

**STAFF REPORT:**

**Planning & Building Services Department**



**REPORT TO:** Planning & Building Services Committee  
**MEETING DATE:** June 6, 2011  
**REPORT NO.:** PL.11.54  
**SUBJECT:** Planning & Engineering Fees  
**PREPARED BY:** David Finbow, Director,  
Planning & Building Services

**A. Recommendations**

**THAT Council receive Planning Staff Report PL.11.54 Planning & Engineering Fees; and**

**THAT Council enact a By-law to amend By-law No. 2010-35 respecting Planning & Engineering Fees.**

**B. Background**

The Planning & Building Committee at its meeting of May 4, 2011 held a Public Meeting with respect to proposed changes to Planning & Engineering Fees. No comments were received from the public at this meeting. The proposed changes to the Fees By-law are:

- An approximate 2.2% increase in Planning Fees; and,
- An increase in Engineering Fees by 0.5% (from 3% to 3.5%).

Town staff recommend that Council enact an amendment to By-law No. 2010-35 respecting Planning & Engineering Fees.

**C. The Blue Mountains' Strategic Plan**

1. Managing growth to ensure the ongoing health and prosperity of the community.

**D. Environmental Impacts**

N/A

**E. Financial Impact**

Additional revenues are expected so as to better address the Town's costs associated with processing and inspecting development related requests.

## **F. Attachments**

1. Draft Amendment to By-law No. 2010-35

Submitted by:

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# THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

## BY-LAW NO. 2011 - \_\_\_\_\_

**WHEREAS** Council of the Corporation of the Town of The Blue Mountains enacted By-law No. 2010-35, being a By-law to establish a tariff of fees in respect of planning matters and engineering services, with such tariff designed to meet only the anticipated cost to the municipality, or to a committee of adjustment;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains held a public meeting on May 4, 2011 respecting proposed changes to By-law No. 2010-35;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains has determined that it is desirous to change the tariff of fees contained within By-law No. 2010-35 related to planning matters and engineering services;

**NOW THEREFORE** the Council of the Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. Section 1 of By-law No. 2010-35 is hereby deleted and replaced with the following:

Schedules "A", "B" and "C" are hereby deemed to form part of this By-law.

2. Section 3 of By-law No. 2010-35 is hereby deleted and replaced with the following:

The fees for services provided in respect of engineering services shall be as set out in Schedule "C".

3. Section 3 of By-law No. 2010-35 is hereby amended by adding the following:

Planning Fees - By-law No. 2010-35, applies to applications received and deemed complete by the Town, at its sole determination, after May 1, 2010 and prior to June 30, 2011.

Works Fees - By-law No. 2010-35, applies to engineering/technical submissions wherein the related submission/drawings have been "Accepted for Construction" after May 1, 2010 and prior to June 30, 2011.

4. "Schedule "A" (continued)" is hereby retitled "Schedule "A" – Administration, Refunding, Other Fees & Lapsing/Closing – Planning Applications".
5. "Schedule "A" Definitions" is hereby retitled "Definitions" and inserted following Schedule "C".

Enacted and passed this \_\_\_\_\_ day of June 2011.

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E. Anderson, Mayor

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C. Giles, Town Clerk

**SCHEDULE "A"  
PLANNING FEES**

<b>A. Official Plan Amendment</b>		
Application Type	Fee	Security
Large Scale	\$14,300	\$5,000
Mid Scale	\$7,725	\$5,000
Small Scale	\$5,150	\$2,500
Individual Scale	\$2,050	\$0
<b>B. Zoning By-law Amendment</b>		
Application Type	Fee	Security
Large Scale	\$4,100	\$5,000
Mid Scale	\$3,100	\$5,000
Small Scale	\$3,100	\$2,500
Individual Scale	\$1,530	\$0
<b>C. Draft Plan of Subdivision/Condominium Review</b>		
Application Type	Fee	Security
Large Scale	\$12,775	\$5,000
Mid Scale	\$7,725	\$5,000
Small Scale	\$5,150	\$2,500
<b>D. Site Plan Review</b>		
Application Type	Fee	Security
Large Scale	\$12,775	\$5,000
Mid Scale	\$7,725	\$5,000
Small Scale	\$3,100	\$2,500
Delegated Approval	\$1,000	\$0
<b>E. Minor Variance (including applications pursuant to Sections 45(1), (2) &amp; (3) of the <i>Planning Act</i>)</b>		
Application Type	Fee	Security
Minor Variance	\$925	\$0
<b>F. Consent</b>		
Application Type	Fee	Security
Lot Boundary Adjustment	\$1,500	\$0
Validation of Title	\$1,500	\$0
New Lot	\$2,400 + \$525 per each additional lot to be created	\$0
<b>G. Part Lot Control/Deeming By-law</b>		
Application Type	Fee	Security
Large Scale	\$1,800	\$0
Mid Scale	\$1,025	\$0
Small Scale	\$500	\$0
Individual Scale	\$500	\$0
<b>H. Agreement Preparation</b>		
Application Type	Fee	Security
Large Scale	\$12,775	N/A
Mid Scale	\$7,725	N/A
Small Scale	\$3,100	N/A
Pre-Servicing	\$2,150	N/A

**Notes to Schedule "A":**

1. Application fees are cumulative except where noted otherwise.
2. Where an application is modified by the applicant prior to disposition of the application, an additional fee of 50% of the current required fee shall apply.
3. The security fee is a deposit which is for legal and/or peer review purposes and/or other similar expenses incurred by the Town as a result of the application review process. Such security fee is to be maintained by the applicant at the rate required. For multiple applications only one security fee shall be required. In some instances, due to the complexity of a proposal, an additional security fee may be determined to be required by the Director, Planning & Building Services.
4. Where a Zoning By-law Amendment proceeds in conjunction with an Official Plan Amendment, a 25% reduction in the Zoning By-law Amendment Fee applies.
5. If the proposal has received approval from the approval authority more than 24 months from the date of application for Agreement preparation, an additional fee of \$500 shall apply.
6. 50% of the Planning Fee may be refunded at the sole discretion of the Director, Planning & Building Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
7. The Director, Planning & Building Services may assign fees other than noted provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains.
8. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and lapsed/closed.
9. In the instance of a Draft Plan of Condominium which is proceeding by way of a Site Plan Application, the greater fee found in Sections C or D will apply.
10. Interest is not paid on fees and/or security deposits.
11. The proponent must make a written request to the Director, Planning & Building Services for the release of securities held by the Town.

**SCHEDULE "B"**  
**OTHER PLANNING FEES**

<b>Item</b>	<b>Application Type</b>	<b>Fee</b>
A.	Reactivating an application that has not been acted on in 12 months.  Note: An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and subsequently lapsed/closed.	50% of the current applicable fee(s)
B.	Re-notification Fee  In the instance where an advertised Public Open House or Meeting is deferred and/or rescheduled at the request of the proponent.	\$750.00
C.	Telecommunication Towers	\$1,500.00
D.	Garden Suite	\$800.00
E.	Red Line Revision comments to the County of Grey	Non-delegated \$750.00 Delegated \$375.00
F.	Draft Plan Extension comments to the County of Grey	Non-delegated \$1,500.00 Delegated \$750.00
G.	Removal of the Holding "-h" symbol.	\$800.00
H.	Ontario Municipal Board Attendance  For each Town employee where same attends an Ontario Municipal Board Hearing in support of an application that has been "approved" by the Council of the Town of The Blue Mountains.	\$1,500.00 for the first day or portion thereof \$750.00 for each additional day or portion thereof
I.	Planning Opinion Letter	\$200.00
J.	Red Line Revision to a Site Plan Agreement	\$200.00
K.	Change to a Condition of Consent	\$750.00
L.	Condominium Exemption comments to the County of Grey	Non-delegated \$1,500.00 Delegated \$750.00
M.	Renewable Energy Projects (including those within the Niagara Escarpment Development Control Area)	\$1,500.00

**SCHEDULE "C"  
ENGINEERING FEES**

<b>A. Official Plan Amendment</b>				
Application Type	Fee (See Note 2)			
Large Scale	\$3,000			
Mid Scale	\$1,000			
Small Scale	\$1,000			
Individual Scale	\$0			
<b>B. Zoning By-law Amendment</b>				
Application Type	Fee (See Note 2)			
Large Scale	\$1,000			
Mid Scale	\$500			
Small Scale	\$500			
Individual Scale	\$0			
<b>C. Technical Review of Draft Plan of Subdivision/Condominium Submissions</b>				
Application Type	Fee	Works Fee	Prepayment Fee	Minimum Fee
Large Scale	N/A	N/A	\$15,000	\$5,000
Mid Scale	N/A	N/A	\$3,500	\$2,500
Small Scale	N/A	N/A	\$3,500	\$2,500
<b>D. Technical Review Site Plan Review Submissions</b>				
Application Type	Fee	Works Fee	Prepayment Fee	Minimum Fee
Large Scale	N/A	N/A	\$15,000	\$5,000
Mid Scale	N/A	N/A	\$7,500	\$3,500
Small Scale	N/A	N/A	\$2,500	\$2,000
Delegated Approval	N/A	N/A	N/A	N/A
<b>E. Minor Variance</b>				
Application Type	Fee	Works Fee	Prepayment Fee	Minimum Fee
Minor Variance	N/A	N/A	N/A	N/A
<b>F. Consent</b>				
Application Type	Fee	Works Fee	Prepayment Fee	Minimum Fee
Lot Boundary Adjustment	N/A	N/A	N/A	N/A
Validation of Title	N/A	N/A	N/A	N/A
New Lot	N/A	N/A	N/A	N/A
<b>G. Part Lot Control/Deeming By-law</b>				
Application Type	Fee	Works Fee	Prepayment fee	Minimum Fee
Large Scale	N/A	N/A	N/A	N/A
Mid Scale	N/A	N/A	N/A	N/A
Small Scale	N/A	N/A	N/A	N/A
Individual Scale	N/A	N/A	N/A	N/A
<b>H. Works Fees (payable at time of execution of applicable agreement)</b>				
Application Type	Fee	Works Fee	Prepayment Fee	Minimum Fee
Large Scale	N/A	3.5%	N/A	\$3,500
Mid Scale	N/A	3.5%	N/A	\$2,000
Small Scale	N/A	3.5%	N/A	\$2,000
Pre-Servicing	N/A	0.5% (which is in addition to the Works Fee)	N/A	\$2,500

**Notes to Schedule "C":**

1. The security fee is a deposit which is for legal and/or peer review purposes and/or other similar expenses incurred by the Town as a result of the application review process. Such security fee is to be maintained by the applicant at the rate required. For multiple applications only one security fee shall be required. In some instances, due to the complexity of a proposal, an additional security fee may be determined to be required by the Director, Engineering & Public Works.
2. This fee is a one-time payment and is not related to the Works Fee.
3. In the instance of a third or subsequent engineering/technical submission, an additional fee of \$50 per lot and/or block within the Draft Plan/Site Plan will apply.
4. The Pre-payment Fee is non-refundable. The Town, at its sole discretion may refund a portion of such fee if the proposal does not proceed.
5. The Works Fee is due at the time of execution of the applicable agreement.
6. The Pre-Servicing Fee includes a 0.5% premium for additional costs associated with the review of a Pre-Servicing proposal.
7. Interest is not paid on fees and/or security deposits.