

Planning

Service/Activity	2025
Pre-Application	
Preliminary Review	\$1,000
Pre-Submission Review*	\$3,100
Notes: *The Pre-Submission Reviews fee is eligible for a refund when all conditions, as outlined in the Pre-Submission Review Manual, have been met to the satisfaction of the Town.	
Official Plan Amendment and Zoning By-law Amendment	
Application for Official Plan Amendment	\$15,960
Application for Zoning By-law Amendment – Base	\$15,225
Application for Zoning By-law Amendment – Minor (ZBA required as a condition of consent)	\$5,775
Application for Revision to a Zoning By-law Amendment (base) (applies to revisions to an application in process)	\$8,955
Application for Revision to a Zoning By-law Amendment (minor) (applies to revisions to an application in process)	\$2,687
Application for Temporary Use By-law	\$5,775
Application for Removal of H Symbol	\$2,888
Each subsequent review (after 3 reviews) of Zoning By-law Amendment Submission	\$2,442
Concurrent Official Plan and Zoning By-law Amendment Application	Highest fee plus 50% of lower fee
Site Plan	
Application for Site Plan Control Approval – Base ^	\$15,960
Application for Site Plan Control Approval – Minor ^ (as defined by the Town’s Site Plan By-law)	\$9,450
Minor/administrative amendment to a site plan approval and/or agreement	\$2,310
Application for Site Plan Control Approval - Agreement Preparation ¹	\$3,380
Each subsequent review (after 3 reviews) of Site Plan Submission	\$3,150

Planning

Service/Activity	2025
Notes:	
¹ Legal costs of review and/or registration are to be carried by the applicant.	
Committee of Adjustment	
Application for Minor Variance/Permission to Expand - Minor (Residential and single variance)	\$1,500
Application for Minor Variance/Permission to Expand - Major (Non-Residential, multi-residential, multiple variances)	\$2,500
Application for Provisional Consent – New Lot - each lot created resulting from a consent application	\$4,000
Application for Change of Provisional Consent Conditions	\$1,800
Application for Lot Addition/Adjustment	\$3,654
Application for Easement	\$3,654
Application for Validation	\$3,654
Minor Variance or Consent - to amend and recirculate application	\$1,800
Minor Variance or Consent - to defer an application and recirculate after notice has been provided ²	50% of application fee
Issuance of Certificate of Official (Per Lot)	\$560
Refundable Sign Deposit	\$208
Notes:	
² Fee is payable where request is made by the applicant.	
Subdivision and Vacant Land Condominium	
Application for Plan of Subdivision or Vacant Land Condominium ³	
Base Fee	\$14,438
Plus Per Unit Fee	
<i>0-25 Units</i>	\$210 per unit
<i>26-100 Units</i>	\$157.50 per unit

Planning

Service/Activity	2025
101-200 Units	\$105 per unit
201+ Units	\$52.5 per unit
<i>Maximum (Base fee plus Per Unit Fee)</i>	\$49,350
Application for Plan of Subdivision/Condominium - Deposit	\$7,280
Application for Plan of Subdivision/Vacant Land Condominium – Agreement Preparation ⁴	\$6,933
Application for Extension to Draft Approval/Change of Conditions	\$5,198
Application for Revision to a Draft Plan (Plus application per unit fee for additional units added to draft plan)	\$9,818
Each subsequent review (after 3 reviews) of materials	\$7,770
Application for Red Line Revision (Minor/technical) ⁵	\$7,770
Model Home Agreement	\$4,200
Model Home Agreement Deposit outside services	\$2,426
Issuance of Final Subdivision/Condominium Approval	\$11,550
Application for Deeming	\$1,575
Notes:	
³ Vacant Land Condominium includes vacant lots upon which residential units are built and share common elements. ⁴ Legal costs of review and/or registration are to be carried by the applicant. ⁵ Minor/technical redline revision does not include a change to the number or type of units included in the draft plan.	
Condominium	
Application for Standard Plan of Condominium ⁶	\$10,395
Application for Exemption from Plan of Condominium	\$2,625
Application for Plan of Condominium - Deposit	\$4,184
Application for Plan of Condominium – Agreement Preparation ⁷	\$6,930
Application for Plan of Condominium Red Line Revision	\$3,150

Planning

Service/Activity	2025
Application for Extension to Draft Approval/Change of Conditions	\$4,515
Application for Conversion to Condominium	\$6,933
Notes:	
⁶ Standard Condominium includes buildings that are subdivided into units that include exclusive use areas and common elements.	
⁷ Legal costs of preparation and registration are to be carried by the applicant.	
Zoning Review/Compliance	
Zoning Certificate Review	
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater than 200 sq.m.	\$105
Class 2 - Zoning Certificate - all other minor residential permits	\$53
Class 3 - Zoning Certificate - non-residential	\$105
Zoning Certificate Revision Fee	N/A
Class 1 - Zoning Certificate new dwelling/buildings, additions and accessory buildings greater than 200 sq.m.	\$84
Class 2 - Zoning Certificate - all other minor residential permits	\$53
Class 3 - Zoning Certificate - non-residential	\$84
Zoning Compliance Letter	\$378
Part Lot Control	
Application for Part Lot Control Base Fee*	\$4,000
Application for Part Lot Control Extension	\$2,800
Notes:	
*Fee is payable for each lot subject to a request to lift Part Lot Control.	
Other Applications, Agreements and Other Fees	
Private Road Agreement	\$2,835
Application for Variance to Sign By-law	\$777
Application for Variance to Sign By-law – Non-Profit Organization	\$146

Planning

Service/Activity	2025
Application for Amendment to Sign By-law	\$2,037
Application for Amendment to Sign By-law – Non-Profit Organization	\$146
Subdivision Compliance Letter/ Site Plan Control Compliance Letter	\$378
Subdivision Compliance Letter/ Site Plan Control Compliance Letter if required within 48 hours of receipt	\$756
Septic Systems Search	\$326
Duties of the Risk Management Official regarding a residential use	\$152
Duties of the Risk Management Official regarding a home occupation/home industry as defined by the Zoning By-law	\$334
Duties of the Risk Management Official regarding a use other than a residential use or home occupation/home industry	\$152
Municipal Records Search	\$326
Municipal Records Search - if required in 48 hours	\$651
General Development Agreement ⁸	\$4,200
Pre-Servicing Agreement ⁸	\$4,200
Deposit for outside services	\$2,426
Research per hour administrative staff	\$104
Planner miscellaneous duties per hour	\$213
Planner appearance before appeal tribunal per hour	\$213
Planner appearance before appeal tribunal per day	\$1,819
Text - Official Plan + HST	\$69
Text - Zoning By-law + HST	\$69
Text - Sign By-law + HST	\$69

Planning

Service/Activity	2025
<p>Notes:</p> <p>⁸ Any associated legal costs associated with the agreement are to be carried by the applicant.</p> <p>* Outside services deposit may be required – confirm with the municipality before submission.</p> <p>^ Outside services deposit required.</p>	
<p>All peer review costs that may be required for the review of any application shall be borne by the applicant. Payment shall be required in advance of service delivery. Contingency fees/deposits may be collected in addition to any specific fee at point of application. Deposit and/or contingency fees referenced in this schedule are minimums only and subject to further top up increases depending on costs.</p>	