

The Corporation of the Town Of
New Tecumseth

By-law

Number 2021-124

“Planning/Engineering Fees By-law”

A by-law to prescribe a tariff of fees
for processing applications with respect to planning and engineering matters

Whereas Section 69(1) of the Planning Act, R.S.O. 1990 as amended, provides that the Council of a municipality may by by-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost of the municipality and of the Committee of Adjustment constituted by the Council of the municipality in respect of the processing of each type of application provided for in the tariff;

And Whereas the Council of the Town of New Tecumseth deems it expedient to repeal By-law 2019-173 and any amendments thereto and enact By-law 2021-124 being the Planning/Engineering Fees By-law;

Now Therefore the Council of the Corporation of the Town of New Tecumseth hereby enacts as follows:

1. That the tariff of fees as set out in the Attached Schedules “A” and “B” to this by-law are hereby prescribed for processing applications made in respect of those types of planning and development matters as set out on Schedule “A” and “B”.
2. That this by-law shall be cited as the “Planning/Engineering Fees By-law”.
3. That By-law 2020-118 and any amendments thereto are hereby repealed effective January 2022.
4. That this by-law shall come into force and take effect on the 1st day of January 2022.

Read a first, second and third time and finally passed this 13th day of September, 2021.



Deputy Mayor



Deputy Clerk

Planning and Engineering Fees By-law 2021-124
Schedule "A"
Development Planning

Development Planning Fees	Units of Measure	Effective Date	Including HST	2022 Rates	2023 Rates
Minor Variances					
Minor Variance Application	per request	1-Jan	Exempt	\$ 1,000.00	\$ 1,020.00
Per provision	per provision	1-Jan	Exempt	\$ 3.00	\$ 54.00
Consents					
Consent Application	per request	1-Jan	Exempt	\$ 4,394.00	\$ 4,482.00
Revisions to Conditions of Decision requested by applicant:		1-Jan	Exempt	\$ 209.00	\$ 213.00
Retained Lands Certificate of Official Fee		1-Jan	Exempt	\$ 157.00	\$ 160.00
Official Plan Amendments					
Official Plan Amendment Application	per occurrence	1-Jan	Exempt	\$ 20,725.00	\$21,140.00
Zoning By-law Amendments					
Zoning By-law Amendment Application	per occurrence	1-Jan	Exempt	\$ 15,387.00	\$15,695.00
Lift H Holding Symbols					
Lift H Holding Symbol Application	per occurrence	1-Jan	Exempt	\$ 4,707.00	\$ 4,801.00
Part Lot Control Exemption By-law					
Part Lot Control Exemption By-law Application	per request	1-Jan	Exempt	\$ 3,555.00	\$ 3,626.00
Plan of Condominiums					
Plan of Condominium Application	per request	1-Jan	Exempt	\$ 22,816.00	\$23,272.00
Residential (on submission of application)	per unit	1-Jan	Exempt	\$ 46.00	\$ 47.00
Industrial/Commercial	per Ha	1-Jan	Exempt	\$ 114.00	\$ 116.00
Plan of Condominium Exemption	per request	1-Jan	Exempt	\$ 11,817.00	\$12,053.00
Plan of Subdivisions					
Plan of Subdivision Application	per plan	1-Jan	Exempt	\$ 27,738.00	\$28,293.00
Upon Submission of Application					
Single, Semi and Multi-unit Blocks	per unit	1-Jan	Exempt	\$ 230.00	\$ 235.00
Commercial	per Ha	1-Jan	Exempt	\$ 2,323.00	\$ 2,369.00
Industrial	per Ha	1-Jan	Exempt	\$ 576.00	\$ 588.00
Institutional	per Ha	1-Jan	Exempt	\$ 576.00	\$ 588.00
Upon Draft Plan Approval					
Single, Semi and Multi-unit Blocks	per unit	1-Jan	Exempt	\$ 230.00	\$ 235.00
Commercial	per Ha	1-Jan	Exempt	\$ 2,323.00	\$ 2,369.00
Industrial	per Ha	1-Jan	Exempt	\$ 576.00	\$ 588.00
Institutional	per Ha	1-Jan	Exempt	\$ 576.00	\$ 588.00

Planning and Engineering Fees By-law 2021-124
Schedule "A"
Development Planning

Development Planning Fees	Units of Measure	Effective Date	Including HST	2022 Rates	2023 Rates
All Plans of Subdivision					
Revision to Draft Plan, requiring circulation	per revision	1-Jan	Exempt	\$ 4,813.00	\$ 4,909.00
Revision to Condition(s) of Draft Approval	per occurrence	1-Jan	Exempt	\$ 3,868.00	\$ 3,945.00
Extension of Draft Approval	per extension	1-Jan	Exempt	\$ 2,828.00	\$ 2,885.00
Registration of Each Phase	per each phase	1-Jan	Exempt	\$ 2,515.00	\$ 2,565.00
Referral of a Plan to LPAT	per referral	1-Jan	Exempt	\$ 525.00	\$ 536.00
Miscellaneous					
Inactive File Carrying Fee	per file	1-Jan	Exempt	\$ 525.00	\$ 536.00
Additional Public Meetings Beyond One	per meeting	1-Jan	Exempt	\$ 1,566.00	\$ 1,597.00
Deeming By-law		1-Jan	Exempt	\$ 2,717.00	\$ 2,771.00
New Telecommunications Facility		1-Jan	Exempt	\$ 8,999.00	\$ 9,179.00
Co-location Telecommunication Facility		1-Jan	Exempt	\$ 9,105.00	\$ 9,287.00
Feed-in-tariff (FIT) Application for Renewable Energy		1-Jan	Exempt	\$ 4,495.00	\$ 4,585.00
Urban Design Review/Addendum (Where no lift hold required)		1-Jan	Exempt	\$ 1,798.00	\$ 834.00
Pre-Consultation		1-Jan	Exempt	\$ 1,566.00	\$ 1,597.00
Temporary Use By-law		1-Jan	Exempt	\$ 1,045.00	\$ 1,066.00
Temporary Use By-law Extension		1-Jan		Legal fee	Legal fee

Planning and Engineering Fees By-law 2021-124
Schedule "B"
Development Engineering

Development Engineering Fees	Units of Measure	Effective Date	Including HST	2022 Rates	2023 Rates
Subdivision Engineering Review					
A percent of the cost to construct the municipal services plus the cost of external consultants and legal to assist in the review of the engineering submission. The engineering fee shall be paid in two (2) installments.	per provision	1-Jan	Yes	4.40%	4.50%
Initial Application fee to process the engineering component of the plan of the subdivision (non-refundable).	per provision	1-Jan	Yes	1.40%	1.50%
The payment of the second installment shall be included as a condition of the subdivision agreement and due prior to or upon execution of agreement. The second installment is based on the total Engineering Subdivision Review Fee in effect at the time of the Subdivision Agreement is being executed, less the first installment paid previously.	per provision	1-Jan	Yes	3.00%	3.10%
The engineering fee shall be adjusted prior to the issuance of the guaranteed maintenance period based on the actual certified cost of the municipal services if the fee variance is greater than \$500.00.	per provision	1-Jan	Yes	Cost	Cost
A maximum of 3 submissions are permitted before additional fees. 4 or more submissions are each subject to the additional fee.	per provision	1-Jan	Yes	\$2,000.00	\$ 2,040.00
Other Agreements					
Amending Agreement	per agreement	1-Jan	Yes	\$ 1,300.00	\$ 1,326.00
Model Home Agreement	per agreement	1-Jan	Yes	\$ 1,300.00	\$ 1,326.00
Earthworks Agreement	per agreement	1-Jan	Yes	\$ 3,800.00	\$ 3,876.00
Pre-Servicing Agreement	per agreement	1-Jan	Yes	\$ 3,800.00	\$ 3,876.00
Development Agreement (Simple) does not include the extension of municipal water or municipal sanitary sewer	per agreement	1-Jan	Yes	\$ 1,480.00	\$ 1,510.00
Development Agreement (Complex) Includes the extension of municipal water and/or municipal sanitary sewer	per agreement	1-Jan	Yes	\$ 5,900.00	\$ 6,018.00

Planning and Engineering Fees By-law 2021-124
Schedule "B"
Development Engineering

Development Engineering Fees	Units of Measure	Effective Date	Including HST	2022 Rates	2023 Rates
Site Plan Applications					
Application	per application (includes 4 submissions)	1-Jan	Yes	\$19,500.00	\$ 19,890.00
Commercial	per Sq Metre, gross floor area	1-Jan	Yes	\$ 3.40	\$ 3.45
Industrial / Institutional	per Sq Metre, gross floor area	1-Jan	Yes	\$ 2.10	\$ 2.15
Residential	per unit	1-Jan	Yes	\$ 280.00	\$ 286.00
Additional Submission	applies to the fourth submission and each submission after the fourth	1-Jan	Yes	\$ 1,700.00	\$ 1,734.00
Request for Site Plan Exemption	per request	1-Jan	Yes	\$ 1,000.00	\$ 1,020.00
Small Scale Site Alteration & Fill (less than 1,000 m3)					
Application Fee	per application	1-Jan	Yes	\$ 2,570.00	\$ 2,621.00
Plan & Reports Examination Fee	per application	1-Jan	Yes	\$ 771.00	\$ 786.00
Municipal Fee - Stripping, Cut, and Fill material	per cubic metre	1-Jan	Yes	\$ 1.60	\$ 1.65
Permit Renewal / Extension / Revision Fee (per application)	per application	1-Jan	Yes	\$ 514.00	\$ 524.00
Site Alteration / Fill Management Plan Amendment Fee	per application	1-Jan	Yes	\$ 1,028.00	\$ 1,049.00
Security Deposit	per application	1-Jan	Yes	\$ 5,141.00	\$ 5,244.00
Large Scale Site Alteration & Fill (1,000 m3 or more)					
Application Fee (per application)	per application	1-Jan	Yes	\$ 5,141.00	\$ 5,244.00
Plan & Reports Examination					
Fee per Application	per application	1-Jan	Yes	\$ 1,800.00	\$ 1,836.00
Deposit per Application	per application	1-Jan	Yes	\$ 10,282.00	\$ 10,488.00
Municipal Fee - Stripping, Cut, and Fill material (per cubic meter)	per cubic meter	1-Jan	Yes	\$ 1.80	\$ 1.85
Permit Renewal / Extension / Revision Fee (per application)	per application	1-Jan	Yes	\$ 1,542.00	\$ 1,573.00
Site Alteration / Fill Management Plan Amendment Fee (per application)	per application	1-Jan	Yes	\$ 1,028.00	\$ 1,049.00

Planning and Engineering Fees By-law 2021-124
Schedule "B"
Development Engineering

Development Engineering Fees	Units of Measure	Effective Date	Including HST	2022 Rates	2023 Rates
Security Deposit (per cubic metre for Cut and Fill material) or Maximum Flat Fee whichever is greater					
Fee per Cubic Metre	per cubic metre	1-Jan	Yes	\$ 1.05	\$ 1.05
Maximum Flat Fee	maximum flat fee	1-Jan	Yes	\$102,818.00	\$104,874.00
Replacement of Topsoil (Agricultural Purposes)					
Application Fee	per application	1-Jan	Yes	\$ 5,141.00	\$ 5,244.00
Plan & Reports Examination					
Fee per Application	per application	1-Jan	Yes	\$ 1,286.00	\$ 1,312.00
Deposit per Application	per application	1-Jan	Yes	\$ 10,282.00	\$ 10,488.00
Municipal Fee - Stripping, Cut, and Fill material (per cubic meter)	per cubic meter	1-Jan	Yes	\$.80	\$ 1.85
Permit Renewal / Extension / Revision Fee (per application)	per application	1-Jan	Yes	\$ 1,542.00	\$ 1,573.00
Site Alteration / Fill Management Plan Amendment Fee (per application)	per application	1-Jan	Yes	\$ 1,028.00	\$ 1,049.00
Security Deposit (per cubic metre for Cut and Fill material) or Maximum Flat Fee whichever is greater					
Fee per Cubic Metre	per cubic metre	1-Jan	Yes	\$ 1.05	\$ 1.05
Maximum Flat Fee	maximum flat fee	1-Jan	Yes	\$102,818.00	\$104,874.00

Planning and Engineering Fees By-law 2021-124
Schedule "B"
Development Engineering

<p>1. All Base Fees are payable at the time of submission of the application unless otherwise noted.</p>						
<p>2. Fees payable upon draft plan approval shall apply notwithstanding the date of the submission of the plan of subdivision application.</p>						
<p>3. The cost of peer reviews required for processing applications where resources outside of Municipal Staff are required for the review shall be charged to the applicant in addition to the Base Fee.</p> <p>Where agreements are to be registered on title, the costs associated with the registering of the agreement on title and the costs of the Town's legal review of the agreement are in addition to the Base Fee and shall be paid by the applicant prior to the execution of the agreement by the Town.</p> <p>The applicant shall provide the Town with a deposit in the following amounts:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Subdivision Agreement</td> <td>\$5,000.00</td> </tr> <tr> <td>Site Plan Agreement</td> <td>\$2,500.00</td> </tr> <tr> <td>Consent Agreement</td> <td>\$1,500.00</td> </tr> </table>	Subdivision Agreement	\$5,000.00	Site Plan Agreement	\$2,500.00	Consent Agreement	\$1,500.00
Subdivision Agreement	\$5,000.00					
Site Plan Agreement	\$2,500.00					
Consent Agreement	\$1,500.00					
<p>4. All monies paid as a deposit for subdivision, site plan, and consent agreements and peer review shall be considered as a deposit on account, from which expenses incurred in processing the agreement including but not limited to legal review, registration on title, and consultant review and expenses, will be invoiced to the applicant.</p>						
<p>5. Copies of third party invoices and a Town invoice will be forwarded to the applicant with payment due to the Town within 30 days. Any unpaid Town invoices will result in interest charges in accordance with the Town's Interest By-law.</p>						
<p>6. Upon completion of the matter for which the deposit is being held by the Town, the applicant shall make a written request to the Chief Financial Officer/Treasurer for refund of the balance of the deposit. The applicable department head shall authorize the release of the deposit or portion thereof and forward same to the Finance Department for processing.</p>						
<p>7. Fifty percent of the required application fees submitted in respect of an Official Plan or Zoning Amendment application may be refunded if the application is withdrawn prior to it having been scheduled for a public meeting. Notice of the withdrawal shall be in writing to the Manager of Planning and shall be signed by the applicant.</p>						
<p>8. One hundred percent of the required application fees submitted in respect of a consent or minor variance may be refunded if the application is withdrawn prior to it having been scheduled for a committee of adjustment meeting. Notice of the withdrawal shall be submitted in writing to the Secretary, Committee of Adjustment and shall be signed by the applicant.</p>						
<p>Notes:</p> <p>GFA refers to Gross Floor Area unless otherwise noted.</p> <p>**Inactive File Carrying Fee: Any application submitted to the Town that has been inactive for more than one year.</p>						