	
ITEM	FEE
Zoning Bylaw	\$15.00
Zoning Maps	<i>Actual Cost</i>
Official Community Plan	\$25.00

Building Bylaw	\$5.00
<i>Property File Information Request</i>	\$15.00
Address Map	<i>Actual Cost</i>
Subdivision Bylaw	\$10.00
Greenways/Trails Network Master Plan	\$10.00
Parks Master Plan	\$25.00
Other Reports/Maps	Actual Cost
Written Reply on Existing Zoning and/or OCP Designation of Property	42.00
Removal of Notice on Title	\$100.00 per parcel
BC Online Search	\$10.00 per document
Covenant Information	\$15.00 per parcel
OTHER	
ITEM	FEE
To send a Fax locally	\$1.50 per page
To send a Fax long distance	\$2.00 per page
To receive a Fax	\$1.00 per page
District of Highlands Pin	\$2.00 to non-residents (refer to policy for groups)
List of Electors (Voter's List) <ul style="list-style-type: none"> ➤ Nominee only <ul style="list-style-type: none"> • Must be authorized under the Local Government Act/Community Charter to obtain a copy • Cost for additional copies after the 1st free copy as per the Local Government Act/Community Charter 	\$ First copy free \$10.00 per copy after first free copy – no exceptions

Sample form



REQUEST SHEET

District of Highlands
Building Department
1980 Millstream Road
Victoria, BC V9B 6H1
Ph: 474-1773 / Fax: 474-3677
lcondon@highlands.ca

APPLICANT'S ADDRESS: _____

FAX NUMBER: _____

PHONE NUMBER: _____

_____ of _____
(Name) (Company)

is requesting the following information on the following property:

(Property Address)

(Legal Description)

✓	Information Requested	Information Provided	
		Permit #	Approval
	Age of house		
	Outstanding Building Permits		
	Date of Occupancy		
	Woodstove/Insert Permits		
	Zoning Information		
	Legal Description		
	Oil Tanks/ Furnace		
	Other (specify)		

PLEASE NOTE:

1. Assessment information can be obtained by B.C. Assessment at 479-7131.
2. There is a \$15.00 fee for this building information, which is due upon receipt. Please ensure that your account is promptly paid as further requests will be withheld until payment is received.
3. We require 24 hours to process this request.

Request Date: _____