

Planning

Service/Activity	2025	2026
Pre-Application		
Preliminary Review	\$1,000	\$1,000
Pre-Submission Review*	\$3,100	\$3,100
Notes: *The Pre-Submission Reviews fee is eligible for a refund when all conditions, as outlined in the Pre-Submission Review Manual, have been met to the satisfaction of the Town.		
Official Plan Amendment and Zoning By-law Amendment		
Application for Official Plan Amendment	\$15,960	\$16,758
Application for Zoning By-law Amendment – Base	\$15,225	\$15,986
Application for Zoning By-law Amendment – Minor (ZBA required as a condition of consent)	\$5,775	\$6,064
Application for Revision to a Zoning By-law Amendment (base) (applies to revisions to an application in process)	\$8,955	\$9,403
Application for Revision to a Zoning By-law Amendment (minor) (applies to revisions to an application in process)	\$2,687	\$2,821
Application for Temporary Use By-law	\$5,775	\$6,064
Application for Removal of H Symbol	\$2,888	\$3,032
Each subsequent review (after 3 reviews) of Zoning By-law Amendment Submission	\$2,442	\$2,564
Concurrent Official Plan and Zoning By-law Amendment Application	Highest fee plus 50% of lower fee	Highest fee plus 50% of lower fee
Site Plan		
Application for Site Plan Control Approval – Base ^	\$15,960	\$16,758
Application for Site Plan Control Approval – Minor ^ (as defined by the Town's Site Plan By-law)	\$9,450	\$9,923
Minor/administrative amendment to a site plan approval and/or agreement	\$2,310	\$2,426
Application for Site Plan Control Approval - Agreement Preparation ¹	\$3,380	\$3,549
Notes: ¹ Legal costs of review and/or registration are to be carried by the applicant.		
Committee of Adjustment		
Application for Minor Variance/Permission to Expand - Minor (Residential and single variance)	\$1,500	\$1,538

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Application for Minor Variance/Permission to Expand - Major (Non-Residential, multi-residential, multiple variances)	\$2,500	\$2,563
Application for Provisional Consent – New Lot - each lot created resulting from a consent application	\$4,000	\$4,100
Application for Change of Provisional Consent Conditions	\$1,800	\$1,845
Application for Lot Addition/Adjustment	\$3,654	\$3,745
Application for Easement	\$3,654	\$3,745
Application for Validation	\$3,654	\$3,745
Minor Variance or Consent - to amend and recirculate application	\$1,800	\$1,845
Minor Variance or Consent - to defer an application and recirculate after notice has been provided ²	50% of application fee	50% of application fee
Issuance of Certificate of Official (Per Lot)	\$560	\$574
Refundable Sign Deposit	\$208	\$213
Notes:		
² Fee is payable where request is made by the applicant.		
Subdivision and Vacant Land Condominium		
Application for Plan of Subdivision or Vacant Land Condominium ³		
Base Fee	\$14,438	\$15,159
Plus Per Unit Fee		
0-25 Units	\$210.00	\$220.50
26-100 Units	\$157.50	\$165.38
101-200 Units	\$105.00	\$110.25
201+ Units	\$52.50	\$55.13
Maximum (Base fee plus Per Unit Fee)	\$49,350	\$51,818
Application for Plan of Subdivision/Condominium - Deposit	\$7,280	\$7,644
Application for Plan of Subdivision/Vacant Land Condominium – Agreement Preparation ⁴	\$6,933	\$7,280
Application for Extension to Draft Approval/Change of Conditions	\$5,198	\$5,457
Application for Revision to a Draft Plan (Plus application per unit fee for additional units added to draft plan)	\$9,818	\$10,309
Each subsequent review (after 3 reviews) of materials	\$7,770	\$8,159

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Application for Red Line Revision (Minor/technical) ⁵	\$7,770	\$8,159
Model Home Agreement	\$4,200	\$4,410
Model Home Agreement Deposit outside services	\$2,426	\$2,547
Issuance of Final Subdivision/Condominium Approval	\$11,550	\$12,128
Application for Deeming	\$1,575	\$1,654
Notes: ³ Vacant Land Condominium includes vacant lots upon which residential units are built and share common elements. ⁴ Legal costs of review and/or registration are to be carried by the applicant. ⁵ Minor/technical redline revision does not include a change to the number or type of units included in the draft plan.		
Condominium		
Application for Standard Plan of Condominium ⁶	\$10,395	\$10,915
Application for Exemption from Plan of Condominium	\$2,625	\$2,756
Application for Plan of Condominium - Deposit	\$4,184	\$4,393
Application for Plan of Condominium – Agreement Preparation ⁷	\$6,930	\$7,277
Application for Plan of Condominium Red Line Revision	\$3,150	\$3,308
Application for Extension to Draft Approval/Change of Conditions	\$4,515	\$4,741
Application for Conversion to Condominium	\$6,933	\$7,280
Notes: ⁶ Standard Condominium includes buildings that are subdivided into units that include exclusive use areas and common elements. ⁷ Legal costs of preparation and registration are to be carried by the applicant.		
Zoning Review/Compliance		
Zoning Certificate Review		
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater than 200 sq.m.	\$105	\$105
Class 2 - Zoning Certificate - all other minor residential permits	\$53	\$53
Class 3 - Zoning Certificate - non-residential	\$105	\$105
Zoning Certificate Revision Fee	N/A	N/A
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater		

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than 200 sq.m.	\$84	\$84
Class 2 - Zoning Certificate - all other minor residential permits	\$53	\$53
Class 3 - Zoning Certificate - non-residential	\$84	\$84
Zoning Compliance Letter	\$378	\$397
Part Lot Control		
Application for Part Lot Control Base Fee*	\$4,000	\$4,000
Application for Part Lot Control Extension	\$2,800	\$2,800
Notes:		
*Fee is payable for each lot subject to a request to lift Part Lot Control.		
Other Applications, Agreements and Other Fees		
Private Road Agreement	\$2,835	\$2,977
Application for Variance to Sign By-law	\$777	\$816
Application for Variance to Sign By-law – Non-Profit Organization	\$146	\$153
Application for Amendment to Sign By-law	\$2,037	\$2,139
Application for Amendment to Sign By-law – Non-Profit Organization	\$146	\$153
Each subsequent review (after 3 reviews) of Site Plan Submission, Draft Plan of Subdivision/Condo, Official Plan Amendment, & Zoning By-law Amendment	\$3,150	\$3,308
Subdivision Compliance Letter/ Site Plan Control Compliance Letter	\$378	\$397
Subdivision Compliance Letter/ Site Plan Control Compliance Letter if required within 48 hours of receipt	\$756	\$794
Septic Systems Search	\$326	\$342
Duties of the Risk Management Official regarding a residential use	\$152	\$160
Duties of the Risk Management Official regarding a home occupation/home industry as defined by the Zoning By-law	\$334	\$351
Duties of the Risk Management Official regarding a use other than a residential use or home occupation/home industry	\$152	\$160
Heritage Permit (Request to Designate/Request to Alter a Designated Property)	\$0	\$1,500
Municipal Records Search	\$326	\$342

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Municipal Records Search - if required in 48 hours	\$651	\$684
General Development Agreement ⁸	\$4,200	\$4,410
Pre-Servicing Agreement ⁸	\$4,200	\$4,410
Deposit for outside services	\$2,426	\$2,547
Research per hour administrative staff	\$104	\$109
Planner miscellaneous duties per hour	\$213	\$223
Planner appearance before appeal tribunal per hour	\$213	\$223
Planner appearance before appeal tribunal per day	\$1,819	\$1,910
Telecommunications Infrastructure Review	-	\$800
Hydro Infrastructure Review (corridor review, non-residential wind, solar, and storage)		\$1,600
Text - Official Plan + HST	\$69	\$73
Text - Zoning By-law + HST	\$69	\$73
Text - Sign By-law + HST	\$69	\$73

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Notes: ⁸ 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.		