

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning			
Description	Minimum Deposit to Accompany Application	Fee (Non Refundable) plus actual costs	Flat Fee
Official Plan amendments			
Major (see below)	\$5,000.00	\$2,589.00	
Minor (see below)	\$3,500.00	\$1,941.00	
Zoning By-law amendments			
Major (see below)	\$4,500.00	\$2,589.00	
Minor (see below)	\$3,500.00	\$1,941.00	
Temporary Use By-law	\$3,500.00	\$1,941.00	
By-law to extend the time limit for a Temporary Use			\$649.00
Combined Official Plan Amendment and Zoning By-law Amendment	\$6,000.00	\$3,495.00	
"H" Removal By-law			\$1,553.00
Deeming By-law			\$1,295.00
Site Plan Approval – Minor			
Site Plan Approval - Minor	\$3,000.00	\$1,941.00	
Amendment (see below)	\$2,500.00	\$1,295.00	
Amendment (No Report to Council)			\$649.00
Request for Security Release			\$262.00
Release of Agreement			\$194.00
Site Plan Approval – Major			
Site Plan Approval - Major	\$5,500.00	\$3,236.00	
Amendment (see below)	\$4,000.00	\$2,589.00	
Request for Security Release			\$262.00
Release of Agreement			\$194.00
Telecommunications Facilities			
Exempt from Public Consultation			\$649.00
Not Exempt from Public Consultation			\$1,037.00
Subdivision Applications			
Subdivision Application	\$10,000.00	\$5,823.00	
Subsequent Phases of Existing Plans of Subdivision	\$6,000.00	\$2,539.00	
Revisions to Draft Approved Plans			
Revisions to a Draft Approved Plan of Subdivision (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$3,236.00	
Major Revision (see below)	\$8,000.00	\$5,176.00	
Request to Amend Conditions of Draft Approval	\$3,000.00	\$1,295.00	
Request to Extend Draft Approval			\$649.00
Clearance letter from County			\$391.00
Condominium Application	\$10,000.00	\$5,823.00	

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Revisions to a Draft Approved Plan of Condominium (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$3,236.00	
Major Revision (see below)	\$8,000.00	\$5,176.00	
Request to Amend Conditions of Draft Approval (no change to layout)	\$3,000.00	\$1,295.00	
Request to Extend Draft Approval			\$649.00
Clearance letter to County			\$391.00
Condominium Conversion	\$3,000.00	\$1,295.00	
Preparation of a subdivision, condominium, site plan or development agreement		Actual Costs	
Lift Part Lot Control			\$1,295.00
Extend Part Lot Control			\$649.00
Minor Variance, Consent and Rezoning Applications			
Minor Variance – Residential		\$778.00	
Minor Variance – All others		\$1,037.00	
Amendment when Recirculation Required			\$262.00
Tabling Fee			\$132.00
Special Hearing			\$649.00
Consent	\$1,500.00	\$1,295.00	
Amendment - Recirculation Required			\$262.00
Tabling Fee			\$132.00
Special Hearing			\$649.00
Stamping Fee (Certificate):			
For consent, new lot & lot additions			\$132.00
For lease and easement			\$86.00
Combined Minor Variance & Consent	\$1,700.00	\$1,553.00	
Combined Consent & Rezoning	\$2,900.00	\$2,459.00	

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Other Fees			
Compliance Letters			\$132.00
Heritage Permit Application			Actual cost
Peer Review of all Specialized Reports/Studies	\$3,000.00	Actual Costs	
OLT Costs	\$2,500.00	Actual Costs	
Photocopies – per page			\$0.35
Information search (per hour, first hour free)			\$40.00
Advertising fee		Actual Costs	
More than one Open House or Public Meeting Required			\$391.00
Notice to Cancel Public Meeting or Open House			\$262.00
Re-circulation of Public Notices			\$262.00
Engineering Review Fee			\$194.00
Legal Review Fee		Actual Costs	
Septic Review Fee			\$194.00
Preconsultation Meeting			\$ 50.00
Amendment to Development or Subdivision Agreement			\$746.00
Refund Policy*			
Minimum fee*		\$33.00	
After file opened but before circulated			90%
After file circulated but before considered at a public meeting			50%
After file considered at a public meeting			0%
*Refunds on balance after minimum fee deducted			

Where the application is not complete and the deposit has been totally offset by costs, an

Planning Definitions for Major and Minor

Official Plan Amendments

Major

- Proposes a re-designation or change in land use for a property or properties;
- Requires many changes to the policies and schedules of the Official Plan;
- New golf courses or expansion to existing golf courses;
- New waste management facility or expansion to existing waste management facility (including agriculture waste facilities);
- Expansion to urban boundary or re-designation of Urban Reserve Area;
- Commercial Development over 3,000 square metres;
- Deletion or addition of arterial or collector road, and;
- Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services.

Minor

- Proposes a small-scale exception to a specific Official Plan standard (e.g. minor change to the
- Proposes a minor change to a specific policy that is limited in scope and typically to one property;
- Maintains the intent and purpose of the Official Plan;
- Shall have limited impact or policy implications beyond the subject lands, and;
- Any application deemed to be minor by the Manager of Development Services.

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Zoning By-law Amendments

Major

- Zone Category Change;
- Associated with an Official Plan Amendment;
- Associated with a Plan of Subdivision or Condominium;
- Application involving multiple properties, and;
- Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.).

Minor

- Changes within current zone category;
- Re-zoning related to a “surplus lot consent” whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance.

Site Plan Approval

Major

- New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;
- Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Minor

- Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;
- Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Amendment

“Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.

Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)

Major

- Major changes to the layout or conditions of draft approval of a draft approved plan.

Minor

- Minor changes to the layout or conditions of draft approval of a draft approved plan.