

**TOWN OF MILTON**  
**CONSOLIDATED DEVELOPMENT APPLICATION FEES INCLUDING REGION OF HALTON AND CONSERVATION HALTON**  
**Separate Cheques Required for Each Fee**

Development Application Type	Sub-Type	Town Fees Payable to "Town of Milton" <i>Refer to Schedule 1</i>	Regional Fees Payable to "Region of Halton" <i>Refer to Schedule 2</i>	Conservation Halton Fees Payable "Conservation Halton" <i>Refer to Schedule 3</i>		
Advertising Administrative Fee	Subdivision/Zoning/OPA's	\$543.06				
Statutory Public Meeting Newspaper Notice	Any application	\$Actual Cost	\$Actual Cost			
Agreement Registration/Deregistration*	Condo/Subdivision	\$333.00	Contact ROH	Contact CH		
Annual Renewal Fee	Any application type	\$2,967.00	Contact ROH	Contact CH		
Property Information Request	Planning	\$614.00	Contact ROH	Contact CH		
Special Research Fee (Minimum One (1) Hour)	Hourly Rate	\$233.00	Contact ROH	Contact CH		
<b>AGGREGATE EXTRACTION APPLICATION<sub>3</sub></b>		\$64,260.00	\$142,466.26	\$90,400.00		
<b>CONDOMINIUM REVIEW<sub>3</sub></b>	With related site plan	\$12,750.00	\$3,005.81	\$6,947.00 (Plus Per Unit Fees – See Schedule 3)		
	Conversion/Exemption	\$8,725.00	Exemption: \$498.45 Conversion: \$1,424.14			
<b>CONSENT TO SEVER<sub>3</sub></b>	Type 2	\$4,023.00	Reg. Water/Wastewater: \$1,139.36 Private Well &/or Septic: \$1,281.36 Validation of Title: \$264.21	Minor: \$2,153.00 Intermediate: \$2,938.00 Major: \$4,074.00		
	Type 1	\$5,418.00				
	Minor Revision Major Revision	15% of current application fee 50% of current application fee	Reg. Water/Wastewater: \$298.56 Private Well &/or Septic: \$440.56 Validation of Title: \$264.21			
<b>LOCAL OFFICIAL PLAN AMENDMENT<sub>3</sub></b>	Base Fee plus per unit fee	\$19,589.00	\$8,547.56 Regional Approval Req'd: \$8,547.61 Revision Fee: \$4,273.78	Minor: \$1,287.00 Intermediate: \$4,428.00 Major: \$6,695.00 Large: \$18,622.00		
	Units 0-25	\$332.00				
	Units 26-100	\$198.00				
	Units 100+	\$119.00				
	Per square metre of GFA	\$1.36				
<b>REGIONAL OFFICIAL PLAN AMENDMENT<sub>3</sub></b>	Base Fee plus per unit fee	\$19,589.00	\$10,115.51 Revision Fee: \$4,273.78	Minor: \$1,287.00 Intermediate: \$4,428.00 Major: \$6,695.00 Large: \$18,622.00		
	Units 0-25	\$332.00				
	Units 26-100	\$198.00				
	Units 100+	\$119.00				
	Per square metre of GFA	\$1.36				
<b>MOE/MNR PERMIT APPLICATION<sub>3</sub></b>	Bordering Municipality	\$22,988.00	Contact ROH	Contact CH		
<b>MINOR VARIANCE APPLICATION<sub>3</sub></b>	Type 2	\$1,929.00	Reg. Water/Wastewater: \$35.64 Private Well &/or Septic: \$177.64	Minor: \$260.00 Intermediate: \$641.00 Major: \$1,865.00 No Objection Letter: \$147.00		
	Type 1	\$7,221.00				
	Special COA Meeting	\$1,297.00			N/A	N/A
<b>PART LOT CONTROL EXEMPTION<sub>3</sub></b>	Base Fee plus per unit fee	\$1,458.00	\$569.68	N/A		
	Per Unit fee	\$105.00				
	By-law Registration Fee	\$333.00				
	Additional by-law, if required	\$1,069.00			N/A	
<b>REMOVAL OF HOLDING SYMBOL/ PROVISION<sub>3</sub></b>	Applicant Initiated	\$3,286.00	\$356.06	N/A		
<b>SITE PLAN APPROVAL<sub>3</sub></b>	Non-residential base fee	\$5,934.00	Reg. Water/Wastewater: \$1,139.36 Minor Development: \$713.44	Minor: \$1,555.00 < 2 ha Intermediate: \$7,215.00 < 2 ha Major: \$11,103.00 < 2 ha Clearance: \$832.00 < 2 ha (per phase – no tech review required) Clearance: \$1,962.00 < 2 ha (per phase – tech review required) Minor: \$2,328.00 > 2 ha Intermediate: \$11,176.00 > 2 ha Major: \$6,401.00 / hectare > 2 ha Clearance: \$1,469.00 > 2 ha (per phase – no tech review required) Clearance: \$4,321.00 > 2 ha (per phase – tech review required)		
	Non-residential fee per hectare max 10ha (rounded to nearest ¼ ha) <sup>1</sup>	\$4,022.00				
	Residential base fee (non-heritage) plus per unit fee	\$5,934.00				
	Units 2-25	\$120.00				
	Units 26-100	\$41.00				
	Units 100+	\$33.00				
	Residential base fee (heritage dwelling)	\$5,934.00				
	Mixed Use Applications (Residential/Commercial)	Refer to Site Plan Approval Fee for Predominant Land Use				
	Minor Approval Application Partial Approval Application	15% of current application fee			\$713.44	Contact CH
	Extension to Site Plan Approval	\$1,359.00			N/A	N/A
Subsequent Resubmissions	5% of current application fee		Contact CH			
Site Plan Agreement Fee	\$2,191.00					
Site Plan Legal Fees	Actual Cost	N/A	N/A			
Site Plan Inspection Fee	\$781.00					
<b>TEMPORARY USE BY-LAW<sub>3</sub></b>	Type 2	\$9,554.00	\$569.68	Minor: \$1,250.00 Intermediate: \$4,428.00 Major: \$6,695.00 Large: \$18,622.00		
	Type 1	\$12,165.00				
	Extension	\$6,046.00				
<b>TERTIARY PLAN</b>		\$59,779.00	Contact ROH	See attached Schedule 3		
<b>VACANT LAND CONDO/ SUBDIVISION REVIEW<sub>3</sub></b>	Base Fee plus per unit fee	\$46,872.00	\$10,400.35	\$6,947.00 (Base Fee + per units) \$314.00 (0-25 Units) \$252.00 (26-100 Units) \$201.00 (101-200 units) \$159.00 (200+ units)		
	Units 0-25	\$380.00				
	Units 26-100	\$226.00				
	Units 100+	\$106.00				
	Per square metre of gfa	\$1.25				
	Subsequent D.P.A. Review (Phasing)	\$28,219.00			\$10,246.98 Revision: \$5,124.13 Sub-Phasing: \$3,074.24	See Schedule 3 for gfa fees and clearance fees and for Industrial/Commercial Subdivision
Request for Extension to Draft Plan Approval	Minor Revision Major Revision	15% of current application fee 50% of current application fee	Pre-Draft Approval: \$747.65 Post-Draft Approval: \$2,137.56	25% of current fee 75% of current fee		
	Annual One (1) Year (payable 25 days prior to expiry)	\$4,590.00	\$854.52			
	Emergency 3-month Extn. (within 15 days of expiry)	\$2,100.00	\$298.56			
<b>ZONING BY-LAW AMENDMENT – ZBA<sub>3</sub></b>	Types 1 & 2 plus per unit fee	\$14,024.00	\$1,008.23	Minor: \$1,250.00 Intermediate: \$4,428.00 Major: \$6,695.00 Large: \$18,622.00		
	Units 0-25	\$332.00				
	Units 26-100	\$198.00				
	Units 100+	\$119.00				
	Per square metre of gfa	\$1.36				
Minor Revision Fee Major Revision Fee	15% of current application fee <sup>4</sup> 50% of current application fee <sup>4</sup>	\$504.14	Contact CH			

**\*ALL TOWN AGREEMENT FEES ARE SUBJECT TO DISBURSEMENTS**

**\*\*FOR EXPLANATORY NOTES, DEFINITIONS & ADDITIONAL REQUIREMENTS, REFER TO ATTACHED SCHEDULES AS FOLLOWS:**

Schedule 1: Town of Milton    Schedule 2: Region of Halton    Schedule 3: Conservation Halton    Schedule 4 & 5: CVC & GRCA Fee Information

<sup>1</sup> Up to a maximum of 10 hectares per application    <sup>2</sup> Up to a maximum of 29 units per application    <sup>3</sup> Subject to revision fee(s), see Schedule 1    <sup>4</sup> Additional Unit Fees required for any additional units not included in the original application

**TOWN OF MILTON DEVELOPMENT APPLICATION FEES – 2020**  
**Explanatory Notes & Definitions for By-law 071-2019 (refer to Consolidated Fee Schedule)**

**FEE PAYMENT**

Acceptable methods of payment are Cash, Cheque, Certified Cheque/Money Order and Debit. Cheques are payable to "Town of Milton". Town of Milton Development Application Fees are tax exempt.

1. Where a specific development proposal requires multiple, concurrent applications, the total application fee payable shall be calculated on the basis of the base fee for each application type plus a per unit or per hectare fee for one of the applications.
2. An applicant may be entitled to a partial refund of the fees prescribed in on the following basis:
  - a. When an appeal of an application fee has been made to the Local Planning Appeal Tribunal (LPAT) or Town Council pursuant to Section 69(3) of the Planning Act and the reduction or waiving of the fee is approved by LPAT and/or Town Council; or
  - b. For the following applications: Subdivision Approval, Condominium Approval and Amendment to the Official Plan, an Amendment to the Zoning By-law or for a Temporary Use By-law, which have been withdrawn by the application:
    - i. 75% of the application fee may be refunded after the application has been entered into the Town's system and prior to circulation of the application to public agencies;
    - ii. 50% of the application fee may be refunded prior to the circulation of the Notice of Public Meeting;
    - iii. 25% of the application fee may be refunded prior to the Statutory Public Meeting being held before Committee or Council;
    - iv. No portion of the application fee shall be refunded after the Statutory Public Meeting has been held;
    - v. Notwithstanding the foregoing, no application fee or portion thereof shall be refunded after six (6) months from the date the application was deemed complete by the Town;
    - vi. Where an application is appealed to the Local Planning Appeal Tribunal (LPAT), at any point in the application review process, no refund of fees shall be provided.
3. That no refund of application fees will be granted upon the withdrawal of any other application type regardless of timing of the withdrawal.

**THE FOLLOWING DEFINITIONS AND GUIDELINES WILL APPLY TO FEES AND CHARGES IDENTIFIED IN BY-LAW 071-2019:**

- a. **Temporary Use By-laws**
  - i. Any application to permit a single detached dwelling, semi-detached dwelling, duplex, garden suite, accessory apartment or addition thereto;
  - ii. Any application to permit the construction of accessory buildings or structures;
  - iii. Any application to permit the construction of additions to existing buildings on lands used for public or agricultural purposes that increases the gross floor area by less than 50%;
  - iv. Any application to permit the construction of additions to buildings on lands used for commercial, industrial or institutional purposes that increases the gross floor area of the existing building by less than 10%;
  - v. Any application to recognize existing areas of non-compliance with the Zoning By-law (i.e. deficient yards etc.) except where the area of non-compliance was the result of illegal construction..
- b. **Minor Variance Applications**
  - i. Any application to permit the construction of accessory buildings or structures on properties used for public or agricultural purposes;
  - ii. Any application to permit the construction of a building or structure accessory to a detached dwelling, semi-detached dwelling, duplex dwelling or street townhouse dwelling;
  - iii. Any application to recognize an existing variance(s) inadvertently arising from authorized construction. Notwithstanding the foregoing, in no case shall a Type 2 application fee apply to an application to recognize illegal construction.
- c. **Consent to Sever**
  - i. Any application for a lot line adjustment, a lease or an easement where no new lot is created.

**SITE PLAN APPLICATIONS**

Site Plan Application Fees are calculated in accordance with the following:

- a. A minor site plan application is one involving minor site works that require scoped review from internal Town Departments only and is in compliance with the Zoning By-law. Site Plan applications that require review from external agencies are not considered minor. Minor Site Plans may include, but are not limited to, the following:
  - i. Site works associated with the change of use of an existing building
  - ii. Parking lot modifications, outdoor patios, landscape works and the placement of accessory buildings and structures
  - iii. Minor building additions not requiring other Planning Act approvals (eg. minor variance applications)
  - iv. Minor changes to approved site plans to recognize as-constructed conditions which are satisfactory to the Town and in substantial compliance with the approved site plan.
- b. "Partial Site Plan Approval" means the granting of full site plan approval to a subset of the required site plan drawings and must include full approval of the final the engineering drawings and reports. Partial Site Plan Approval may only be considered once the building footprint has been confirmed and zoning compliance has been achieved. The granting of "Partial Site Plan Approval" is entirely at the discretion of the Director of Planning and Development or his/her designate in consultation with commenting agencies and may only be considered for complex development projects involving lengthy earth works and staged construction.
- c. Residential Applications (including Bed and Breakfast and Farm Vacation Home Applications):
  - i. Residential Base Fee plus a per unit fee for every dwelling unit or suite proposed in excess of one dwelling unit
- d. Applications for Permitted Uses with an Environmentally Sensitive Area land use designation or within a Natural Heritage System (NHS) or Greenlands B (GB) Zone:
  - i. Residential Base Fee plus a per unit fee for every dwelling unit or suite proposed in excess of one dwelling unit or suite, or,
  - ii. Non-Residential Base Fee plus a per hectare fee (rounded up to the next ¼ hectare) to a maximum of 10 hectares. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.
- e. Industrial, Commercial, Institutional and Recreational Applications:
  - i. Non-Residential Base Fee plus a per hectare fee (rounded up to the next ¼ hectare) to a maximum of 10 hectares. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.
- f. Mixed Use Applications (Residential/Commercial):
  - i. Residential Base Fee plus a per unit fee for every dwelling unit proposed where residential is the predominant land use; or,
  - ii. Non-Residential Base Fee plus a per hectare fee (rounded up to the next ¼ hectare) where commercial is the predominant land use. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.
- g. Minor Site Plan Applications & Partial Site Plan Approval Applications  
15% of the applicable Site Plan application fee
- h. Additional Site Plan Resubmission Fee
  - i. All Site Plan applications include the processing of the first submission and two (2) revisions only.
  - ii. Third and subsequent revisions submitted to the Town by the owner will be subject to an additional fee of five (5%) percent of the applicable Site Plan application fee for each subsequent resubmission required prior to Site Plan Approval.

**MULTIPLE APPLICATIONS – SUBDIVISION/CONDOMINIUM/OFFICIAL PLAN AMENDMENT/ZONING AMENDMENTS ONLY**

- a. Where a specific development proposal requires multiple, concurrent applications the total application fees payable for the development shall be calculated on the basis of the base fee for each application type plus the per unit or per hectare fee for one of the applications, whichever is greatest.

**REVISION FEES**

Revision Fees are payable for revisions to all application types which require further review and/or consultation in accordance with the following:

- a. **Minor Revision Fees**
  - i. Minor Revision Fees are payable where no further public meeting is required and/or no more than three agencies are required to be circulated.
- b. **Major Revision Fees**
  - i. Major Revision Fees are payable where an additional public meeting is required and/or more than three agencies are required to be circulated;
- c. **Site Plan Application Revision Fees**
  - i. Minor Site Plan Revision Fees are payable for owner-initiated changes during the processing of a site plan application and where external agencies do not require recirculation.
  - ii. Major Site Plan Revision Fees are payable for owner-initiated changes during the processing of a Site Plan application and where external agencies require re-circulation.

**ANNUAL PROCESSING FEES**

- a. Annual Processing Fees are payable on the anniversary date of the acceptance of a completed application by the Town and is applicable to all application types where a decision has not been made;
- b. Annual processing fees will only be payable on files that are dormant as a result of inactivity on behalf of the applicant or their authorized agent.
- c. Notwithstanding the foregoing, the Annual Processing Fees are only applicable to Subdivision and Condominium applications prior to the granting of draft plan approval, after which, extension fees apply.
- d. Should there be no activity on an application over a period of six (6) months from the date of the last activity by the applicant, the application may be closed by the Planning and Development Department without further notification to the applicant and/or property owner. If the application is closed due to inactivity and the applicant/or property owner wish to again pursue the application, they will be required to reapply and incur new application fees in accordance with the current Planning Act User Fee By-law.
- e. If the applicant and/or property owner is aware that the application will be held in abeyance for six (6) months or more and wish the application remain open, they must submit in writing the reasons for this request, upon which time the Planning and Development Department will make a determination on the disposition of the application.

**FEES FOR EXTENSION OF DRAFT APPROVED PLANS OF SUBDIVISION AND CONDOMINIUM**

- a. The granting of a one year extension to draft plan approval will only be considered by the Commissioner of Planning and Development upon receipt of a written request and payment of the extension fee, a minimum of 25 working days, prior to the scheduled date of lapsing. In the event that the request and fee is not submitted within that timeframe, an emergency extension fee may also be payable.
- b. Only one (1) emergency extension of draft plan approval may be considered for each draft plan within a twelve (12) month period.

**PEER REVIEW FEES**

- a. In conjunction with certain Type 1 and 2 Applications, peer review of specific studies and reports submitted in support of a development proposal may be required in order to complete and/or expedite the technical evaluation of such applications. Any requirement for peer review shall be at the discretion of the Commissioner of Planning and Development or designate;
- b. When peer review is determined to be required, the applicant shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the applicant will be required to provide a deposit of \$5,000.00 per study requiring peer review prior to the application being deemed complete by the Town. Based on the actual costs of the peer review, the Town will either reimburse the applicant for excess deposit or invoice the applicant for additional peer review cost.
- c. The Corporation shall be responsible for and retain full control of the peer review including:
  - i. Preparation of the terms of reference;
  - ii. Selection of the required consultant(s); and
  - iii. Project management



<b>Pre-Consultation</b>	Applicants are strongly encouraged to consult with Regional Staff prior to the submission of an application to discuss specific Regional requirements. <u>The checklists below may only represent a portion of the supporting information required by Halton Region.</u> Incomplete applications will not be processed.
<b>Assisted Housing</b>	Applications for Assisted Housing projects are exempt from Regional Development Application fees. Proposals that incorporate an Assisted Housing component may be eligible for a pro-rated reduction in Regional fees. Projects must conform to the “Assisted Housing” definition in the current Regional Official Plan. Approval is at the sole discretion of the Chief Planning Official of the Region of Halton.
<b>Other Requirements</b>	Other Regional Sections/Divisions/Departments may have additional requirements and fees.
<b>Fee Payment</b>	<u>Payment is by cheque only,</u> payable to: <b>The Regional Municipality of Halton</b> Fees include all applicable taxes unless otherwise noted.

**Health Department - Lot Assessment Fee**

\* Applications requiring Health Dept. lot assessment must add \$142.00 per lot to the application fee.

**Regional Official Plan Amendment Application**

\$10,115.51

**Regional Official Plan Amendment (Pits and Quarries)**

\$142,466.26

- 15 copies of the completed Regional Official Plan Amendment Application form
- 1 copy of all reports, studies and plans in a digital format
- 15 copies of the Proposed Regional Official Plan Amendment
- 3 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Public Meeting Advertising Fee**

\$ Actual Cost

**Local Official Plan Amendment (Applicant Initiated)**

\$8,547.56

- 3 copies of the completed Application form and, if applicable
- 3 copies of the Official Plan Amendment Application
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Key Maps
- 3 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Applicant Initiated Revision**

\$4,273.78

**Local Official Plan Amendment Requiring Regional**

**Approval (Applicant Initiated)**

\$8,547.61

Same requirements as above

**Applicant Initiated Revision**

\$4,273.78

**Local Official Plan Amendment (Municipally Initiated)**

- 3 copies of the completed Application form and, if applicable
- 3 copies of the Official Plan Amendment Application
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Context Maps
- 3 copies of the Draft Amendment
- 3 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Minor Variance Application**

\$35.64 \*Health Dept. lot assessment fee may also be required

- 1 copy of the completed Application form or 2 copies if the development is not within the Urban Area

**Zoning By-Law Amendment (Applicant Initiated)**

\$1,008.23

- 3 copies of the completed Application form, and if applicable
- 3 copies of the completed Re-Zoning Application
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 2 copies of any accompanying plans/technical reports e.g. Planning Justification, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Holding By-law Removal**

\$356.06

**Temporary Use By-law Permits and Renewals**

\$569.68

**Revisions to Application**

\$504.14

**Zoning By-Law Amendment (Municipally Initiated)**

- 3 copies of the completed Application form, and if applicable
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the completed Re-Zoning Application
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 2 copies of any accompanying plans/technical reports e.g. Planning Justification, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Subdivision Application**

\$10,400.35

- 3 copies of the completed Application form
- 3 copies of the Proposed Plan of Subdivision Map
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 3 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Plan Revision (pre Draft Approval) Applicant Initiated**

\$747.65

**Plan Revision (post Draft Approval) Applicant Initiated**

\$2,137.56

**Phased Draft Approval Fee**

\$10,246.98

**Phase Revision Requiring Circulation**

\$5,124.13

**Sub-Phasing Requiring Circulation**

\$3,074.24

**Phase Revision & Sub-Phasing Not Requiring Circulation**

\$747.65

**Emergency Extension of Draft Approval - 3 Months**

\$298.56

**Extension of Draft Approval - 1 Year**

\$854.52

**Subdivision -Final Approval / Registration**

\$2,137.56

**Site Plan Application (Applicant Initiated)**

\$1,139.36

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 1 Waste Management Plan
- 3 copies of the Proposed Site Plan
- 2 copies of the detailed Grading and Landscape Plan (if abutting a Regional Road)
- 1 Site Servicing Plan
- 3 copies of any accompanying plans/technical reports

**Minor Development / Minor Modification**

\$713.44

**Site Plan Revision (Applicant Initiated)**

\$713.44

**Condominium Application**

\$3,005.81

- 3 copies of the completed Application form and Plan
- 1 copy of all reports, studies and plans in a digital format
- 1 Waste Management Plan
- 1 copy-Grading & Landscape Plan (abutting a Regional Road)

**Plan Revision**

\$449.15

**Vacant Land or Common Element**

\$442.32

**Draft Approval Extension –1 Year or Emergency 3 Month**

\$298.56

**Exemption Fee**

\$498.45

**Condominium Conversion**

\$1,424.14

**Condominium Final Approval / Registration**

\$727.10

**Consent Application**

\$1,139.36 \*Health Dept. lot assessment fee may also be required

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of any plans/technical reports e.g. Planning Justification, Noise, Traffic, Agricultural Impact Assessment
- 1 copy of Phase I/II Environmental Site Assessment report
- 1 Completed Environmental Site Screening Questionnaire

**Consent - Revision**

\$298.56

**Validation of Title**

\$264.21

**Niagara Escarpment Plan Amendment**

**Major Files** Major Files may include Golf Courses, Aggregate uses and any other file as determined by the Chief Planning Official of the Region of Halton.  
\$10,115.51

**Minor Files**

\$2,849.65

- 3 copies of the completed Application form

**Green Energy Act Application or Ontario Power Authority Project Application**

\$1,139.30

**Engineering & Inspection Fees – Land Development Agreements**

Based on Total Cost of Water and Wastewater Works

\$0 - \$100,000.00 Greater of 10% or \$5,000\*

\$100,000.01 - \$250,000.00 7%\*

\$250,000.01 - \$500,000.00 6%\*

\$500,000.01 or more 5%\*- To a maximum of \$100,000.00\*

Note: A NON- REFUNDABLE DEPOSIT OF \$5,000.00\* IS REQUIRED WITH THE FIRST ENGINEERING SUBMISSION.

\*Add HST

**Parkway Belt West Plan Amendment / MZO (Applicant Initiated)**

\$2,849.65

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic Reports
- 1 copy of Phase I/II Environmental Site Assessment report

**Part Lot Control By-Law**

\$569.68

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Plan of Survey
- 2 copies of the Engineer’s Letter

**Review of Major Applications Requiring Planning Act Approval in Bordering Municipalities**

\$21,370.38

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Key Maps
- 3 copies of any accompanying plans/technical reports

**Publications**

Regional Official Plan (2009)	\$71.22
Regional Official Plan (2006)	\$71.22
Regional Plan Updates Subscription	\$16.69 per yr
Regional Official Plan (1980)	\$78.05
Maps (OP 1980)	\$7.01
Aquifer Management Plan	\$104.07
MOU HUSP	\$57.49
MOU HASR	\$106.81

**Research/Analysis**

Halton Region’s Database Search for Environmental Source Information	\$178.03
Development Assessments/Research	\$213.62
DATS Computer Analysis	\$213.62
DATS Continuing Reports	\$40.88 per hour (min. 1 hr)
Old File Retrieval from Storage	\$21.92
Special Data Requests quoted at cost.*	
Photocopies	\$0.51 /pg (min \$3.00)
Reports	\$0.07/pg (min \$3.00)

**Regional Standard for Digital Drawings**

**Drawing Files**

- All drawing files shall be standard AutoCAD (Release 2000 or higher)
- Additionally a “MAPEXPORT” to an ESRI Shapefile (This consists of 5 or more file extensions (.shp, .prj, .shx, .dbf, .sbn, .sbx and .shx))

**Drawing Scale**

- Drawing units are to be metric and to scale

**Co-ordinates**

- The drawing co-ordinates shall be to real 6 degree UTM co-ordinates (Zone 17N), NAD 83 Datum
- This real co-ordinate registration shall conform to the following criteria:
  - All information in plan view shall be registered to AutoCAD’s World co-ordinate system and to the 6 degree UTM co-ordinate system
  - Registration of the 6 degrees UTM co-ordinate system shall consist of a series of cross hairs drawn to the nearest 100 m interval
  - The northing and easting co-ordinate shall be shown at the intersection of the co-ordinating lines
  - Co-ordinate registration shall be indicated on all plan portions before the image is moved or rotated from its real co-ordinate location
  - It is strongly recommended that all drawings not be rotated or moved.

**For further information, please contact Halton Region’s Planning Application Intake Clerk at:**

**(905) 825-6000 Ext. 7169**

**Halton Region**

**1151 Bronte Road**

**Oakville, ON L6M 3L1**

**www.halton.ca**



# CONSERVATION HALTON PLAN REVIEW FEES 2020

EFFECTIVE January 1, 2020



APPLICATION TYPE	CATEGORY	FEE	HST	TOTAL 2020 FEE	
<b>Subdivisions - Residential/Condominium Multi-Residential/Mixed Use (Note 1)</b>	Base fee	\$ 6,147.79	\$ 799.21	\$ <b>6,947.00</b>	
	Residential per unit/lot (≤ 25 units/lots)	\$ 277.88	\$ 36.12	\$ <b>314.00</b>	
	Residential per unit/lot (26-100 units/lots)	\$ 223.01	\$ 28.99	\$ <b>252.00</b>	
	Residential per unit/lot (101-200 units/lots)	\$ 177.88	\$ 23.12	\$ <b>201.00</b>	
	Residential per unit/lot (200+ units/lots)	\$ 140.71	\$ 18.29	\$ <b>159.00</b>	
	Per net hectare (Note 1)				
	≤ 2 ha	\$ 6,412.39	\$ 833.61	\$ <b>7,246.00</b>	
	> 2 ha but ≤ 5 ha	\$ 4,991.15	\$ 648.85	\$ <b>5,640.00</b>	
	> 5 ha but ≤ 10 ha	\$ 3,995.58	\$ 519.42	\$ <b>4,515.00</b>	
	> 10 ha	\$ 3,185.84	\$ 414.16	\$ <b>3,600.00</b>	
	Clearances per phase (tech review required) (Note 2)	\$ 3,382.30	\$ 439.70	\$ <b>3,822.00</b>	
	Clearances per phase (no tech review required)	\$ 1,153.10	\$ 149.90	\$ <b>1,303.00</b>	
	<b>Subdivisions - Industrial/Commercial</b>	Base fee	\$ 6,148.67	\$ 799.33	\$ <b>6,948.00</b>
		Per net hectare	\$ 5,998.23	\$ 779.77	\$ <b>6,778.00</b>
Clearances per phase (tech review required) (Note 2)		\$ 3,382.30	\$ 439.70	\$ <b>3,822.00</b>	
Clearances per phase (no tech review required)		\$ 1,153.10	\$ 149.90	\$ <b>1,303.00</b>	
<b>Subdivisions - Revisions/Redlines</b>	Major/Intermediate (Note 3)	\$ 3,546.02	\$ 460.98	\$ <b>4,007.00</b>	
	Minor (Note 3)	\$ 769.91	\$ 100.09	\$ <b>870.00</b>	
<b>Official Plan Amendments</b>	Large (> 2ha)	\$ 16,479.65	\$ 2,142.35	\$ <b>18,622.00</b>	
	Major	\$ 5,924.78	\$ 770.22	\$ <b>6,695.00</b>	
	Intermediate	\$ 3,918.58	\$ 509.42	\$ <b>4,428.00</b>	
	Minor	\$ 1,138.94	\$ 148.06	\$ <b>1,287.00</b>	
<b>Zoning By-Law Amendments</b>	Large (> 2ha)	\$ 16,479.65	\$ 2,142.35	\$ <b>18,622.00</b>	
	Major	\$ 5,924.78	\$ 770.22	\$ <b>6,695.00</b>	
	Intermediate	\$ 3,918.58	\$ 509.42	\$ <b>4,428.00</b>	
	Minor	\$ 1,138.94	\$ 143.80	\$ <b>1,250.00</b>	
<b>Consents</b>	Major	\$ 3,605.31	\$ 468.69	\$ <b>4,074.00</b>	
	Intermediate (staking or one technical review)	\$ 2,600.00	\$ 338.00	\$ <b>2,938.00</b>	
	Minor	\$ 1,905.31	\$ 247.69	\$ <b>2,153.00</b>	
<b>Minor Variances</b>	Major	\$ 1,650.44	\$ 214.56	\$ <b>1,865.00</b>	
	Intermediate (staking, visual assessment or one technical review)	\$ 567.26	\$ 73.74	\$ <b>641.00</b>	
	Minor (visual inspection)	\$ 230.09	\$ 29.91	\$ <b>260.00</b>	
	Minor (no site visit or technical review)	\$ 130.09	\$ 16.91	\$ <b>147.00</b>	
<b>Site Plans - Single Residential</b>	Major	\$ 1,650.44	\$ 214.56	\$ <b>1,865.00</b>	
	Intermediate (staking, visual assessment, or one technical review)	\$ 567.26	\$ 73.74	\$ <b>641.00</b>	
	Minor (visual inspection)	\$ 230.09	\$ 29.91	\$ <b>260.00</b>	
	Minor (no site visit or technical review)	\$ 130.09	\$ 16.91	\$ <b>147.00</b>	
<b>Site Plans - Commercial/Industrial/Institutional/Multi-Residential &gt; 2ha</b>	Major (per gross ha)	\$ 5,664.60	\$ 736.40	\$ <b>6,401.00</b>	
	Intermediate	\$ 9,890.27	\$ 1,285.73	\$ <b>11,176.00</b>	
	Minor	\$ 2,060.18	\$ 267.82	\$ <b>2,328.00</b>	
	Clearance (technical review required) (note 3)	\$ 3,823.89	\$ 497.11	\$ <b>4,321.00</b>	
	Clearance (no technical review required)	\$ 1,300.00	\$ 169.00	\$ <b>1,469.00</b>	
<b>Site Plans - Commercial/Industrial/Institutional/Multi-Residential &lt; 2ha</b>	Major	\$ 9,825.66	\$ 1,277.34	\$ <b>11,103.00</b>	
	Intermediate	\$ 6,384.96	\$ 830.04	\$ <b>7,215.00</b>	
	Minor	\$ 1,376.11	\$ 178.89	\$ <b>1,555.00</b>	
	Clearance (technical review required) (Note 3)	\$ 1,736.28	\$ 225.72	\$ <b>1,962.00</b>	
	Clearance (no technical review required)	\$ 739.97	\$ 92.03	\$ <b>832.00</b>	
<b>Municipal Site Alteration Applications</b>	Major/Intermediate	\$ 3,582.30	\$ 465.70	\$ <b>4,048.00</b>	
	Minor	\$ 875.22	\$ 113.78	\$ <b>989.00</b>	
	Prior to draft plan approval	\$ 8,961.06	\$ 1,164.94	\$ <b>10,126.00</b>	
<b>Applicant-Driven Revisions (requiring re-circulation)</b>	Major changes (% of current fee)			<b>75%</b>	
	Minor changes (% of current fee)			<b>25%</b>	
<b>Resubmission Due to incomplete application</b>	% of current applicable application fee	\$ 9,857.52	\$ 1,281.48	<b>25% up to \$ 11,139.00</b>	
<b>Technical Study/Design Resubmission</b>	Third Submission (Note 4)			<b>25% up to \$ 12,500.00</b>	
	Subsequent Submissions (per submission) (Note 4)			<b>50% up to \$ 26,000.00</b>	
<b>Additional Site Visit</b>	Single residential/Single farm (private landowner)	\$ 230.09	\$ 29.91	\$ <b>260.00</b>	
	Commercial/Industrial/Institutional/Residential	\$ 1,876.11	\$ 243.89	\$ <b>2,120.00</b>	
<b>File reactivation (inactive for 2 or more years)</b>	Minor (Note 5)	\$ 520.35	\$ 67.65	\$ <b>588.00</b>	
	Intermediate/Major (Note 5)	\$ 1,050.44	\$ 136.56	\$ <b>1,187.00</b>	
<b>Aggregate Extraction Technical Review Associated with a Planning Application</b>		\$ 80,000.00	\$ 10,400.00	\$ <b>90,400.00</b>	

HST # 10746 2483 RT001



### DEFINITIONS

**Minor:** The application is within or adjacent to the area of interest to Conservation Halton (e.g., natural heritage, natural hazard areas), but no technical studies are required by Conservation Halton

**Intermediate:** One technical study is required for review by Conservation Halton

**Major:** More than one technical study is required for review by Conservation Halton

**Incomplete Submission:** The application has not met all Conservation Halton's requirements as indicated in the checklist generated through the municipal pre-consultation process, including fees

**Applicant-Driven Revision:** An amendment or revision to an application initiated by the applicant after municipal approval has been granted

**Gross Hectare:** The entire area subject to a planning application or technical study

**Net Hectare:** The total developable area of the property including development blocks, roads, parks, schools, and stormwater management facilities, but excluding areas regulated by Conservation Halton (CH) or other natural heritage system (NHS) areas.

### GENERAL

- **Plan Review Fees** – Conservation Halton's plan review fee will be paid to the municipality when the application is filed. Other review fees will be paid directly to Conservation Halton.
- **Pre-application Technical Review** – A fee will apply for the review of a technical study/analysis where a planning submission has not yet been submitted as outlined on **Schedule B – Fees for Other Services**. This fee will be paid directly to Conservation Halton and must be paid prior to review. The review of one technical submission prior to a formal application will be deducted from the cost of the planning application at the time it is submitted. Any additional technical submissions received for review prior to a formal application will be charged separately and no additional deduction will be made.
- **Pre-consultation** – Applicants are encouraged to consult with CH staff prior to the submission of a planning application to confirm the nature and extent of the information required and the appropriate fee. CH reserves the right to request a pre-consultation fee. This fee will be deducted from the application fee if a formal application is submitted within **12 months (one year)** of the pre-consultation.
- **Concurrent Applications** – Planning applications submitted concurrently for the same property will be charged at 100% of the highest fee rate and 75% the fee for each additional planning application. Fees for the technical review of EIR/FSS/SIS's or equivalent studies will be charged separately.
- **Peer Review Fees** – The cost for peer review of technical submissions will be borne by the applicant.
- **Additional Fees** – CH reserves the right to request additional fees, at a rate of \$160/hour (inclusive of HST). Additional fees are required for all applicant-initiated revisions.
- **Fee Appeal Process:** - Any dispute of fee calculations that cannot be resolved through consultation with Conservation Halton's Senior Manager, Planning and Regulations, Director of Planning and Watershed Management, and/or CAO's office, can be appealed to the Board of Directors:

### NOTES

1. **Subdivision Fees** - A per unit graduated fee applies to residential singles, duplexes, standard townhouses, and lane-based townhouses. The net hectare fee applies to multi-unit/mixed use residential (including, but not limited to, stacked townhouses, back-to-back townhouses, live-work units, and medium and high-rise units), industrial/commercial/institutional uses, and all other blocks as identified in the Net Hectare definition above.

Subdivision fees include: 1) review of first and second submissions of all studies and technical analysis required to support draft plan approval; subsequent submissions will be charged as per the current CH Planning Fee Schedule, 2) one site visit prior to draft plan approval, 3) three (3) consultation meetings, 4) preparation of draft plan conditions, 5) review of the first and second submissions of all detailed design drawings and other submissions required to clear draft plan conditions; subsequent submissions will be charged as per the current CH Planning Fee Schedule, and 6) up to 2 site visits during the detailed design process (if required). The subdivision fee assumes a single phase of detailed design and registration. If the subdivision is phased after draft plan approval, additional fees for the review of detailed design at a rate of 15% of the current total subdivision fee will apply. All works associated with municipal site alteration applications and CH permit applications are separate from the subdivision review process and associated fees.

## CONSERVATION HALTON PLAN REVIEW FEE NOTES 2020

EFFECTIVE January 1, 2020

- 2. Revision and Clearance Fees** – Fees will be paid directly to CH and must be paid prior to issuance of revised draft conditions, removal of a holding provision under an attendant zoning by-law, or the final clearance letter (registration, pre-servicing and assumption). A draft plan modification fee will be applicable to applicant-driven revisions to a subdivision or condominium application. The prescribed fee assumes a standard approach to the issuance of the CH clearance. Should the applicant want to consider a different approach, CH will charge additional fees to cover administrative and any legal costs. The payment of additional fees does not guarantee that the alternative approach will be accepted.
- 3. Additional Subdivision Fees** – Where a subdivision has received draft plan approval, but conditions have not been cleared for a period of one (1) year after draft plan approval, CH reserves the right to request an additional plan review fee which represents the difference between the subdivision fee paid at the time of the initial review and the current subdivision fee. Similarly, where a subdivision has been draft plan approved and applicant-driven revisions are submitted subsequent to the approval, an additional plan review fee will be required.
- 4. Technical Study/Design Resubmission** – A fee will be charged directly to the applicant when technical reviews of required studies, plans, drawings and models go beyond two submissions. A graduated fee of 25% of the current fee for the third submission and 50% of the current fee for subsequent submissions will be charged.
- 5. File Reactivation** – A file reactivation fee will be charged for applications that have been inactive for two or more years. This fee will be charged in addition to the difference in the application fee paid with the original submission and the current approved fee. After five (5) years of inactivity, any technical or planning review will be charged the full current application submission fee.

# CONSERVATION HALTON OTHER SERVICES FEES 2020

EFFECTIVE January 1, 2020

CATEGORY	TOTAL FEE		
<b><u>Fees Not Requiring HST</u></b>			
<b>Solicitor, Real Estate, Appraiser Inquiries</b> (Note 1)	<b>\$ 340.00</b>		
<b>Clearance/No Objection Letters</b> (Private Landowner Single Residential, Single Farm)			
No Site Visit	<b>\$ 130.00</b>		
With Site Visit (visual inspection)	<b>\$ 230.00</b>		
With Site Visit (staking; field assessment)	<b>\$ 415.00</b>		
With Site Visit & Technical Review (includes review of one report; additional reviews are charged at the rate of \$670 per submission)	<b>\$ 67.00</b>		
<b>Pre-Application Requests (no permit or planning application has been submitted)</b> (Private Landowner Single Residential, Single Farm) (Note 2)			
With Site Visit (visual inspection)	<b>\$ 230.00</b>		
With Site Visit (staking; field assessment) (per visit)	<b>\$ 415.00</b>		
With One Technical Review	<b>\$ 670.00</b>		
<b>Pre-Application Requests (no permit or planning application has been submitted)</b> (Other) (Note 2)			
With Site Visit (visual inspection) (per visit/per staff person)	<b>\$ 230.00</b>		
With Site Visit (staking; field assessment) (per visit/per staff person)	<b>\$ 415.00</b>		
With One Technical Review	<b>\$ 1,875.00</b>		
<b><u>Fees Requiring HST</u></b>			
	<b>FEE</b>	<b>HST</b>	<b>TOTAL FEE</b>
<b>Hard Copy Maps</b> (per property)	\$ 17.70	\$ 2.30	<b>\$ 20.00</b>
<b>Photocopies</b> (per sheet up to 11" x17")	\$ 0.88	\$ 0.22	<b>\$ 1.00</b>
<b>Technical Review - EIR/FSS/SIS (or equivalent)</b>			
Base Fee (≤ 25ha)	\$ 10,513.27	\$ 1,366.73	<b>\$ 11,880.00</b>
Base Fee (> 25ha but ≤ 50ha)	\$ 21,032.74	\$ 2,734.26	<b>\$ 23,767.00</b>
Base Fee (> 50ha)	\$ 31,555.75	\$ 4,102.25	<b>\$ 35,658.00</b>
Per gross hectare (Note 3)	\$ 433.63	\$ 56.37	<b>\$ 490.00</b>
<b>Terms of Reference Technical Review</b>	\$ 1,535.40	\$ 199.60	<b>\$ 1,735.00</b>
<b>EA Review</b> (Notes 4 & 5)			
Master Plan	\$ 12,360.18	\$ 1,606.82	<b>\$ 13,967.00</b>
Individual EA	\$ 12,360.18	\$ 1,606.82	<b>\$ 13,967.00</b>
Schedule A or A+	-		-
Schedule B (or equivalent)	\$ 5,150.44	\$ 669.56	<b>\$ 5,820.00</b>
Schedule C (or equivalent)	\$ 8,239.82	\$ 1,071.18	<b>\$ 9,311.00</b>
EA Addendum Reports	\$ 2,175.22	\$ 282.78	<b>\$ 2,458.00</b>
<b>Niagara Escarpment Plan Amendments (Applicant Driven)</b>	\$ 16,482.30	\$ 2,142.70	<b>\$ 18,625.00</b>
<b>Parkway Belt Applications</b>	\$ 3,090.27	\$ 401.73	<b>\$ 3,492.00</b>

HST # 10746 2483 RT001

## Other Services Fee Notes

- Solicitor, real estate, or appraiser inquiries for information specific to a PIN (Property Identification Number) will be charged the inquiry fee for each PIN.
- The pre-application fee will be deducted from the cost of an application, if it is received within **one (1) year** of completing the site visit or technical review. Additional technical submissions received for review prior to a formal application will be charged separately and no additional deduction will be made.
- A gross hectare is calculated based on the geographic extent of the study area.
- When technical reviews of studies associated with an EA go beyond two submissions, a graduated fee of 25% of the current fee for the third submission and 50% of the current fee for subsequent submissions will be charged.
- Review fees do not apply for Region of Halton infrastructure projects as the Region funds a CH Regional Infrastructure Team.



**CREDIT VALLEY CONSERVATION  
PLAN REVIEW FEES**

**2020**

Please visit the following web site:

<http://www.creditvalleycons.com>

*For specific fee information, refer to 'programsandservices/permit fees ...'*

You may wish to contact Planning Staff at Credit Valley Conservation (CVC) directly for information on Plan Review fees.

**GRAND RIVER CONSERVATION AUTHORITY  
PLAN REVIEW FEES**

**2020**

Please visit the following web site:

<http://www.grandriver.ca>

*For specific fee information, refer to 'Planning & regulations - Permits and Fees' from the home page.*

You may wish to contact Planning Staff at the Grand River Conservation Authority (GRCA) directly for information on Plan Review fees.