

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 11th day of December, 2007

Wm. L. Strauss

Mayor

Christine Broughton

Clerk

DEVELOPMENT SERVICES

COMMITTEE
OF

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description		2025 (rounded)	2026
Minor Variance Application		\$1,135.00	\$1,135.00
Minor Variance Advertising Fee		\$260.00	\$270.00
MV Total		\$1,400.00	\$1,405.00
Pre-application			
Consent Pre-application review Fee		\$620.00	\$650.00
Consent (severance) application		\$3,600.00	\$3,600.00
Consent Advertising Fee		\$250.00	\$250.00
Consent (sub total)		\$4,470.00	\$4,500.00
Consent - No Pre-application process			
Consent (severance) application		\$4,350.00	\$4,500.00
Consent Advertising Fee		\$250.00	\$250.00
Consent (sub total)		\$4,600.00	\$4,750.00
Clearance of Consent conditions (per severence)		\$550.00	\$550.00
Recirculation due to Applicant Initiated Deferral (MV, Consent or Sign)		\$415.00	\$425.00
Advertising Fee		\$250.00	\$250.00
Reciruclation total		\$665.00	\$675.00
Amending Conditions of Consent Approval - applicant initiated			
where circulation is required		\$1,275.00	\$1,300.00
where no circulation is required		\$775.00	\$775.00
A combined application for a minor variance (MV) and consent		\$3,600 plus \$400 per MV	\$3,600 plus \$400 per MV
Advertising Fee		\$250.00	\$250.00
Combined Appl Total		min \$4250	min 4250
A combined application for a minor variance (MV) and consent - No preapplication process		\$4,350 plus \$400 per MV	\$4,350 plus \$400 per MV
Advertising Fee		\$250.00	\$250.00
Combined Appl Total		min \$5000	min \$5000
Billboard Application Fee		\$1,450.00	\$1,500.00
Sign Variance Application Fee		\$1,450.00	\$1,500.00
Advertising Fee		\$250.00	\$250.00

DEVELOPMENT SERVICES

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description		2025 (rounded)	2026
Request for Special Meeting - MV, Consent, Sign (plus application and advertising fee)		\$4,120.00	\$4,200.00

DEVELOPMENT SERVICES

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description		2025 (rounded)	2026
PLANNING			
	<u>Official Plan Amendment:</u>		
	Pre-application consultation review	\$5,350.00	\$5,500.00
	Review to deem an application Complete	\$525.00	\$550.00
	Application Fee	\$7,500.00	\$15,000.00
	Advertising Fee	\$1,575.00	\$1,600.00
	min. OP application Fee	\$14,950.00	\$22,650.00
	Resubmission fee	same as application fee less 10%	same as application fee less 10%
	where a zoning by-law amendment is being processed in tandem.	\$3,700.00	\$5,000.00
	min. fee	\$3,700.00	\$5,000.00
	No Pre-application process		
	Complete application	\$15,000.00	\$27,000.00
	Review to deem an application Complete	\$525.00	\$550.00
	Advertising fee	\$1,575.00	\$1,600.00
	min. OP application fee	\$17,100.00	\$29,150.00
	<u>Zoning by-law amendment by classification:</u>		
	a) Gravel Extraction Operations		
	Pre-application process		
	a.1) Pre-application consultation review step 1	\$5,350.00	\$5,500.00
	a.2) Pre-application consultation review step 2	\$10,600.00	\$10,900.00
	a.3) Application fee for an amendment to permit an extractive use, gravel pit or quarry operation;	\$32,550.00	\$33,500.00
	a.4) Review for complete application	\$525.00	\$550.00
	a.5) Advertising Fee	\$1,575.00	\$1,600.00
	min. Total	\$50,600.00	\$52,050.00
	No Pre-application process		
	Complete application	\$55,000.00	\$57,000.00
	Review for complete application	\$525.00	\$550.00
	Advertising Fee	\$1,575.00	\$1,600.00
	Total	\$57,100.00	\$59,150.00
	b) MINOR - single detached or agricultural fees (Temp / Holding)		
	Pre-application		
	b.1) Pre -application Minor (item b) below) (Temp/Holding)	\$1,545.00	\$1,600.00
	b.2) Complete application fee	\$2,160.00	\$2,500.00

DEVELOPMENT SERVICES

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description		2025 (rounded)	2026
b.3) Review for complete application		\$515.00	\$550.00
b.4) Advertising Fee		\$1,550.00	\$1,600.00
min total fee		\$5,770.00	\$6,250.00
No Pre-application process			
Complete application		\$5,000.00	\$5,500.00
Review for complete application		\$515.00	\$550.00
Advertising Fee		\$1,550.00	\$1,600.00
Total		\$7,065.00	\$7,650.00
c) MINOR - Industrial or commercial, two or more residential units, new			
Pre-application			
c.1) Pre-application - initial submission		\$1,550.00	\$1,600.00
c.2) Pre-application - detailed submission		\$2,600.00	\$2,650.00
c.3) Complete application fee		\$2,700.00	\$2,700.00
c.4) Review for complete application		\$520.00	\$550.00
c.5) Advertising Fee		\$1,550.00	\$1,600.00
min total fee		\$8,920.00	\$9,100.00
No Pre-application process			
Complete application		\$8,000.00	\$8,250.00
Review for complete application		\$520.00	\$550.00
Advertising Fee		\$1,550.00	\$1,600.00
Total		\$10,070.00	\$10,400.00
d) Complex/Major			
Pre-application			
d.1) Pre-application - initial submission		\$1,575.00	\$1,600.00
d.2) Pre-application - detailed submission		\$5,880.00	\$5,500.00
d.3) Complete application fee		\$3,780.00	\$10,000.00
d.4) Review for complete application		\$525.00	\$550.00
d.5) Advertising Fee		\$1,575.00	\$1,600.00
min total fee		\$13,335.00	\$19,250.00
No Pre-application process			
Complete application		\$14,000.00	\$20,000.00
Advertising Fee		\$1,575.00	\$1,600.00

DEVELOPMENT SERVICES

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Rate Description		2025 (rounded)	2026
Review for complete application		\$525.00	\$550.00
Total		\$16,100.00	\$22,150.00
e) Extension of a temporary use by-law;		\$1,300.00	\$1,350.00
f) Establishing a holding provision (in conjunction with change of use)		e above	
g) Release of a holding provision.			
g.1) Staff release process		\$3,100.00	\$3,150.00
g.2) Council release process		\$4,600.00	\$4,700.00
First Resubmission Fees		application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).	application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).
Subsequent resubmission fees		application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).	application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).
Peer Review (as per By-law 87-2007)			
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.			
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.			
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.			
Condominium			
Pre-application		\$1,575.00	\$1,600.00
a) Condominium Application			

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Rate Description	2025 (rounded)	2026
i) Standard or Phased (no public meeting)	\$5,250 plus \$150.00 per unit - maximum of \$9,000	\$5,250 plus \$150.00 per unit - maximum of \$9,000
ii) Common Element (public meeting)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)	\$9,000 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iii) Vacant Land Condo	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)	\$9,000 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iv) Condo Conversion	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$45,000)	\$9,000 plus \$150.00 per unit up to 200 lots (i.e., max \$45,000)
Minor Modification (Vacant Land Condo)		\$3,000.00
Major Modification (Vacant Land Condo)		\$2,000.00
Minor Modification (All other Condos)		\$1,000.00
Major Modification (All other Condos)		\$2,500.00
Condo Conversion Registration		\$3,500.00
Condo Registration		\$1,500.00
b) Amending Condominium Approval or Conditions thereof	\$3,250.00	\$3,300.00
Subdivision		
Pre-application	\$1,575.00	\$1,600.00
a) Subdivision Application not in conjunction with an OPA or ZC application	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)	\$9,000 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
b) Subdivision Application - with OPA and Zone Change	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)	\$9,000 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
c) Creation of Subdivision Agreement and Lot and Block Agreement	\$3,750.00	\$3,800.00
d) Amending Draft Plan Approval, Conditions thereof or Subdivision Agreement	\$3,885.00	\$4,000.00
e) Clearance of Draft Plan Approval Conditions	\$1,050.00	\$1,075.00
f) Amending a Lot/Block Agreement (to address a specific lot issue)	\$2,200.00	\$2,300.00
<i>Fees associated with</i> subdivision agreements are included in the		
Development Applications / Site Plan Agreement (Section 41, Planning		
a) Pre-application consultation (new application)	1,575.00	\$1,600.00
b) Review to deem complete	210.00	\$220.00
c) Development agreement application		
i) Major	\$5,355.00	\$5,500.00

DEVELOPMENT SERVICES

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Rate Description		2025 (rounded)	2026
	Total a), b) and ci)	\$7,140.00	\$7,350.00
	i*) Major with no pre-application process	\$8,000.00	\$8,250.00
	Total b) and ci*)	\$8,210.00	\$8,450.00
	ii) Basic (may or may not require pre application); Agricultural related commercial or industrial use;	\$1,630.00	\$1,650.00
	iii) On-Farm Diversified Use (no additional fees);	\$2,625.00	\$2,700.00
	iv) Minor site plan;	\$2,625.00	\$2,700.00
	Review to deem complete	210.00	\$220.00
		\$2,625.00	\$2,700.00
d) Addendums			
	i) Pre-application consultation - addendum	\$1,050.00	\$1,075.00
	ii) addendum requiring circulation; min fee (total d)i) and dii))	\$2,625.00	\$2,700.00
		\$3,675.00	\$3,750.00
	iii) addendum not requiring circulation or red line plan amendments	\$525.00	\$550.00
	min fee (total d)i) and d)iii))	\$1,575.00	\$1,600.00
	iv) addendum not requiring circulation (no pre-consulation required)	\$1,050.00	\$1,100.00
e) Clearance of Conditions (Site Plan) - for Conditional Site Plan agreements		\$1,575.00	\$1,600.00
f) Release of a Development Agreement;		\$550.00	\$550.00

DEVELOPMENT SERVICES

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Rate Description	2025 (rounded)	2026
g) Certificate of compliance with conditions of a development agreement.	\$680.00	\$700.00
e) Other Development Agreements (Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	\$7,350.00	\$7,500.00
Telecommunication Tower review	\$4,200.00	\$4,300.00
<u>Cash in lieu of parkland zone regulation (Per Unit)</u>		
a) R7 Multiple including conversions in all zones	\$1,680.00	\$1,750.00
b) R3 – R6 duplex	\$2,150.00	\$2,200.00
c) R3 – R6 Semi	\$2,150.00	\$2,200.00
d) R2A – R5 Single	\$2,415.00	\$2,400.00
e) R1 – R2 Single	\$2,675.00	\$2,700.00
f) Agricultural – one dwelling unit	\$3,885.00	\$4,000.00
<u>Cash in lieu of parking, per space</u>	\$4,200.00	\$4,500.00
<u>Ontario Land Tribunal (OLT)</u>		
OLT Referral Fee (payable to the Township of Woolwich upon receipt of an appeal with respect to any application)	\$775.00	\$800.00
OLT Appeals Deposit (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 OLT 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 OLT 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 OLT hearing are less than the amount deposited, the Township shall reimburse the unused portion.		
<u>Part Lot Control</u>		
a) for the first lot to be created	\$1,340.00	\$3,000.00
b) for each additional unit/lot created within the same block	\$450.00	\$450.00
c) Part Lot Control Extension of By-law	\$450.00	\$450.00

DEVELOPMENT SERVICES

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description	2025 (rounded)	2026	
<u>Easements</u>			
a) Dedication of an Easement not part of a Plan of Subdivision Application	\$3,150.00	\$3,250.00	
b) Extension of an Easement not part of a Plan of Subdivision Application	\$2,100.00	\$2,200.00	
<u>Cross Boarder Service Agreement</u> : 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			
<u>Mundil Cross Border Servicing Agreement</u>			
a) Property Owner Agreement – no mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$500.00	\$550.00	
b) Property Owner Agreement - with mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$865.00	\$900.00	
<u>Request to Declare Lands Surplus</u>			
Administration fee for request to declare lands surplus PLUS 100% of all associated advertising, survey and legal costs	\$850.00	\$900.00	
Environmental Review / Record of Site in conjunction with a request to declare lands surplus PLUS 100% of all associated consultant costs	\$600.00	\$625.00	
Deposit with request to declare lands surplus (for associated advertising, appraisal, legal, survey costs)	\$2,575.00	\$2,650.00	

DEVELOPMENT SERVICES

= New item		2026 figures +3% or increase to align with Kitchener and Waterloo	
Rate Description	2025 (rounded)	2026	
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			
Publications and Printing			
a) Plotter Prints			
i) Black and White 2 by 3'	\$63.00	\$65.00	
ii) Black and White 4 by 6'	\$63.00	\$65.00	
iii) Colour 2 by 3'	\$63.00	\$65.00	
iv) Colour 4 by 6'	\$90.00	\$95.00	
Other			
Minimum Distance Separation Calculation - per request	\$126.00	\$130.00	
Letter of Compliance	\$210.00	\$220.00	
Zoning Compliance (previously Certificate of Occupancy) re: zoning provision	\$265.00	\$275.00	
Zoning Compliance renewal (Agr) (previously Certificate of Occupancy)	\$105.00	\$110.00	
Minor amendment to Zoning Compliance (previously Certificate of Occupancy)	\$53.00	\$55.00	
Locating/Researching/Preparing Documents (e.g. request for information on a property for an environmental site assessment)	\$260.00	\$270.00	
Scanning of documents (per document)	\$105.00	\$110.00	
Registration Fee (recovery of Teraview fees when no other application processing fee is collected)	\$160.00	\$170.00	