

**Schedule “F”
Planning Department Fees**

Applications Pursuant to the Planning Act / Condominium Act	
SERVICE	FEE¹
<u>Pre-consultation Application</u> ²	\$450.00
<u>Minor Variance</u>	
Complex Application ³	\$1,200.00
Standard Application	\$900.00
<u>Zoning By-law Amendments</u>	
Major Zoning By-law Amendment Application ⁴	\$3,450.00
Minor Zoning By-law Amendment Application ⁵	\$1,200.00
Temporary Use By-law	\$1,200.00
Request to Lift Holding (H) Provision	\$750.00
Zoning Compliance Letter	\$180.00

¹ Refund Policy: If an application is withdrawn prior to its circulation, the applicant is entitled to 50% of the application fee. If an application is withdrawn after it has been circulated but prior to a public meeting being held, the applicant is entitled to 25% of the application fee. If Council or staff has made a decision on a file, or a public meeting has been held, a refund will not be considered. Pre-consultation fees or fees incurred for additional reviews, site visits or recirculation of applications shall not be refundable.

² ~~It is recommended that Planning applications benefit from pre-consultation with the municipality in advance of application submission. Pre-consultation fee includes staff review, 1 meeting and a pre-consultation report identifying comments and application requirements. A second review or further meetings/discussions for a proposed development will require payment of the pre-consultation application fee.~~

~~² Applications for Zoning By-Law amendments, Official Plan amendment, site plan control, plan of subdivision or plan of condominium require the submission of a pre-consultation review to the municipality in advance of application submission. Pre-consultation is not required, but is strongly encouraged, for minor variance applications.~~

~~³ Complex Minor Variance Application: A “Complex” Minor Variance application is an application for minor variance that includes one or more of the following elements:~~

- ~~• A minor variance application for a property subject to site plan or other development agreement with the Township~~
- ~~• Requires studies or reports to support the application~~
- ~~• Requires consultation and collaboration with external agencies beyond the minimum requirements of the Planning Act.~~

⁴ **Major Zoning By-Law Amendment:** A "Major" Zoning By-Law amendment is a Zoning By-Law amendment that (one or more may apply): • Requires a major amendment to the Municipality's Official Plan and/or an amendment to the County of Haliburton's Official Plan; • Requires studies and/or consultation and collaboration with external agencies; • Constitutes a change of use to permit new Commercial, Industrial, Extractive or Institutional uses; • Constitutes a substantial increase in density (ie, accompanying an application for Plan of Condominium or Subdivision, conversion to medium or high density residential use from low density residential use.). • Constitutes a substantial increase in the development envelope or density for existing Commercial, Industrial, Extractive or Institutional uses.

⁵ **Minor Zoning By-Law Amendment:** A "Minor" Zoning Bylaw amendment is a Zoning By-Law amendment that: • Applies to a single parcel or land for low density residential use, including the construction of an additional dwelling unit; • Permits additional ancillary or accessory uses or structures that are compatible with the existing Zone designation and Official Plan policies; • Permits minor increases in floor area, height, parking areas, etc., for existing Commercial, Industrial or Institutional uses; • Clarifies existing zone boundaries through a professional evaluation (ie, a qualified professional providing revised environmental protection boundaries, hazard land boundaries, etc.).

**Schedule “F” Continued
Planning Department Fees**

<u>Official Plan Amendments</u>	
Major Official Plan Amendment ⁶	\$5,000.00
Minor Official Plan Amendment ⁷	\$2,000.00
Local Official Plan Amendment and Zoning Bylaw Amendment processed together	Official Plan Amendment fee plus 50% of Zoning Bylaw Amendment Fee
<u>Consent to Sever</u>	
Pre-consultation Comments for Lot Addition and Lot Creation (per severed parcel)	\$650.00
Pre-consultation Comments for Easement or Right-of-way (per easement/ROW)	\$300.00
<u>Administrative Fee for Clearance Letter</u>	<u>\$350.00</u>
<u>Plan of Subdivision/Plan of Condominium</u>	
Condominium exemption	\$350.00
Part Lot Control	\$500 per lot
<u>Deeming By-law</u>	
Deeming By-law Application	\$500.00
Deeming By-law to accompany road allowance closure and purchase	\$200.00

⁶ **Major Official Plan Amendment:** A "Major" Official Plan amendment is an Official Plan amendment that (one or more may apply):

- Proposes a re-designation or change in land use for property(ies);
- Requires many changes to the policies and schedules of the Official Plan;
- Is more significant in scale and scope than a minor Official Plan amendment, and which may have greater impact or policy implications beyond the subject lands. Applications relating to more than one property would normally be this category;
- A site-specific application representing a large scale development/redevelopment or a change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category; and,
- An application that also requires an amendment to the County of Haliburton Official Plan.

⁷ **Minor Official Plan Amendment:** A "Minor" Official Plan amendment is an Official Plan amendment that:

- Proposes a small-scale exception to a specific Official Plan standard (e.g., minor changes to the number of permitted units; or to add a site-specific use limited in scale);
- 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; and,
- Shall have limited impact or policy implications beyond the subject lands.

**Schedule "F" Continued
Planning Department Fees**

<u>Agreements</u>	
Subdivision/Condominium, Severance, Encroachment, Responsibility, Legal (any type, administered by staff)	\$750.00
Amend Agreement	\$500.00
Request to Remove Agreement from Title	\$250.00
<u>Legal Fees for preparation or registration of agreement</u>	<u>As invoiced by solicitor</u>
<u>Site Plan Approval⁸ Control under Section 41 of the Planning Act⁹</u>	
	\$2,000.00 plus \$1.50 per sq m
<u>Major Commercial (over 600 sq m)/Industrial</u>	\$1,500.00 plus \$1.50 per sq m
Minor Commercial	\$2,000.00 plus \$50 per unit
Major Multi-residential (6 or more units)	\$1,500.00 plus \$50 per unit
Minor Multi-residential (5 or fewer units)	\$1,200.00
Standard Residential (1-2 units) where applicable	
<u>Major Amendment to Commercial/Multi-Residential Site Plan</u>	50% of current application fee.
Total Cost Deposit to be filed with the application	\$500.00
Minor Amendment	\$500.00
Minor Amendment to Site Plan (no amendment to agreement)	\$200.00
Request to Waive Site Plan Control	\$500.00
Staff Review and Comments for Revised Plans (after first set of revisions)	\$300.00
Recirculation of Revised Plans to External Agencies for Comment	

⁸ Where residential units are less than 10, site plan approval only required in accordance with the Planning Act and as further identified in the Township's Site Plan Control By-law.

⁹ Where residential units are less than 10, site plan approval only required in accordance with the Planning Act and as further identified in the Township's Site Plan Control By-law.

**Schedule "F" Continued
Planning Department Fees**

Applications For the Sale, or Use, of Township Land	
SERVICE	FEE
<u>Shoreline Road Allowance (Purchase)</u>	
Total Cost Deposit to be filed with the application	\$4,950.00
The Cost Deposit includes a Non-refundable administration fee	\$800 <u>900</u> .00
Purchase cost for lands	\$0.70 per sq ft (minimum purchase cost: \$4,150.00)
<u>Advertising Fees</u>	<u>As invoiced by newspaper</u>
<u>Shoreline Road Allowance (Occupation)</u>	
License of Occupation Agreement	\$750.00
Annual License Fee: Dock Only	\$125.00
Additional Structures	As set by Council as per Agreement
Renewal of License of Occupation Agreement (upon expiry of existing agreement under same ownership)	\$500.00
License of Occupation Agreement for Short-Term Rentals	\$150.00
<u>Unopened Road Allowance (Purchase)</u>	
Total Cost Deposit to be filed with the application	\$2,750.00
The Cost Deposit includes a Non-refundable administration fee	\$750.00
Required appraisal	As billed by the Appraiser, the expense of which is to the applicant
Purchase Price for Original Road Allowance	Based on appraisal
<u>Construct an Access Road on Unopened Road Allowance</u>	
Total Cost Deposit to be filed with the application	\$1,000.00
The Cost Deposit includes a Non-refundable administration fee	\$500.00
Applications For Staff Review	
SERVICE	FEE
<u>MNR Compliance Form for Shoreline Works</u>	
<u>Cell Phone Tower</u>	
Tower Review	\$1,000.00
Private Circulation <u>Preparation of Circulation List</u>	\$200.00
<u>Renewable Energy Support Resolution</u>	
<u>Renewable Energy Project greater than 10 kW but less than 500 kW</u>	\$500.00

Non-refundable administration fee to be filed with the request	\$1,500.00
<u>Renewable Energy Project greater than 500 kW</u>	
Non-refundable administration fee to be filed with the request	

**Schedule "F" Continued
Planning Department Fees**

DEPOSITS¹⁰	
Peer Review Deposit	
<u>1-2 Technical Reports</u>	\$5,000.00
<u>3 or more Technical Reports</u>	<u>\$7,500.00</u>
Pre-development Agreement Deposit	\$5,000.00
Professional Services Deposit	\$2,500.00
Legal Fees Deposit	\$750.00
Advertising Fee Deposit	\$250.00
Ontario Land Tribunal Deposit ¹¹	\$5,000.00

Other Fees	
SERVICE	FEE
Official Plan (copy)	\$50.00 Printed
Zoning By-law (copy)	\$30.00 Printed
Amendment to an Application requiring recirculation	\$300.00 <u>\$350.00 + circulation fees</u>
Amendment to an Application Not Requiring recirculation	\$100 <u>200.00</u>
Additional Public Meeting or Open House	\$300.00
Requests to Council that require the preparation of a staff report that are otherwise not outlined above ¹²	\$100 <u>250.00</u>

¹⁰ **Deposits:** The Municipality may require the payment of deposits upon submission of any application. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant (engineer, planner, surveyor, etc.), as well as any legal costs incurred. Deposits may also be applied to any registration fees, disbursements, reproduction costs, postage, advertising, telephone charges, facsimile charges, and any other reasonable costs which may be incurred by the Municipality.

Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality, as determined by the Treasurer or designate(s). If the cost to process an application exceeds the deposit, the applicant will be responsible for the additional costs and will pay such costs upon invoice by the Municipality.

¹¹ **Ontario Land Tribunal Appeal Deposit:** If Council supports an application and its decision on the application is appealed to the Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality. The applicant will submit a deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT), and will enter into an agreement with the Municipality to fully cover Municipal expenses with regard to the appeal. Additional funds may be requested to fully cover the Municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

¹² **Requests to Council requiring a staff report:** Occasionally, land owners may request that the Municipality assist with planning processes or real property matters, such as permission to cross a one foot reserve, or that the Municipality take widening to a road to facilitate a lot merger. Where these requests require a planning staff report to provide context or advice alongside the proposal, a nominal fee may be charged to cover costs. This fee does not apply to matters whereby Council has directed staff to bring a report for their consideration.