

**Town of Halton Hills Planning & Sustainability Fees**  
**Effective July 1, 2018**

Combined Applications		Fee Calculation								
Official Plan Amendment and Zoning By-law Amendment Applications received concurrently		Full OPA application fee plus ZBA application Base Fee								
Zoning By-law Amendment and Plan of Subdivision Applications received concurrently		Full SUB application fee plus 75% of ZBA application Base Fee								
Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision Applications received concurrently		Full SUB application fee plus OPA application Base Fee and 75% of ZBA application Base Fee								
Official Plan Amendment (OPA)	2018 Rates (Current)	2018 Rates (Effective July 1, 2018)								
		Base Fee	Variable Fee							
			Per Residential Unit				Per Non-Residential Hectare			
			0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40
OPA Application Fee										
Standard	\$ 22,846	\$ 22,846	\$ 120	\$ 100	\$ 80	\$ 70	\$ 6,000	\$ 3,000	\$ 1,500	\$ 750
Minor and/or Technical	\$ 12,858	\$ 12,858								
OPA Deferral Removal Fee - Town	\$ 4,707	\$ 4,707								
OPA Revision Fee	\$19,057 / \$8,959	37% of full application fees (\$8,959 minimum)								
Halton Region OPA - Town Review Fee	\$ 9,070	\$ 3,365								
Halton Region OPA - Town Review Fee (Filed With Consolidated Town OPA/ZBA)	\$ 6,349	\$ 2,356								
Zoning By-Law Amendment (ZBA)	2018 Rates (Current)	2018 Rates (Effective July 1, 2018)								
		Base Fee	Variable Fee							
			Per Residential Unit				Per Non-Residential Hectare			
			0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40
ZBA Application Fee										
Standard	\$ 19,746	\$ 19,746	\$ 500	\$ 300	\$ 200	\$ 100	\$ 5,000	\$ 3,000	\$ 2,000	\$ 500
Minor and/or Technical	\$ 11,365	\$ 11,365								
ZBA Revision Fee	\$16,187 / \$7,807	40% of full application fees (\$7,807 minimum)								
Holding Removal Application Fee										
Major	\$ 5,166	\$ 5,500								
Minor	\$ 2,870	\$ 2,870								
Special	\$ 574	\$ 574								
ZBA Temporary Use Fee	\$ 12,284	\$ 19,746								
Council Extension of a Temporary Use By-law Fee	\$ 5,396	\$ 5,396								

Site Plan Application (SPA)	2018 Rates (Current)	2018 Rates (Effective July 1, 2018)								
		Base Fee	Variable Fee							
			Per Residential Unit				Per Non-Residential Sq.M. GFA			
			0-25	26-100	101-200	201-1,000	0-5,000	5,001-20,000	20,001-45,000	45,001-100,000
SPA Fee										
Standard	\$12,284 / \$43,625	\$ 12,284	\$ 400	\$ 200	\$ 125	\$ 90	\$ 2.69	\$ 2.15	\$ 1.34	\$ 0.67
Minor and/or Technical	\$ 8,954	\$ 8,954								
SPA Revision Fee	\$9,644 / \$5,281	20% of full application fees (\$5,127 minimum)								
SPA Extension Fee	\$ 1,033	\$ 1,121								
SPA Agreement	\$ 4,707	\$ 5,114								
Subdivision (SUB), Plan of	2018 Rates (Current)	2018 Rates (Effective July 1, 2018)								
		Base Fee	Variable Fee							
			Per Residential Unit				Per Non-Residential Hectare			
			0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40
SUB Application Fee										
Standard	\$62,107 / \$43,739	\$ 24,224	\$ 500	\$ 400	\$ 350	\$ 300	\$ 5,000	\$ 4,500	\$ 3,500	\$ 3,000
Minor and/or Technical, Administrative	\$ 24,224	\$ 24,224								
SUB Final Approval Fee										
Standard	\$ 16,991	\$ 16,991								
Minor and/or Technical, Administrative	\$ 2,870	\$ 2,870								
SUB Revision Fee	\$2,526 / \$12,169 / \$28,856	23% of full application fees (\$2,526 Minimum)								
SUB Extension of Draft Approval Fee										
Council	\$ 4,133	\$ 3,671								
Staff (Maximum 1 Year Extension)	\$ 1,033	\$ 917								
SUB Agreement	\$ 6,314	\$ 6,314								
Condominium (CDM)	2018 Rates (Current)	2018 Rates (July 1, 2018)								
		Base Fee								
CDM Application Fee	\$24,452 / \$43,510	\$ 28,051								
CDM Final Approval Fee										
Primary	\$ 17,909	\$ 17,909								
Secondary	\$ 5,740	\$ 5,740								
CDM Revision Fee	\$22,386 / \$7,003	35% of full application fees (\$7,003 minimum)								
CDM Extension of Draft Approval Fee										
Council	\$ 4,133	\$ 3,344								
Staff (Maximum 1 Year Extension)	\$ 919	\$ 744								
CDM Conversion or Exemption Fee	\$ 20,779	\$ 28,051								
CDM Agreement	\$ 6,314	\$ 6,314								

<b>Part Lot Control Exemption (PLC)</b>	<b>2018 Rates (Current)</b>	<b>2018 Rates (July 1, 2018)</b>	
		<b>Base Fee</b>	
PLC Application Fee	\$5,970 / \$6,774	\$	6,663
PLC Extension Application Fee	\$ 689	\$	1,340
PLC By-Law Preparation and Registration Fee	\$ 1,837	\$	1,800
PLC Extension of By-Law Fee	\$ 1,837	\$	1,800

<b>Consent (CON)</b>	<b>2018 Rates (Current)</b>	<b>2018 Rates (July 1, 2018)</b>	
		<b>Base Fee</b>	
CON Application Fee	\$ 9,758	\$	10,000
CON Minor App. Fee (Lot Line Adjustment, Easement)	\$ 4,707	\$	4,707
CON Revision Fee	\$ 1,891	\$	2,729
CON Post Approval (Certification) Fee	\$ 2,755	\$	2,755

<b>Minor Variance (MV)</b>	<b>2018 Rates (Current)</b>	<b>2018 Rates (July 1, 2018)</b>	
		<b>Base Fee</b>	
MV Application Fee	\$ 4,936	\$	5,750
MV Minor Residential Application Fee	\$ 2,870	\$	2,870

<b>Legal Fees</b>	<b>2018 Rates (Current)</b>	<b>2018 Rates (July 1, 2018)</b>		
		<b>Base Fee</b>	<b>13% HST</b>	<b>Fee Incl. HST</b>
Development Charges Deferral Agreement	\$ 778	\$ 688.50	\$ 89.50	\$ 778.00
Common Ownership Agreement	\$ 1,951	\$ 1,951		
Conditional Building Permit Agreement	\$ 2,353	\$ 2,353		
Development Agreement				
Precedent	\$ 4,707	\$ 4,707		
No Precedent	\$ 14,006	\$ 14,006		
Encroachment Agreement	\$ 3,444	\$ 3,444		
License or Lease Agreement	\$ 4,477	\$ 4,477		
License or Lease Renewal or Extension	\$ 3,444	\$ 3,444		
Model Home Agreement	\$ 2,353	\$ 2,353		
Non-Development Agreement	\$ 3,444	\$ 3,444		
Pre-Servicing Agreement	\$ 4,707	\$ 4,707		
Compliance Letter	\$ 145	\$ 145		
Compliance Statement, Release or Deletion of Registered Instruments				
First 10 Pins	\$ 220	\$ 220		
Each Additional 10 Pins	\$ 50	\$ 50		
Coordination of Disposition of Town Lands	\$ 1,030	\$ 1,030		
Dedication By-laws - Reserves or Assumptions	\$ 2,296	\$ 2,296		
Deeming By-law Fee	\$ 2,296	\$ 4,012		

Other Applications	2018 Rates (Current)	2018 Rates (July 1, 2018)		
		Base Fee		
NEC Plan Amendment / Major Dev. Permit Review Fee	\$ 19,976	\$ 19,976		
MOECC or MNRF Permit or License Review Fee				
Major (Fee Per Hectare)	\$ 5,511	\$ 5,511		
Minor	\$ 5,511	\$ 5,511		
Office of Sustainability Fees	2018 Rates (Current)	2018 Rates (July 1, 2018)		
		Base Fee		
Feed-in-Tariff				
Form Review & Completion	\$ 105	\$ 105		
Support Resolution Request (Ground-Mounted Solar up to 500 kw)	\$ 1,596	\$ 1,596		
Support Resolution Request (Other)	\$ 3,193	\$ 3,193		
Zoning Certificate	\$ 298	\$ 298		
Other Fees	2018 Rates (Current)	2018 Rates (July 1, 2018)		
		Base Fee	13% HST	Fee Incl. HST
Archived File Retrieval	\$ 38	\$ 33.65	\$ 4.35	\$ 38.00
Newspaper Public Meeting Notice	\$ 575	\$ 508.85	\$ 66.15	\$ 575.00
Research Request - Staff Time x 1.5 Hourly Rate	\$ 40	\$ 35.40	\$ 4.60	\$ 40.00
Administration Fee	\$ 998	\$ 998		
Council Special Consideration	\$ 1,597	\$ 1,597		
Validation of Title	\$ 2,662	\$ 2,662		
Photocopy, Printing & Mapping Requests	2018 Rates (Current)	2018 Rates (July 1, 2018)		
		Base Fee	13% HST	Fee Incl. HST
Base Maps 11" x 17" (Each)	\$ 17	\$ 15.04	\$ 1.96	\$ 17.00
Base Maps 24" x 36" (Each)	\$ 24	\$ 21.24	\$ 2.76	\$ 24.00
Custom Map or Maps/Documents on CD Fee (Each)	\$ 50	\$ 44.25	\$ 5.75	\$ 50.00
Miscellaneous Maps	\$ 16	\$ 14.16	\$ 1.84	\$ 16.00
Official Plan or Zoning Maps 11" x 17" (Each)	\$ 16	\$ 14.16	\$ 1.84	\$ 16.00
Photocopy & Printing Documents (Per Page)	\$ 0.50	\$ 0.44	\$ 0.06	\$ 0.50
Documents For Sale	2018 Rates (Current)	2018 Rates (July 1, 2018)		
		Base Fee	13% HST	Fee Incl. HST
Town of Halton Hills Official Plan	\$ 142	\$ 125.70	\$ 16.30	\$ 142.00
Town of Halton Hills Official Plan (CD)	\$ 145	\$ 51.33	\$ 6.67	\$ 58.00
Zoning By-law 2010-0050	\$ 145	\$ 128.35	\$ 16.65	\$ 145.00
401 Corridor Background Planning Report	\$ 142	\$ 47.79	\$ 6.21	\$ 54.00
401 Corridor Scoped Watershed Study	\$ 145	\$ 80.54	\$ 10.46	\$ 91.00
401 Corridor Specific SISs (CD Only)	\$ 142	\$ 30.98	\$ 4.02	\$ 35.00
401 Corridor Urban Design Study	\$ 145	\$ 35.40	\$ 4.60	\$ 40.00
Glen Williams Scoped Subwatershed (Final or Character)	\$ 145	\$ 80.54	\$ 10.46	\$ 91.00
Secondary Plans	\$ 145	\$ 35.40	\$ 4.60	\$ 40.00
Silver Creek Impact Assessment Report	\$ 145	\$ 44.25	\$ 5.75	\$ 50.00
Silver Creek Implementation Report	\$ 145	\$ 29.21	\$ 3.79	\$ 33.00
Silver Creek Subwatershed Characterization	\$ 145	\$ 95.58	\$ 12.42	\$ 108.00

## **PROVISIONS:**

1. The Commissioner of Planning & Sustainability shall:
    - a) be responsible for the administration of the Planning & Sustainability Fees;
    - b) determine the appropriate application of any Planning & Sustainability fees described or set out in the Town's Rates and Service Charges By-law or Schedules to the By-law; and
    - c) ensure compliance with provincial legislative requirements, including but not limited to, completing and submitting any required filings and documentations to satisfy approval and requirements under the Planning Act.
  2. The Commissioner of Planning & Sustainability may:
    - a) make regulations and impose conditions deemed necessary for any submitted application;
    - b) define and determine the appropriate category upon which any application is submitted; and
    - c) vary or reduce any Planning & Sustainability fee normally required as per this By-law.
  3. The following rules apply to the reduction of Planning & Sustainability fees:
    - a) The Commissioner of Planning & Sustainability may, in the interest of economic development, reduce any Planning & Sustainability fees by 50% (fifty percent) for:
      - i. federal, provincial, regional and local governments; and
      - ii. medical offices, private institutional or quasi-institutional uses such as non-profit special needs housing.
    - b) The Commissioner of Planning & Sustainability shall reduce any Planning & Sustainability fees by 50% (fifty percent) for:
      - i. industrial, commercial and office uses in the designated General Employment Areas of Acton or Georgetown, excluding any retail uses otherwise not permitted in the Town's Official Plan.
    - c) Any Planning & Sustainability fees may be appealed to Council.
  4. Every person applying for a planning application or services as outlined in the Planning Act shall:
    - a) Complete and submit the application form(s) as may be provided from time to time by the Commissioner of Planning & Sustainability;
    - b) Submit the fees as set out in the Town of Halton Hills Rates and Services By-law or varied by Schedules to the By-law; and
    - c) Provide all documentation as required under the Planning Act and this By-law.
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- A. Planning Act means the Planning Act, R.S.O. 1990, c. P.13, as amended, including all Regulations enacted thereto;
  - B. Applicant means any owner of land or their authorized representative applying for a planning application, or person requesting a service as outlined in this By-law;
  - C. Town means the Corporation of the Town of Halton Hills;
  - D. Council means the Council of the Corporation of the Town of Halton Hills; and
  - E. Commissioner of Planning & Sustainability means the Commissioner of Planning & Sustainability or their designate, and the Managers of Development Review and Policy.

## **NOTES:**

1. Payment of Fees: All fees shall be paid at the time the application or request is made, unless otherwise noted, as determined by the Commissioner of Planning & Sustainability.
2. Minor and/or Technical Fee: The Commissioner of Planning & Sustainability may apply the Minor and/or Technical Fee to any Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Subdivision (SUB) or Site Plan (SPA) applications where cost savings are identified due to:
  - consolidated application processing not currently identified in this By-law;
  - no technical studies are required to be submitted; and/or
  - other circumstances that could result in reduced staff effort in processing an application.

Applicants must attend a pre-consultation meeting with Town staff and/or must prove that the processing cost of a complete application for Town staff will be significantly less than that required to process a Standard application.

3. Variable Fees: The Variable Fee Per Residential Unit shall be applied to any dwelling unit. For residential uses that propose other types of units not defined as “dwelling units” under the applicable Zoning By-law (e.g. residential care facility suites or rooms), the Variable Fee Per Residential Unit shall still apply.

For each Variable Fee the appropriate rate shall apply to each range of dwelling units or non-residential hectare/sq.m of GFA (eg. \$120 for each unit between 0-25; \$100 for each unit between 26-100, etc.)

4. Holding Removal Fees: Major and Minor Holding Removal Application Fees are distinguished by the scale of the project and/or the complexity of the conditions of the Holding Provision that must be satisfied, as determined by the Commissioner of Planning & Sustainability.

Special Holding Removal Application Fees apply where the Town Official Plan Policies require the implementation of a development control (ie. floodplain areas), as determined by the Commissioner of Planning & Sustainability.

5. Secondary Condominium Fee: The Secondary Condominium (CDM) Final Approval Fee applies where the Condominium application is secondary to other planning applications, and therefore less work is required to finalize the condominium approval, as determined by the Commissioner of Planning & Sustainability.
6. Peer Review: The Town of Halton Hills may require the review of reports, drawings or other materials relating to an application by an outside peer review consultant. The Applicant will be responsible for the payment of any fees required to complete the peer review, as determined by the Commissioner of Planning & Sustainability.
7. Legal Fees: Additional legal fees, where required, will be borne by the Applicant unless otherwise specified.
8. Administration Fee: The Administration Fee (Other Fees Section) is calculated annually on files that have been inactive over the preceding 12 months. Application activity is defined as the exchange of documentation such as required plans and/or studies that address and satisfy municipal standards and review comments for the purposes of advancing an application to a decision point or approval. Failure to submit the applicable Administration Fee within 30 days of written notice may result in the closure of the application, as determined by the Commissioner of Planning & Sustainability.

9. Refund Policy: Refunds for withdrawn applications are at the discretion of the Commissioner of Planning & Sustainability. All requests for refunds must be made in writing to the Commissioner of Planning & Sustainability. Refund requests will be evaluated on the following criteria:

- Withdrawal of an application prior to circulation to commenting departments and agencies;
- Withdrawal of an application during or after circulation but prior to any statutory public meeting, preparation of staff reports or drafting of agreements or by-law; and
- Where an application is appealed to the Local Planning Appeal Tribunal (LPAT), at any point in the application process, no refund of fees shall be provided.