

# Planning

Service/Activity	2024
<b>Pre-Application</b>	
Preliminary Review Meeting *	\$1,000
Pre-Consultation Fees *	\$3,100
<b>Official Plan Amendment and Zoning By-law Amendment</b>	
Application for Official Plan Amendment	\$15,200
Application for Zoning By-law Amendment – Base	\$14,500
Application for Zoning By-law Amendment – Minor (ZBA required as a condition of consent)	\$5,500
Application for Revision to a Zoning By-law Amendment (base) (applies to revisions to an application in process)	\$8,529
Application for Revision to a Zoning By-law Amendment (minor) (applies to revisions to an application in process)	\$2,559
Application for Temporary Use By-law	\$5,500
Application for Removal of H Symbol	\$2,750
Each subsequent review (after 3 reviews) of Zoning By-law Amendment Submission	\$2,326
Concurrent Official Plan and Zoning By-law Amendment Application	Highest fee plus 50% of lower fee
<b>Site Plan</b>	
Application for Site Plan Control Approval – Base ^	\$15,200
Application for Site Plan Control Approval – Minor ^ (as defined by the Town's Site Plan By-law)	\$9,000
Minor/administrative amendment to a site plan approval and/or agreement	\$2,200
Application for Site Plan Control Approval - Agreement Preparation <sup>1</sup>	\$3,219
Each subsequent review (after 3 reviews) of Site Plan Submission	\$3,000

# Planning

<b>Notes:</b>	
<sup>1</sup> Legal costs of review and/or registration are to be carried by the applicant.	
<b>Committee of Adjustment</b>	
Application for Minor Variance/Permission to Expand - Minor (Residential and single variance)	\$1,500
Application for Minor Variance/Permission to Expand - Major (Non-Residential, multi-residential, multiple variances)	\$2,500
Application for Provisional Consent – New Lot - each lot created resulting from a consent application	\$4,000
Application for Change of Provisional Consent Conditions	\$1,800
Application for Lot Addition/Adjustment	\$3,654
Application for Easement	\$3,654
Application for Validation	\$3,654
Minor Variance or Consent - to amend and recirculate application	\$1,800
Minor Variance or Consent - to defer an application and recirculate after notice has been provided <sup>2</sup>	50% of application fee
Issuance of Certificate of Official (Per Lot)	\$560
Refundable Sign Deposit	\$208
<b>Notes:</b>	
<sup>2</sup> Fee is payable where request is made by the applicant.	
<b>Subdivision and Vacant Land Condominium</b>	
Application for Plan of Subdivision or Vacant Land Condominium <sup>3</sup>	
Base Fee	\$13,750
Plus Per Unit Fee	
<i>0-25 Units</i>	\$200 per unit
<i>26-100 Units</i>	\$150 per unit
<i>101-200 Units</i>	\$100 per unit

# Planning

<i>201+ Units</i>	<i>\$50 per unit</i>
<i>Maximum (Base fee plus Per Unit Fee)</i>	<i>\$47,000</i>
Application for Plan of Subdivision/Condominium - Deposit	\$6,933.15
Application for Plan of Subdivision/Vacant Land Condominium – Agreement Preparation <sup>4</sup>	\$6,603
Application for Extension to Draft Approval/Change of Conditions	\$4,950
Application for Revision to a Draft Plan (Plus application per unit fee for additional units added to draft plan)	\$9,350
Each subsequent review (after 3 reviews) of materials	\$7,400
Application for Red Line Revision (Minor/technical) <sup>5</sup>	\$7,400
Model Home Agreement	\$4,000
Model Home Agreement Deposit outside services	\$2,310
Issuance of Final Subdivision/Condominium Approval	\$11,000
Application for Deeming	\$1,500
<b>Notes:</b>	
<sup>3</sup> Vacant Land Condominium includes vacant lots upon which residential units are built and share common	
<sup>4</sup> Legal costs of review and/or registration are to be carried by the applicant.	
<sup>5</sup> Minor/technical redline revision does not include a change to the number or type of units included in the draft	
<b>Condominium</b>	
Application for Standard Plan of Condominium <sup>6</sup>	\$9,900
Application for Exemption from Plan of Condominium	\$2,500
Application for Plan of Condominium - Deposit	\$3,984.75
Application for Plan of Condominium – Agreement Preparation <sup>7</sup>	\$6,600
Application for Plan of Condominium Red Line Revision	\$3,000
Application for Extension to Draft Approval/Change of Conditions	\$4,300
Application for Conversion to Condominium	\$6,603
<b>Notes:</b>	

# Planning

<sup>6</sup> Standard Condominium includes buildings that are subdivided into units that include exclusive use areas and  
<sup>7</sup> Legal costs of preparation and registration are to be carried by the applicant.

<b>Zoning Review/Compliance</b>	
Zoning Certificate Review	
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater than 200 sq.m.	\$100
Class 2 - Zoning Certificate - all other minor residential permits	\$50
Class 3 - Zoning Certificate - non-residential	\$100
Zoning Certificate Revision Fee	N/A
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater than 200 sq.m.	\$80
Class 2 - Zoning Certificate - all other minor residential permits	\$50
Class 3 - Zoning Certificate - non-residential	\$80
Zoning Compliance Letter	\$360
<b>Part Lot Control</b>	
Application for Part Lot Control	\$4,000
Application for Part Lot Control Extension	\$2,800
<b>Other Applications, Agreements and Other Fees</b>	
Private Road Agreement	\$2,700
Application for Variance to Sign By-law	\$740
Application for Variance to Sign By-law – Non-Profit Organization	\$138.60
Application for Amendment to Sign By-law	\$1,940
Application for Amendment to Sign By-law – Non-Profit Organization	\$138.60
Subdivision Compliance Letter/ Site Plan Control Compliance Letter	\$360
Subdivision Compliance Letter/ Site Plan Control Compliance Letter if required within 48 hours of receipt	\$720
Septic Systems Search	\$310

# Planning

Duties of the Risk Management Official regarding a residential use	\$144.90
Duties of the Risk Management Official regarding a home occupation/home industry as defined by the Zoning By-law	\$318.15
Duties of the Risk Management Official regarding a use other than a residential use or home occupation/home industry	\$144.90
Municipal Records Search	\$310
Municipal Records Search If required within 48 hours of receipt	\$620
General Development Agreement <sup>8</sup>	\$4,000
Pre-Servicing Agreement <sup>8</sup>	\$4,000
Deposit for outside services	\$2,310
Research per hour administrative staff	\$98.70
Planner miscellaneous duties per hour	\$202.65
Planner appearance before appeal tribunal per hour	\$202.65
Planner appearance before appeal tribunal per day	\$1,732.50
Text - Official Plan + HST	\$65.80
Text - Zoning By-law + HST	\$65.80
Text - Sign By-law + HST	\$65.80

**Notes:**

<sup>8</sup> Any associated legal costs associated with the agreement are to be carried by the applicant.

\* Outside services deposit may be required – confirm with the municipality before submission.

^ Outside services deposit required.

All peer review costs that may be required for the review of any application shall be borne by the applicant. Payment shall be required in advance of service delivery. Contingency fees/deposits may be collected in addition to any specific fee at point of application. Deposit and/or contingency fees referenced in this schedule are minimums only and subject to further top up increases depending on costs.