

**CORPORATION OF THE TOWNSHIP OF CLEARVIEW**

**PLANNING FEES BY-LAW**

**BY-LAW NO. 08-05**

Being a By-law to set out fees for planning services of the municipality of the Township of Clearview.

**WHEREAS** section 69 of the Planning Act, R.S.O. 1990, c.P.13 as amended, provides that the Council of the local municipality may, by resolution establish a tariff of fees for the processing of applications made in respect of planning matters;

**NOW, THEREFORE** the Council of the Corporation of the Township of Clearview hereby enacts the as follows:

**TARRIF OF FEES AND MANDATORY PAYMENT**

1. A tariff of fees is hereby established for the processing of applications in respect of planning matters as set out on the attached Schedule "A".
2. Notwithstanding the tariff of fees prescribed in paragraph 1 of this By-law and contained in Schedule "A" hereto, Council or the Committee of Adjustment may, at their discretion, reduce the amount of the fees beyond the reductions already noted as permissible in certain circumstances, or waive the requirement for the payment of the fee, in respect of any application where Council or the Committee of Adjustment is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached schedule "A";
3. Failure of the applicant to submit the required fee in full with the application will constitute a failure to meet application requirements and the application will not be processed and be returned to the applicant. Failure maintain any required payments in accordance with the requirements stipulated for such payments for the processing of an application shall result in penalties and interest payments being levied against the applicant and may, without full payment in a prompt manner, result in the refusal of the application and/or a hold on further processing of the application.
4. The Township of Clearview may utilize any securities or deposits associated with an application, or submitted by the same applicant, for the purposes of payment of application fees at its discretion.

**REPEAL OF FORMER FEE BY-LAW**

5. By-law 04-65 is hereby repealed in its entirety.

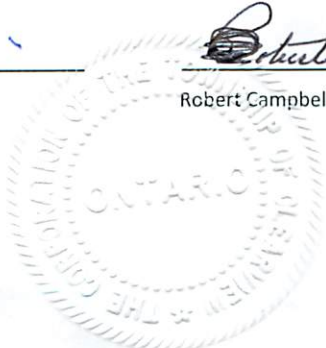
**BY-LAW COMING INTO EFFECT**

6. This By-law comes into effect at 12:01 a.m. on January 29, 2008.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28th DAY OF JANUARY, 2008.

  
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Ken Ferguson, Mayor

  
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Robert Campbell, Clerk



## Schedule "A" to By-law 08-05 Planning Fees

### 1. Official Plan Amendments

Official Plan Amendment Processing Fee	\$4,000.00
County Official Plan Amendment (municipal review of and comments on a private application)	\$2,000.00
Peer Review/Processing Fee Deposit*	\$2,000.00

### 2. Zoning By-law Amendments and Other By-laws

Non-Residential Zoning By-law Amendment Processing Fee	The greater of: \$2,500.00 for first 200 m <sup>2</sup> GFA plus \$125.00 for every additional 25 m <sup>2</sup> GFA; or \$2,500.00 for the first 4,500 m <sup>2</sup> site area plus \$250.00 for every additional 500m <sup>2</sup> site area to maximum of \$5,000.00.
Residential By-law Zoning By-law Amendment Processing Fee	\$1,500.00 for first residential unit plus \$100.00 for every additional unit to a maximum of \$5,000.00.
Temporary Use By-law Processing Fee	\$2,500.00
Removal of Hold Processing Fee	\$1,500.00
Other By-laws Processing Fee	\$1,500.00
Cash In Lieu of Parking Application Processing Fee (note: cash in lieu payments also apply)	\$1,500.00
Peer Review/Processing Fee Deposit*	\$1,500.00

### 3. Minor Variance

Minor Variance Processing Fee	\$600.00
Peer Review/Processing Fee Deposit*	\$1,000.00
Request by Applicant to Defer	\$250.00

### 4. Draft Plan of Subdivision or Condominium

Non-Residential Processing Fee	\$4,500.00 plus \$250/ha (gross area of plan) over 10 ha to a maximum of \$50,000.00
Residential Processing Fee	\$4,500.00 plus \$75.00/unit for every unit over 40 units dropping to \$50.00/unit after 100 units to a maximum of \$50,000.00.
Draft Plan Extension (no changes)	\$2,000.00
Revisions (minor)	\$2,000.00

Revisions (major)	\$1,000.00 plus 25% of new application fee
Peer Review/Processing Fee Deposit*	\$5,000.00
Plan of Condominium Exemption Processing Fee	\$3,500.00

5. Final Approval of Plan of Subdivision or Condominium

Non-Residential Processing Fee	\$3,000.00 plus \$150/ha (gross area of plan) over 10 ha to a maximum of \$30,000.00
Residential Processing Fee	\$3,000.00 plus \$50.00/unit for every unit over 40 units dropping to \$30.00/unit after 100 units to a maximum of \$30,000.00.
Peer Review/Processing Fee Deposit*	\$5,000.00

6. Consent

New Lot Processing Fee	\$2,000.00/lot
Boundary Adjustment Processing Fee (not resulting in the creation of a new parcel)	\$1,500.00
Easement or Other Purposes Processing Fee	\$1,500.00
Stamping of Deed/Certificate of Consent	\$150.00
Title Validation	\$500.00
911 Re-addressing	\$125.00/affected address
Peer Review/Processing Fee Deposit*	\$1,500.00

7. Part Lot Control Exemption

Base Processing Fee	\$2,500.00
Plus Per Unit Processing Fee - Residential	\$250.00/unit
Plus Per Unit Processing Fee – Non-Residential	\$20/100 m <sup>2</sup> site area
Extension to Part Lot Control	\$1,250.00

8. Site Plan Approval

Non-Residential Processing Fee	<p>The greater of:</p> <p>\$2,500.00 for first 200 m<sup>2</sup> GFA plus \$100.00 for every additional 25 m<sup>2</sup> GFA; or</p> <p>\$2,500.00 for the first 4,500 m<sup>2</sup> site area plus \$350.00 for every additional 500m<sup>2</sup> site area to maximum of \$35,000.00.</p> <p>Use 50% of this fee where site plan is a concurrent</p>
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	submission with condominium plan.
Residential Processing Fee	\$4,500.00 plus \$75.00/unit for every unit over 40 units dropping to \$50.00/unit after 100 units to a maximum of \$35,000.00.  Use 50% of this fee where site plan is a concurrent submission with condominium plan.
Minor Site Plan Revision	\$1,500.00
Major Site Plan Revisions	50% of new application fee
Peer Review/Processing Fee Deposit*	\$2,500.00

9. Security Reduction and Grading/Landscaping Extension Requests

Security reduction Processing Fee	\$250.00 per request
Grading/Landscaping Extension Request	\$250.00 per request

10. Miscellaneous Agreements

Preliminary Servicing Agreement Processing Fee	\$3,500.00
Model Home Agreement Processing Fee	\$2,500.00
Temporary Use Agreement Processing Fee	\$1,500.00
Garden Suite Agreement Processing Fee	\$1,000.00
Temporary 2 <sup>nd</sup> Dwelling Agreement Processing Fee	\$1,000.00
Road Improvement Agreement Processing Fee	\$2,000.00
Other Misc. Agreement Processing Fee	\$2,000.00
Release of Agreement from Title Processing Fee	\$500.00
Peer Review/Processing Fee Deposit*	50% of processing fee

11. Pre-Consultation

Applies only to new industrial, commercial, or multi-residential site development or major redevelopment.  Pre-consultation for minor additions or renovations or for applications affecting a single residential use is at no cost.	\$250.00
On-site Consultation Meeting	\$450.00

12. Compliance Information

Zoning Compliance Letter	\$125.00
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Subdivision Compliance Letter	\$250.00
Site Plan Compliance Letter	\$250.00

13. Miscellaneous Planning Services

OMB Attendance and Preparation Staff Cost Recovery	\$100.00 with deposit of 25% of estimated cost
Planning Documents on Disk	\$75.00/disk
Official Plan or Zoning By-law Hard Copy	\$250.00
PIN Print Out (Basic)	\$55.00
PIN Print Out (Full)	\$100.00
Public Notice Circulation (not associated with an application fee above)	\$5.00/address
Standing Circulation request for Public Notices (Annual)	\$500.00 counter pick up, \$850.00 mailed

Notes and Conditions:

\*Peer Review Fees are charged on an actual cost basis for all review/processing by consultants. This includes engineering and other consulting fees as well as legal fees. Applicants are responsible for all peer review costs, consulting and legal processing fees and any other outside costs incurred by the municipality for the purposes of processing an application. Deposits required for such outside costs shall be retained by the municipality in full until the application has been fully processed and all fees and costs have been paid in full by the applicant. No interest will be paid on deposits. Additional outside processing costs will be billed to the applicant and the applicant is responsible for paying such invoices fully and promptly. Where full payment is not made promptly the municipality may stop processing the file as well as take necessary actions to recover funds.

Other fees may apply with regard to other administrative services (e.g. copying, FOI requests etc.).

All application processing fees are non-refundable. However, where an application has not yet been declared complete and is withdrawn by the applicant, the Township may on review of individual circumstances and at its discretion, and on written request to the Planning and Building Department by the applicant, refund up to 90% of the application fees. Where an application has not yet been circulated for public or agency review and is withdrawn by the applicant, the Township may on review of individual circumstances and at its discretion, and on written request to the Planning and Building Department by the applicant, refund up to 50% of the application fees.

Applicants are responsible for fees and costs incurred in the processing of their applications throughout the process and regardless of the outcome of the review process. This includes all costs incurred by the municipality in Ontario Municipal Board or any other legal proceedings.

Fees and deposits must be submitted in full with an application. Where fees are not submitted in full the application will not be accepted and will be returned to the applicant as incomplete.

Where cheques are returned due to insufficient funds, or for any other reason, and additional administrative fee of \$250.000 per application will apply and the application will not be further processed until sufficient funds have been paid to the municipality.

These fees and deposits do not incorporate fees of any other agency involved in the review and approvals process. The applicant may be required to pay additional fees and deposits to such agencies.

Processing fees and deposits do not include any development charges, building fees or similar development related costs.