

**Planning Application User Fees & Service Charges**

**Appendix E**

<b>USER FEE DESCRIPTION</b>	<b>2024 Approved</b>
<b>SITE PLAN</b>	
<b>ZONING &amp; OFFICIAL PLAN</b>	
Official Plan Amendment	\$ 9,520
Zoning By-law Amendment	\$ 8,965
Minor Zoning By-law Amendment (e.g. Agricultural Purposes Only (APO), Temporary Use Zoning Renewals)	\$ 3,135
Other By-laws (e.g. deeming, part lot control, Holding (H) removal)	\$ 2,270
<b>SUBDIVISION/CONDOMINIUM</b>	
Draft Plan of Subdivision/Condominium - base charge	\$ 10,070
Draft Plan of Subdivision/Condominium plus per lot beyond the first 10 lots (maximum charge \$13,500.00)	\$ 165
Final Plan Approval/Condition Clearance	\$ 1,910
Extension of Draft Plan approval	\$ 1,985
Modification of Draft Plan approval	\$ 5,135
Subdivision/Condominium Agreement base charge	\$ 5,405
Subdivision/Condominium Agreement plus per lot beyond the first 10 lots (maximum charge \$13,500.00)	\$ 165
<b>SITE PLAN</b>	
Site Plan Application - Standard	\$ 8,780
Site Plan Application - Minor (e.g. minor building addition or parking changes, no supporting studies required)	\$ 2,760
<b>CONSENT &amp; VARIANCES</b>	
Minor Variance & Section 45 Applications	\$ 2,395
Fence Variance	\$ 1,105
Sign Variance	\$ 1,105
Consent	\$ 3,135
Combined Minor Variance & Consent Application	\$ 4,790
Final Consent Certification - Condition Clearance	\$ 220
Adjournment/Re-circulation Fee - Minor Variance	\$ 1,230
Adjournment/Re-circulation Fee - Consent	\$ 1,230
Adjournment/Re-circulation Fee - Combined Minor Variance & Consent Application	\$ 1,845
Appeal Fees for Fence & Signs (non-refundable)	\$ 300
<b>TELECOMMUNICATIONS FACILITIES</b>	
Rapid Processing Stream	\$ 470
Preferred Processing Stream	\$ 1,170

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Full Processing Stream	\$ 2,930
<b>PRE-CONSULTATION FEE</b>	
Consent and Minor Site Plan applications	\$ 1,230
Telecommunications Facilities	\$ 355
All other Applications (No fee for Variances)	\$ 3,075
<b>OTHERS</b>	
Cash-in-lieu of Parkland: Residential - 5% of appraised value; Commercial - 2% of appraised value; Appraised value is considered the market value on the day as determined under the applicable section of the Planning Act	
Minor Amendment to Agreement (Subdivision, Condominium, Site Plan, Development)	\$ 750
Development Agreement preparation	\$ 300
Cash-in-lieu of Parking (per stall)	\$ 70,343
Heritage Grant Applications - Commercial	\$ 420
Heritage Grant Applications - Residential	\$ 210
Renewable Energy Review	\$ 2,825
Conformity Statement	\$ 220
Zoning/Use Statement Only (Permitted use, liquor license clearance, other)	\$ 100
<b>REFUND OF FEES</b>	
If an application is withdrawn prior to circulation to commenting agencies, 75% of the fee may be refunded.	
If an application is withdrawn after circulation to commenting agencies, but prior to the Notice being mailed or advertised for a Committee of Adjustment or Planning and Development Committee meeting, at which the application will be considered, 50% of the fee may be refunded.	
If an application is withdrawn after Notice of the Public Meeting has been mailed or advertised, but prior to the staff report being prepared, 25% of the fee may be refunded.	
In addition, any payments outstanding to the Town shall be reduced from the application fee by the Manager of Finance, prior to the refund being issued.	
<b>REACTIVATION</b>	
Any application which has been withdrawn or has been inactive for a period of one year shall be considered abandoned and a full fee shall be required to activate a new application.	
<b>CONSULTING SERVICES</b>	
Where any application requires the Town to hire a consultant to review supporting technical studies on behalf of the Town, the applicant shall be responsible for all costs, and those costs shall be payable upon submission of an invoice from the Town.	
<b>LEGAL/ADMINISTRATION FEES</b>	

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Applicants are responsible for payment of all legal fees associated with the registration of documents for Planning approvals	