

## SCHEDULE 1 - FEE WAIVER OR REDUCTION REQUEST LETTER



**Robert Russell**  
PLANNING CONSULTANTS

162 Guelph Street, Suite 209, Georgetown ON L7G 5X7  
183 Lanktree Drive, Kimberley ON N0C 1G0  
T: 877.494.0934 ext: 101 (Toll Free) C: 647.460.5511  
E: rob.russell@russellplanning.com  
www.russellplanning.com

March 7, 2022

John Linhardt  
Commissioner of Planning and Development  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, Ontario L7G 5G2

**Re: Fee Reduction Request  
Plan of Subdivision, Common Element Condominium and Part Lot Control  
Site Plan Approved Townhouse Development  
12 Church Street, Acton**

---

The above noted property was previously reviewed through Zoning By-law Amendment application D14ZBA17.002 and Site Plan Approval application D11SPA17.010. At the time those applications were submitted and processed, it was intended that the development would create the townhouse units through a standard condominium arrangement. However, subsequent to the conclusion of those applications the owner determined that freehold POTLs were more desirable and as such, would like to create the lots through Subdivision and exemption from Part Lot Control, with the private road and amenity being created as a Common Element Condominium.

Typically, for a Common Element Condominium, the Plan of Subdivision application would have been submitted and processed concurrently with the Zoning and Site Plan applications. Given that this did not occur, all matters that would have been reviewed and considered under the Plan of Subdivision process, were addressed through the Site Plan and Zoning processes. As such, there will be no technical or design review required as part of this Plan of Subdivision.

We are requesting that the Town of Halton Hills consider waiving the Plan of Subdivision application fee in light of the fact that this will be an administrative effort only, and the Town's direct labour costs will be minimal.

Regards,

**ROBERT RUSSELL PLANNING CONSULTANTS INC.**

Rob Russell, MCIP, RPP  
President