

SCHEDULE 2 - RECOMMENDED PLANNING AND DEVELOPMENT FEE STRUCTURE

Halton Hills Municipal Rates and Service Charges - Planning & Development	
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 and Plan of Subdivision Applications received concurrently	Full SUB application fee plus OPA application Base Fee
Condominium, Part Lot Control Exemption and Minor and/or Technical, Administrative Plan of Subdivision Applications received concurrently	Full CDM and PLC application fees plus 10% of Minor and/or Technical, Administrative SUB application fee

Official Plan Amendment (OPA)	Base Fee	2025 Rates (Effective January 1, 2025)								Base Fee	Recommended Fees (Effective July 1, 2025)							
		Variable Fee									Variable Fee							
		Per Residential Unit				Per Non-Residential Hectare					Per Residential Unit				Per Non-Residential Hectare			
		0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40		0-25	26-100	101-200	201-1,000+	0-1	1-10	10-20	20-40
OPA Application Fee	26,108	136	113	93	78	6,956	3,428	1,715	857	70,000	900	600	450	-	6,000	3,500	2,500	750
Standard																		
Minor and/or Technical	14,694									15,000								
OPA Urban Boundary Expansion	N/A									240,000								
OPA Quarry/Aggregate Extraction Application	N/A									163,500								
OPA Deferal Removal Fee Town	5,379									5,379								
OPA Revision Fee	37% of full fee (\$9,647 minimum)									43% of full fee (\$9,647 minimum)								

Zoning By-law Amendment (ZBA)	Base Fee	2025 Rates (Effective January 1, 2025)								Base Fee	Recommended Fees (Effective July 1, 2025)							
		Variable Fee				Variable Fee					Variable Fee							
		Per Residential Unit				Per Non-Residential Hectare					Per Residential Unit				Per Non-Residential Hectare			
		0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40		0-25	26-100	101-200	201-1,000+	0-1	1-10	10-20	20-40
ZBA Application Fee																		
Standard	22,566	572	342	228	114	5,713	3,428	2,285	571	30,000	600	350	250	150	6,000	3,500	2,500	750
Minor and/or Technical	12,987									15,000								
	40% of full fee (\$8,407 minimum)									36% of full fee (8,407 minimum)								
ZBA Revision Fee																		
ZBA Administrative										6,700								
Holding Removal Application Fee																		
Major	9,290									11,098								
Standard	6,285									7,509								
Minor	3,280									3,919								
Special	656									656								
ZBA Temporary Use Fee	22,566									29,000								
Council Extension of a Temporary Use By-law Fee	5,987									7,925								

Site Plan Application (SPA)	Base Fee	2025 Rates (Effective January 1, 2025)								Base Fee	Recommended Fees (Effective July 1, 2025)							
		Variable Fee									Variable Fee							
		Per Residential Unit				per sq m					Per Residential Unit				per sq m			
		0-25	26-100	101-200	201-1,000	0-5000	5001-20,000	20,000-45,000	45,000-100,000		0-25	26-100	101-200	201-1,000	0-5000	5001-20,000	20,000-45,000	45,000-100,000
SPA Fee																		
Standard	14,039	456	224	145	103	3.00	2.45	1.53	0.75	40,000	550	300	250	200	3.00	2.50	2.00	1.00
Secondary	N/A									20,000	550	300	250	200	3.00	2.50	2.00	1.00
Minor and/or Technical	10,232									10,500								
	20% of full fee (\$5,522 minimum)									35% of full fee (\$5,522 minimum)								
SPA Revision																		
SPA Extension	1,281									1,399								
SPA Agreement	5,843									5,843								

Subdivision (SUB)	2025 Rates (Effective January 1, 2025)									Recommended Fees (Effective July 1, 2025)								
	Base Fee	Variable Fee								Base Fee	Variable Fee							
		Per Residential Unit				Per Non-Residential Hectare					Per Residential Unit				Per Non-Residential Hectare			
		0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40		0-25	26-100	101-200	201-1,000	0-1	1-10	10-20	20-40
SUB Application Fee																		
Standard	27,682	572	456	420	342	5,713	5,083	3,999	3,428	65,000	800	700	600	204	5,713	5,083	3,999	3,428
Minor and/or Technical, Administrative	27,682									28,200								
SUB Final Approval Fee																		
Standard	19,418									20,000								
Minor and/or Technical, Administrative	3,280									3,500								
	23% of full fee (\$7,542 minimum)									21% of full fee (\$7,542 minimum)								
Sub Revision																		
SUB Extension of Draft Approval																		
Council	4,194									4,194								
Staff (Maximum 1 Year Extension)	1,048									1,048								
Sub Agreement	7,215									7,215								

Block/Tertiary Plans	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
Block/Tertiary Plan Review Fee	N/A	70,000

Condominium (CDM)	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
CDM Application Fee	32,056	40,816
CDM Final Approval Fee		
Primary	20,466	26,059
Secondary	6,559	8,351
CDM Revision	35% of full fee (\$7,542 minimum)	35% of full fee (\$7,542 minimum)
CDM Extension of Draft Approval		
Council	3,729	4,748
Staff (Maximum 1 Year Extension)	829	1,056
CDM Conversion or Exemption Fee	31,274	39,820
CDM Agreement	7,215	9,187

Part Lot Control Exemption (PLC)	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
Part Lot Control Application	7,615	7,615
Part Lot Control Extension	1,531	1,531
Part Lot Control By-Law Preparation and Registration	2,057	2,057
Part Lot Control Extension of By-Law	2,057	2,057

Consent (CON)	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
CON Application Fee - First Lot	11,428	14,143
CON Application Fee - Additional Lots	N/A	1,500
CON Minor App Fee	5,336	6,603
CON Revision Fee	3,120	3,861
CON Post Approval (Certification) Fee	3,148	3,896
Consent Agreement	7,215	8,929
Common Ownership Agreement	2,230	2,760

Minor Variance	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
MV Application Fee	6,571	6,571
MV Minor Residential Application Fee	3,280	3,280

Legal Fees	2025 Rates (Jan. 1, 2025)	Recomm. Fee
	Base Fee	Base Fee
Development Agreement Misc. Precedent	5,379	7,282
No Precedent	16,005	17,908
Pre-Servicing Agreement	5,379	7,176

PROVISIONS:

1. The Commissioner of Planning & Development shall:
 - a) be responsible for the administration of the Planning & Development Fees;
 - b) determine the appropriate application of any Planning & Development 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 & Development 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 & Development fee in accordance with the provisions of this By-law.
 3. The following rules apply to the reduction of Planning & Development fees:
 - a) The Commissioner of Planning & Development may, in the interest of economic development, reduce any Planning & Development fees up to 50% (fifty percent) for:
 - i. federal, provincial, regional and local governments; and
 - ii. medical offices, special needs housing or not-for-profit low or moderate income/affordable housing projects.
 - b) The Commissioner of Planning & Development shall reduce any Planning & Development 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 & Development 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 & Development;
 - 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.
- 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 & Development means the Commissioner of Planning & Development or designate, and the Directors of Development Review and Planning 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 & Development.
2. Combined Application Fees: Alternate combined application fee calculations may be applied by the Commissioner of Planning & Development, where deemed appropriate, based on the scale of the development project. Examples of alternate combined fee calculations may include:
 - Where a Subdivision (SUB) application is filed concurrently with an Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) application, but the SUB is secondary to the approvals sought through the OPA and/or ZBA, the fee will be calculated based upon the OPA and/or ZBA being the primary applications and only the SUB Base Fee will be required.
 - Where Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications are filed concurrently, but the OPA is seeking modest amendments to the Official Plan or is secondary to the approvals sought through the ZBA, the fee will be calculated based upon the ZBA being the primary application and only the OPA Base Fee will be required.
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. \$550 for each unit between 0-25; \$300 for each unit between 26-100, etc.)

4. Minor and/or Technical Fee: The Commissioner of Planning & Development 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.
5. Official Plan Amendment Urban Boundary Expansion: The fee for an Official Plan Amendment (OPA) seeking to expand the Town of Halton Hills Urban Boundary shall include any peer review consultant costs to review materials submitted in support of the application when the proposal is for 50 hectares or less. Any Official Plan Amendment application for lands greater than 50 hectares may require additional fees to cover any peer review consultant costs.
6. Administrative Zoning By-law Amendment Fee: The Administrative Zoning By-law Amendment (ZBA) fee shall be applied, where deemed appropriate by the Commissioner of Planning & Development, in circumstances where no land use change is being proposed but a Minor Variance (MV) application is not considered the appropriate process to consider the proposal.
7. Holding Removal Fees: Major, Standard and Minor Holding Removal Application Fees are distinguished by the scale of the development project and/or the complexity of the conditions of the

Holding Provision that must be satisfied, as determined by the Commissioner of Planning & Development.

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 & Development.

8. Site Plan Standard vs. Secondary Fees: The Secondary Site Plan (SPA) Fee applies to a Site Plan application filed:
- concurrently with Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) applications;
 - within 1 year of the date of a development project having obtained approval for an Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA); or
 - Commercial or retail uses under 2,500 m² located outside of the Premier Gateway Employment Area.

The Standard Site Plan (SPA) Fee applies to all other Site Plan applications where the primary review of the development proposal occurs through the Site Plan Control process.

9. Subdivision Administrative Fee: The Administrative Subdivision (SUB) Fee applies where the Subdivision application is required to enable the creation of lots or dwelling units through other applications such as Condominium or Part Lot Control.
10. Condominium Final Approval Secondary 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 & Development.
11. 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 & Development.
12. Legal Fees: Additional legal fees, where required, will be borne by the Applicant unless otherwise specified.
13. 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 & Development.
14. Refund Policy: Refunds for withdrawn applications are at the discretion of the Commissioner of Planning & Development. All requests for refunds must be made in writing to the Commissioner of Planning & Development. 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 Ontario Land Tribunal (OLT), at any point in the application process, no refund of fees shall be provided.