



APPLICATION FOR DISCRETIONARY USE PERMIT

Development Services Department

Phone: (250) 378-8615

Email: planning@merritt.ca

Department Use Only	Date Received
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Application/File No.

General information

Name of applicant	Email	Phone	
Address	City	Prov.	Postal code
Name of registered owner(s) of lands	Email	Phone	
Address	City	Prov.	Postal code
Name of person or agent authorized to act on owner(s) behalf	Email	Phone	
Address	City	Prov.	Postal code

Civic address of subject property

Legal description of land that is subject to this application

Lot number(s)	Block	District Lot	Plan #	PID:
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Signature of owner/agent	Date
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Project information

Proposed discretionary use	Type of application		
	Minor	Major	Special
Existing OCP designation	Name of applicable development area regulation	Existing zoning	
Existing use(s) of the subject property	Residential Institutional	Commercial Utility	Industrial Certificate of Title
Application Fee	Minor	Major	Special



City Hall
2185 Voght St. Box 189
Merritt, BC, V1K1B8



merritt.ca



250-378-4224



Describe the Proposed Use of Building and Property and the Rationale of the Proposed Use

Describe the existing land use and building on all lots adjacent to and surrounding the subject property

Existing Property #1: _____
North (if applicable) _____

Existing Property #2: _____
NE (if applicable) _____

Existing Property #3: _____
East (if applicable) _____

Existing Property #4: _____
SE (if applicable) _____

Existing Property #5: _____
South (if applicable) _____

Existing Property #6: _____
SW (if applicable) _____

Existing Property #7: _____
West (if applicable) _____

Existing Property #8: _____
NW (if applicable) _____



**SCHEDULE F TO BYLAW 2358
PLANNING AND DEVELOPMENT FEES AND CHARGES**

	2024	2025	2026
OCP Amendments			
OCP Amendments	\$1,671.60	\$1,755.18	\$1,842.94
OCP Amendments in conjunction with a Rezoning application	\$1,114.05	\$1,169.75	\$1,228.24
Rezoning			
Rezoning Applications	\$1,671.60	\$1,755.18	\$1,842.94
Zoning Bylaw Text Amendments	\$1,393.35	\$1,463.02	\$1,536.17
Comprehensive Development Zone	\$2,785.65	\$2,924.93	\$3,071.18
Public Notice Signs (OCP Amendments/ Rezoning)			
Sign Removal Deposit	\$500.00	\$500.00	\$500.00
Sign Installation	Actual Cost		
Sign Replacement or Repair	Actual Cost		
Development Permit Application			
Minor DP (patio, façade improvement)	\$333.90	\$350.60	\$368.12
Major DP	\$1,671.60	\$1,755.18	\$1,842.94
Amendments to a DP	\$166.95	\$175.30	\$184.06
Appeal to Council of a Staff Decision on a DP	\$557.55	\$585.43	\$614.70
Riparian/ Environmental DP	\$333.90	\$350.60	\$368.12
Geotechnical DP	\$333.90	\$350.60	\$368.12
Wildfire DP	\$333.90	\$350.60	\$368.12
Development Variance Permit or Board of Variance Application			
Minor Variance (up to 2 Variances)	\$780.15	\$819.16	\$860.12
Minor Variance in conjunction with a DP	\$557.55	\$585.43	\$614.70
Major Variance (3+ Variances)	\$1,114.05	\$1,169.75	\$1,228.24
Major Variance in conjunction with a DP	\$891.45	\$936.02	\$982.82
Board of Variance	\$557.55	\$585.43	\$614.70
Temporary Use Permit			
Temporary Use Permit	\$891.45	\$936.02	\$982.82
Temporary Use Permit Renewal	\$445.20	\$467.46	\$490.83

	2024	2025	2026
Discretionary Use Permit			
Minor Discretionary Use Permit	\$55.65	\$58.43	\$61.35
Major Discretionary Use Permit	\$557.55	\$585.43	\$614.70
Special Discretionary Use Permit	\$1,114.05	\$1,169.75	\$1,228.24
Subdivision			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$947.10	\$994.46	\$1,044.18
3 – 10 Lots	\$1,114.05 + \$111.30 per lot	\$1,169.75+ \$116.87 per lot	\$1,228.24+ \$122.71 per lot
11 – 20 Lots	\$2,785.65+ \$111.30 per lot	\$2,924.93+ \$116.87 per lot	\$3,071.18+ \$122.71 per lot
21 – 30 Lots	\$4,457.25+ \$111.30 per lot	\$4,680.11+ \$116.87 per lot	\$4,914.12+ \$122.71 per lot
31 – 40 Lots	\$5,571.30+ \$111.30 per lot	\$5,849.87+ \$116.87 per lot	\$6,142.36+ \$122.71 per lot
41 or More Lots	\$6,685.35+ \$111.30 per lot	\$7,019.62+ \$116.87 per lot	\$7,370.60+ \$122.71 per lot
Phased Strata (each phase)	\$947.10	\$994.46	\$1,044.18
Preliminary Layout Review (PLR) Amendment or Extension	\$222.60	\$233.73	\$245.42
Strata Conversion			
Strata Conversion	\$557.55+ \$111.30 per lot	\$585.43+ \$116.87 per lot	\$614.70+ \$122.71 per lot
Third Party Review of Reports Submitted	Actual Cost		
Agricultural Land Reserve Application			
ALR Exclusion/Inclusion/Subdivision/Non-Farm	As prescribed by the ALC		

	2024	2025	2026
Other Administrative Fees			
Ministry of Environment Site Profile Referral	\$111.30	\$116.87	\$122.71
Land Titles Document Retrieval (per document)	\$22.05	\$23.15	\$24.31
Earthworks Permit			
Earthworks Permit Application Fee	\$109.20	\$114.66	\$120.39
Security Fee in the form of cash or an Irrevocable Standby Letter of Credit: (Security fee is refundable if works are completed in compliance with Earthworks Permit)			
Residential Landscaping	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works
Single Detached	\$5,000	\$5,000	\$5,000
Semi-detached Residential	\$5,000	\$5,000	\$5,000
Multi-Unit Residential (three or more units)	\$5,000	\$5,000	\$5,000
Commercial or Industrial	\$5,000	\$5,000	\$5,000