

## TOWNSHIP OF WOOLWICH

### BY-LAW 87-2007

#### **A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AUTHORIZED UNDER THE PLANNING ACT AND SIMILAR CHARGES**

WHEREAS section 391 of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes a municipality by by-law to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

AND WHEREAS by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by section 69 (1) of the Planning Act, R.S.O. 1990, c.P. 13, as amended;

NOW THEREFORE the Council of the Corporation of the Township of Woolwich enacts as follows:

1. In this by-law,

“Corporation” means the Corporation of the Township of Woolwich;

“Department” means a department of the Township;

“Township” means the Corporation of the Township of Woolwich.

2. Council hereby establishes the fees and charges as set out in Schedule A to this by-law.
3. No request by any person for any information, service, activity or use of Township property described in Schedule A will be processed or provided by the Township, unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee in the prescribed amount as set out in Schedule A to this by-law.
4. In addition to the fees noted in subsection 3 above and on Schedule A hereto, if peer or legal review costs are incurred by the Township in the processing of a planning application by the Township, the applicant is required to pay these costs to the Township.
  - (1) Where the Director of Engineering and Planning Services determines upon reasonable grounds that peer and/or legal review costs will be encountered during the processing of any planning application, the applicant shall deposit with the Township \$25,000.00 or \$10,000.00 depending on the extent of peer review and/or legal review costs that the Director of Engineering and Planning Services determines are likely to be encountered.
  - (2) If peer and/or legal review costs during the processing of a planning application exceed the amount deposited with the Township, the applicant shall re-establish

the full amount of the deposit or such other reasonable amount as is determined by the Director of Engineering and Planning Services.

- (3) If peer and/or legal review costs incurred by the Township in the processing of a planning application are less than the amount deposited with the Township, the Township shall reimburse the unused portion of the deposit.
5. The fees listed in Schedule A to this by-law will be subject to Provincial Sales Tax (P.S.T.) and Goods and Services Tax (G.S.T.) where applicable.
  6. A person may pay any fees and charges imposed under this by-law by cash, cheque, certified cheque or banker's draft payable to the Corporation or by interac banking card.
  7. By-law 107-2004, as amended is hereby repealed.
  8. Schedule A shall be deemed to be an integral part of this by-law.
  9. Should any part of this by-law, including any part of Schedule A be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule A as applicable, shall continue to operate and to be in force and effect.

PASSED this 11<sup>th</sup> day of December, 2007

Wm. L. Strauss

Mayor

Christine Broughton

Clerk

**SCHEDULE "A"**  
**Amended through By-law 68-2021**

**DEVELOPMENT SERVICES**

**COMMITTEE OF  
ADJUSTMENT**

Rate Description	<b>Fees &amp; Charges</b>	
	<b>2021</b>	<b>2022</b>
Minor Variance Application	\$750.00	<b>\$1,000.00</b>
Consent (severance) application <del>–creating new lots</del>	\$3,500.00	<b>\$3,750 plus Dev- Eng fee</b>
Clearance of <b>Severance Consent</b> conditions (per severence)	\$500.00	<b>\$525.00</b>
Billboard Application Fee	\$1,150.00	<b>\$1,400.00</b>
Sign Variance Application Fee	\$1,150.00	<b>\$1,400.00</b>
A combined application for a minor variance (MV) and consent (each MV \$300)	\$3,500 Plus \$300 per MV	\$3,500 Plus \$300 per MV
Request for Special Meeting (plus application fee)	\$3,500.00	<b>\$3,750.00</b>
Recirculation due to Applicant Initiated Deferral	\$350.00	<b>\$375.00</b>
<b><u>Advertising for Committee of Adjustment Applications</u></b>	-	-
single application by an applicant	\$250.00	\$250.00
second or additional applications by the same applicant	\$120.00	\$120.00
<b><u>Amending Conditions of Consent Approval - applicant initiated</u></b>		
where circulation is required	\$1,000.00	<b>\$1,250.00</b>
where no circulation is required	\$600.00	<b>\$750.00</b>

**PLANNING**

NOTE: - See also fees associated with Other Development Agreements and Sewage Allocation Requests		
<b>Preapplication Meeting</b>	15% of all proposed development applications	15% of all proposed development applications
Advertising — applicable to INDIVIDUAL official plan amendment, zone change, subdivision, and condominium applications.	\$1,000.00	\$1,000.00
Advertising — MULTIPLE applications	\$1,600.00	\$1,600.00
<b><i>Official Plan Amendment:</i></b>		
a) basic; or	\$10,500.00	<b>\$11,500.00</b>
b) where a zoning by-law amendment is being processed in tandem.	\$9,500.00	<b>\$10,500.00</b>
c) recirculation of file	25% of original application fee	25% of original application fee
<b><i>Zoning by-law amendment by classification:</i></b>		
a) lot area reduction under the provisions of the Official Plan for lots under 40 hectares;	\$3,000.00	\$3,000.00
b) altering regulations but not where adjustments are of a minor nature;	\$3,000.00	\$3,000.00
a) for an amendment to permit an extractive use, gravel pit or quarry operation;	\$40,000.00	<b>\$41,000.00</b>
b) MINOR - single detached or agricultural	\$3,250.00	<b>\$4,500.00</b>

<b>c)</b> MINOR - Industrial or commercial, two or more residential units, new industrial/commercial use in agricultural zone	\$6,000.00	<b>\$7,000.00</b>
<b>d)</b> COMPLEX/Major - change in use	\$10,000.00	<b>\$11,000.00</b>
<b>e)</b> temporary use by-law amendment;		
as per above	\$3,500.00	<b>\$4,500.00</b>
to permit a garden suite	\$1,000.00	<b>\$2,250.00</b>
<b>f)</b> extension of a temporary use by-law;	\$1,000.00	<b>\$2,250.00</b>
<b>g)</b> Establishing a holding provision (in conjunction with change of use)	Per use above	Per use above
<b>h)</b> Establishing a holding provision (not in conjunction with change of use);	\$2,500.00	<b>\$4,500.00</b>
<b>i)</b> Release of a holding provision.	\$2,250.00	<b>\$3,250.00</b>
<b>j)</b> Recirculation of file including requirement for a 2nd or additional Public meeting plus applicable advertising fees.	25% of original application fee	25% of original application fee
<b><u>Peer Review (as per By-law 87-2007)</u></b>		
Where the Director of Development Services determines upon reasonable grounds that peer and/or legal review costs will be encountered during the processing of any planning application, the applicant shall deposit with the Township \$25,000.00 or \$10,000.00 depending on the extent of peer review and/or legal review costs that the Director of Development Services determines are likely to be encountered.	see description	see description

If peer and/or legal review costs during the processing of a planning application exceed the amount deposited with the Township, the applicant shall re-establish the full amount of the deposit or such other reasonable amount as is determined by the Director of Development Services.	see description	see description
If peer and/or legal review costs incurred by the Township in the processing of a planning application are less than the amount deposited with the Township, the Township shall reimburse the unused portion of the deposit.	see description	see description
<b><u>Condominium</u></b>		
a) Condominium Application		
i) Standard or Phased (no public meeting)	\$4,000 plus \$150.00 per unit - maximum of \$7,000	<b>\$5,000 plus \$150.00 per unit - maximum of \$8,000</b>
ii) Common Element (public meeting)	\$7,500 plus \$150.00 per unit up to 200 lots (i.e., max \$37,500)	<b>\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)</b>
iii) Vacant Land Condo	\$7,500 plus \$150.00 per unit up to 200 lots (i.e., max \$37,500)	<b>\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)</b>

iv) Condo Conversion	\$7,500 plus \$150.00 per unit up to 200 lots (i.e., max \$37,500)	<b>\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)</b>
b) Amending Condominium Approval or Conditions thereof	\$3,100.00	\$3,100.00
<b><i>Subdivision</i></b>		
a) Subdivision Application not in conjunction with an OPA or ZC application	\$7,500 plus \$150.00 per unit up to 200 lots (i.e., max \$37,500)	<b>\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)</b>
b) Subdivision Application - with OPA and Zone Change	\$7,500 plus \$150.00 per unit up to 200 lots (i.e., max \$37,500) + OPA & ZBA fees	<b>\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500) + OPA &amp; ZBA fees</b>
c) Amending Draft Plan Approval, Conditions thereof or Subdivision Agreement	\$3,600.00	\$3,600.00
d) Clearance of Draft Plan Approval Conditions	\$1,000.00	<i>\$1,000.00</i>
e) Amending a Lot/Block Agreement (to address a specific lot issue)	\$2,050.00	\$2,050.00
<b><i>NOTE: A deposit is required at the time of application (see below). Fees associated with subdivision agreements are included in the collection of the Engineering and Administration fees for each applicable subdivision.</i></b>		

<b><u>Development Applications / Site Plan Agreement (Section 41, Planning Act)</u></b>		
a) Development agreement application		
i) Standard;	\$6,000.00	\$6,000.00
ii) basic Agricultural commercial or industrial use on Agricultural farm	\$2,500.00	\$2,500.00
iii) addendum requiring circulation;	\$3,100.00	<b>\$3,200.00</b>
iv) addendum not requiring circulation;	\$1,050.00	<b>\$1,250.00</b>
b) Release of a Development Agreement;	\$525.00	\$525.00
c) Certificate of compliance with conditions of a development agreement.	\$525.00	\$525.00
<b>Other Development Agreements ( Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)</b>	\$6,000.00	<b>\$6,250.00</b>
<b>Telecommunication Tower review</b>	\$3,750.00	\$3,750.00
<b><u>Cash in lieu of parkland zone regulation (Per Unit)</u></b>		
a) R7 Multiple including conversions in all zones	\$930.00	<b>\$1,500.00</b>
b) R3 – R6 duplex	\$1,250.00	<b>\$2,000.00</b>
c) R3 – R6 Semi	\$1,550.00	<b>\$2,000.00</b>
d) R2A – R5 Single	\$1,850.00	<b>\$2,250.00</b>
e) R1 – R2 Single	\$2,160.00	<b>\$2,500.00</b>
f) Agricultural – one dwelling unit	\$3,085.50	<b>\$3,600.00</b>
<b><u>Cash in lieu of parking, per space</u></b>	\$4,000.00	\$4,000.00
<b><u>Ontario Land Tribunal (OLT)</u></b>		
<b>OLT Referral Fee (payable to the Township of Woolwich upon receipt of an appeal with respect to any application)</b>	\$500.00	\$500.00



<p><b>OLT Appeals Deposit</b> (where the applicant has not retained legal representation and/or requests the Township to provide our own representation by the Township's solicitor) (1) Where the Director determines upon reasonable grounds that legal costs for preparing and attending an <b>OLT</b> hearing will be encountered, the applicant shall deposit with the Township \$25,000 or \$10,000 depending on the extent of legal costs that the Director determines are likely to be encountered. (2) If legal costs incurred by the Township during the process of preparing for and attending an <b>OLT</b> hearing exceed the amount deposited Township, the applicant shall replenish the full amount of the deposit or such other reasonable amount as is determined by the Director. (3) If legal costs incurred by the Township during the process of preparing for and attending an <b>OLT</b> hearing are less than the amount deposited, the Township shall reimburse the unused portion.</p>	<p>See Description</p>	<p>See Description</p>
<p><b>Part Lot Control</b></p>		
<p>a) for the first lot to be created</p>	<p>\$1,250.00</p>	<p>\$1,250.00</p>
<p>b) for each additional unit/lot created within the same block</p>	<p>\$425.00</p>	<p>\$425.00</p>
<p>c) Part Lot Control Extension of By-law</p>	<p>\$425.00</p>	<p>\$425.00</p>
<p><b>Easements</b></p>		
<p>a) Dedication of an Easement not part of a Plan of Subdivision Application</p>	<p>\$3,000.00</p>	<p>\$3,000.00</p>
<p>b) Extension of an Easement not part of a Plan of Subdivision Application</p>	<p>\$2,000.00</p>	<p>\$2,000.00</p>

<b><u>Cross Boarder Service Agreement:</u></b> 6.0% of the total cost to install the services (not including Engineering and Contingency and HST) OR \$5,500.00 (whichever is greater) plus 100% of all associated fees incurred by the Township	see description	see description
<b><u>Mundil Cross Border Servicing Agreement</u></b>		
a) Property Owner Agreement – no mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$475.00	\$475.00
b) Property Owner Agreement - with mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$800.00	\$800.00
<b><u>Request to Declare Lands Surplus</u></b>		
Administration fee for request to declare lands surplus PLUS 100% of all associated advertising, survey and legal costs	\$825.00	\$825.00
Environmental Review / Record of Site in conjunction with a request to declare lands surplus PLUS 100% of all associated consultant costs	\$575.00	\$575.00
Deposit with request to declare lands surplus (for associated advertising, appraisal, legal, survey costs)	\$2,500.00	\$2,500.00
If associated costs during the processing of a request to declare lands surplus exceed the amount deposited with the Township, the applicant shall re-establish the full amount of the deposit or such other reasonable amount as is determined by the Director of Development Services.		

If associated costs incurred by the Township in the processing of a request to delcare lands surplus are less than the amount deposited with the Township, the Township shall reimburse the unused portion of the deposit.		
NOTE: The above does not include the purchase price of the land		
<b>Publications and Printing</b>		
a) Consolidated zoning by-law	\$125.00	\$125.00
b) CD copy of Zoning By law	\$60.00	\$60.00
c) Official plan	n/a	n/a
d) CD copy of Official plan	n/a	n/a
<b>a) Plotter Prints</b>		
i) Black and White 2 by 3'	\$50.00	\$50.00
ii) Black and White 4 by 6'	\$50.00	\$50.00
iii) Colour 2 by 3'	\$50.00	\$50.00
iv) Colour 4 by 6'	\$75.00	\$75.00
<b>Other</b>		
Minimum Distance Separation Calcluation - per request	\$110.00	<b>\$120.00</b>
Letter of Compliance	\$200.00	\$200.00
Certificate of occupancy re: zoning provision	\$250.00	\$250.00
Certificate of occupancy renewal (Agr)	\$100.00	\$100.00
Minor amendment to certificate of occupancy	\$50.00	\$50.00
<b>Certificate of occupancy - Produce Stand only</b>		<b>\$50.00</b>
<b>Certificate of occupancy renewal - Produce Stand</b>		<b>\$25.00</b>
Locating/Researching/Preparing Documents (e.g. request for information on a property for an environmental site assessment)	\$250.00	\$250.00
Scanning of documents (per document)	\$100.00	\$100.00

Registration Fee (recovery of Teraview fees when no other application processing fee is collected)	\$150.00	\$150.00
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