

APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN FOR THE CITY OF BROCKVILLE

<i>TO BE COMPLETED BY THE PLANNING DEPARTMENT:</i>							
<i>Date Submitted:</i>	<i>Date Complete:</i>	<i>Fee Rec'd:</i>	<i>File No.:</i>				
1.0 Application Information							
Name of Property Owner(s):							
Principal of Owner's Company:							
Address:			Postal Code:				
Tel No.:	Cell No.:	Fax No.:	Email:				
2.0 Applicant/Agent Information							
Name of Applicant/Agent: (name & position)							
Applicant/Agent's Firm Name:							
Address:			Postal Code:				
Tel No.:	Cell No.:	Fax No.:	Email:				
<p>(Note: If this application is signed by an Applicant/Agent on behalf of an Owner, the Owner's written authorizations under section 10.0 of this application must be completed. If the Owner is a corporation acting without agent, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.</p>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">To Whom is all correspondence to be sent?</td> <td style="width: 20%; text-align: center;">Owner</td> <td style="width: 20%; text-align: center;">Applicant/Agent</td> <td style="width: 25%; text-align: center;">Both</td> </tr> </table>				To Whom is all correspondence to be sent?	Owner	Applicant/Agent	Both
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3.0 Pre-consultation and Supporting Documentation							
3.1	Have you scheduled and completed a mandatory pre-consultation meeting with the City of Brockville Planning Staff as required under Section 6.4.13.1 of the Official Plan for the City of Brockville?		Yes No				
<p>If yes, please specify the date of the mandatory pre-consultation meeting: Date: _____</p> <p>If no, please contact the Planning Department (613) 342-8772, ext. 4463; email to: planning@brockville.com to arrange a pre-consultation meeting prior to submitting an Application for Amendment to the Official Plan.</p>							
3.2	At the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision/Condominium, Minor Variance, or Consent, the City may require information as indicated in Appendix 1 to this application form.						
3.3	With respect to the submission of this application, the required supporting studies, additional information and materials required to be submitted are those that were discussed and listed as a requirement during the pre-consultation process. Please attach a list of the documents being submitted with the application. One (1) paper copy and one (1) digital (.pdf) copy of each document is required to be provided with the application.						
<p>Should any of the required documents not be available at the time of submission of your application, please indicate on the list the reason it is not available and a date when the City can expect to be in receipt of the document. Note: the application may not be considered to be complete until all reports have been received.</p> <p>Note (1): The application may not be considered to be complete until all reports have been received. Note (2): The City of Brockville reserves the right to request additional studies, information and/or materials.</p>							

4.0 Description of the subject land: (include a legal survey plan or a site plan accurately drawn to scale)			
4.1 Street and Civic Address:			
Lot No.:	Registered Plan No.:		
Part No.:	Reference Plan No.:		
Township Lot No.:	Concession No.:		
4.2 Are there any easements or restrictive covenants affecting the subject land?		Yes	No
If yes, describe each easement(s) or covenant(s) and its effect. Use a separate sheet if necessary (titled and reference by number).			
4.3 Dimensions of Land Affected:			
Lot Area (m2)	Frontage (m)	Average width (m)	
4.4 Copy of Deed attached:	Yes	No	4.5 Survey Attached:
			Yes
			No
4.6 Property Identification Number (PIN):	4.7 Building Location/Site Plan (attached)		
	Yes		
	No		
5.0 Aboriginal land Claims			
5.1 Does the proposed Official Plan amendment apply to lands subject to any aboriginal land claims or a provincial/aboriginal co-management agreement?		Yes	No
If known, provide any information you may have as an attachment to the application (titled and referenced by number), including source of information, file number and name of managing agency/department.			
5.2 Have you consulted with Aboriginal Peoples on this request for a Plan Amendment:		Yes	No
If yes, provide any information you have on the consultation process and the outcome of the consultation as an attachment to the application (titled and referenced by number).			
6.0 Archaeological Resources or Potential			
6.1 Does the subject land contain any know archaeological resources or areas of archaeological potential?		Yes	No
If known, provide any information you may have as an attachment to the application (titled and referenced by number) including source of information, file number and name of managing agency/department:			
If yes, does the plan propose to develop lands within the subject lands that contain:			
• Known archaeological resources ¹ ?		Yes	No
• Areas of archaeological potential ² ?		Yes	No
6.2 If yes to 6.1, the following reports must be prepared and attached to this application:			
a) an archaeological assessment that is prepared by a person who holds a license that is effective with respect to the subject land and issued under Part 6 Conservation of Resources of Archaeological Value or the Ontario Heritage Act; and			
b) a conservation plan for any archaeological resources identified in the assessment.			
Provide a list of the titles, dates, and file numbers of the reports and attach a copy of each report to this application. If the reports are not attached to the application, please provide a date as to when they will be available. The application will not be considered to be complete until such time as the reports are submitted.			
Notes: 1. Archaeological resources include artifacts, archaeological sites and marine archaeological site. Refer to the Provincial Policy Statement (PPS) for the definition.			
2. Areas of archaeological potential mean areas with the likelihood to contain archaeological resources. Refer to the PPS for the definition.			

7.0 Status of Other Applications Under the Planning Act

7.1 Is the subject land, or the land within 120 metres of the subject land, the subject of any application(s) under the Planning Act? Yes No

If yes, provide the following information: (use separate sheet if necessary)

Type of Application:	
File No.	
Name of Approval Authority:	
Describe the land it affects:	
Purpose of the application:	
Status of the application:	
Effect(s) of the application on the proposed amendment:	

8.0 Use of the Subject Land

8.1 What is/are the current use(s) of the subject land(s)?

What buildings and or structures, if any, occupy the subject land(s)?

8.2 Has there ever been an industrial or commercial use, landfill site, waste water treatment, and/or an orchard, on the subject land or adjacent lands?

Yes No Unknown

If yes, specify the uses.

8.3 Has the grading of the subject land been changed by adding earth or other material(s)? Yes No Unknown

8.4 Has a gas station or other such fuel handling facility been located on the subject land or adjacent land at any time?

Yes No Unknown

8.5 Has there been petroleum or other fuel stored on the subject land or adjacent land? Yes No Unknown

8.6 Has any salt storage been located on the site? Yes No Unknown

8.7 Has any chemical storage been located on the site? Yes No Unknown

8.8 Has the subject land been used as a cemetery? Yes No Unknown

8.9 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? Yes No Unknown

8.10 What information did you use to determine the answers to the above questions on former uses?

8.11 If yes to any of 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, or 8.9 an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

The inventory of previous uses is required to be attached to the application (titled and referenced by number). If the inventory is not attached to the application, provide a date as to when it will be available. The application will not be considered to be complete until such time as the list is submitted.

8.12 If yes to any of items 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, or 8.9, was an Environmental Site Assessment (ESA) conducted under the Environmental Assessment Act or has a Record of Site condition (RSC) been filed? Yes No

If yes, attach a copy of the Environmental Site Assessment or the Record of Site Condition (titled and referenced by number) to the application.

If no, explain why an ESA was not conducted, or a RSC was not filed? Attach the explanation to the application (titled and referenced by number).

9.0 Purpose and Type of Amendment

9.1 Official Plan Designation:

What is the current Official Plan designation of the subject property?

What land uses are authorized under the current Official Plan designation?

Does the requested amendment propose to change a designation in the Official Plan? Yes No

Is this a site-specific re-designation of a parcel of land in the Official Plan? Yes No

If the requested amendment proposes to change a designation in the Official Plan, specify the designation to be changed and provide the new designation with supporting rationale (including those land uses that would be authorized under the proposed new designation). Provide this information on a separate sheet (titled and referenced by number) to be attached to the application.

9.2 Official Plan Policy:

Does the proposed amendment change/replace/delete a policy in the current Official Plan? Change Replace Delete

If yes, identify the policy affected by the proposed amendment (provide the text of the policy, the page and paragraph number as it appears in the current Official Plan).

If the requested amendment proposes to change or replace a policy in the Official Plan, provide the proposed policy with supporting rationale. Provide this information on a separate sheet (titled and referenced by number) to be attached to the application.

<p>9.3 <u>Official Plan Schedule(s):</u></p> <p>Does the requested amendment propose to change or replace a schedule in the Official Plan? Change Replace</p> <p>If yes, provide the new schedule and the text that accompanies it, if applicable, on a separate sheet (titled and referenced by number) to be attached to the application.</p>
<p>9.4 <u>Area of Settlement:</u></p> <p>Does the requested amendment propose to alter all or any part of the boundary of an area of settlement in a municipality? Yes No</p> <p>If yes, specify the current Official Plan policies, if any, dealing with the alteration of an area of settlement. Provide this information on a separate sheet, titled and referenced by number, and attached to the application.</p> <p>Does the requested amendment establish a new area of settlement? Yes No</p> <p>If yes, specify the current Official Plan policies, if any, dealing with the establishment of a new area of settlement. Provide this information on a separate sheet, titled and referenced by number, and attached to the application.</p> <p>Does the requested amendment propose to remove the subject land from an area of employment? Yes No</p> <p>If yes, specify the current Official Plan policies, if any, dealing with the removal of land from an area of employment. Provide this information on a separate sheet, titled and referenced by number, and attached to the application.</p>
<p>10.0 Provincial Policy</p>
<p>10.1 Is the requested amendment consistent with the Provincial Policy Statement (PPS) issued under subsection 3(1) of the Planning Act.? Yes No</p> <p>10.2 If yes, explain how the requested amendment is consistent with the PPS. Attach the explanation to the application (titled and referenced by number).</p>
<p>10.3 Has a site assessment been carried out by a qualified person to determine if natural Heritage features, as defined in the Provincial Policy Statement, exist on or within 120 metres of the subject land(s)? Yes No</p> <p>10.4 Have any studies been completed to assess the impacts of the proposed development on any existing natural heritage features and adjacent lands? Yes No</p> <p>10.5 Appendix 2 to this application is a checklist (not a substitute for the PPS) identifying areas of provincial interest that may apply to the requested amendment. Please check the appropriate boxes in Appendix 2 where applicable and submit the completed form with your application.</p>

11.0 Authorizations of the Owner of the subject lands:

If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the Owner stating that the applicant/agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

11.1 Authorization of Owner for Applicant/Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for approval of an Amendment to the Official Plan for the City of Brockville, and I authorize _____ to make this application on my behalf.

Name of Owner: (print) _____

Date: _____

Signature of Owner: _____

If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to provide personal information respecting the owner must be included with this form or the authorization set out below must be completed.

11.2 Authorization of Owner for Applicant/Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for Amendment to the Official Plan for the City of Brockville and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____, as my applicant/agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Name of Owner: (print) _____

Date: _____

Signature of Owner: _____

11.3 Declaration of the Owner Respecting Municipal Freedom of Information

In accordance with the provisions of the Planning Act, it is the policy of the City of Brockville Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation thereto, I _____, being the owner of the land that is the subject of this application, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the City of Brockville to post a Notice of Planning Application sign on the subject property and permit access to municipal staff to the subject site for purposes of evaluation of the subject application.

Name of Owner: (print) _____

Date: _____

Signature of Owner: _____

12.0 Affidavit or Sworn Declaration of Applicant/Agent

I, _____ of the _____
(name) (municipality)

in the province of _____, make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____
(municipality) (county)

on the _____ day of _____, 20 _____.

Applicant/Agent

Commissioner of Oaths

13.0 Notes for Review and Signature of Applicant/Agent

- 13.1 Please ensure that **Appendix 1** and **Appendix 2** to this Application for Amendment to the Official Plan are reviewed and completed.
- 13.2 The current application fee for an Official Plan Amendment can be found attached in **Appendix 3**. Should modifications be made to an Application for Amendment to the Official Plan or Zoning By-law 050-2014 which would require a second or subsequent public meeting, a fee is required. Please see **Appendix 3** for fee listing.
- 13.3 Review by the Cataraqui Region Conservation Authority (CRCA) is required for amendments affecting sites within Environmental Protection and Waterfront Categories as depicted on **Schedule "B"** to the Official Plan for the City of Brockville. The fee for review, as shown in **Appendix 4** must be submitted with the application for amendment in order to be considered a complete application. The CRCA fee should be provided in a separate cheque made payable to the Cataraqui Region Conservation Authority.
- 13.4 Should an appeal be lodged with respect to City Council's decision on this application, an additional filing fee (See **Appendix 3**) per application is required to be paid by the applicant prior to the appeal being forwarded to the Local Planning Appeal Tribunal (LPAT). In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT Hearing. The noted filing fee shall be credited to the applicant/agent when all costs are calculated.
- 13.5 Authority to Enter Land and Photograph
By signing this document, you agree to grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

Applicant/Agent: _____

Date of Submission: _____

(Owner or Applicant/Agent)



Appendix “1”

To Application for Official Plan Amendment

Excerpt from the Official Plan for the City of Brockville

Subsection 6.4.13 – supporting Studies, Information and Materials for Development Applications

It shall be the policy of the City that:

1. The City shall pass a by-law requiring that pre-consultation occur prior to the submission of any Official Plan amendment, Zoning By-law amendment, plan of subdivision, condominium or consent application and any subsequent studies referenced in this section.
2. Certain supporting studies, information and materials shall be required as part of a development approval process or as part of a detailed planning study as identified throughout this Plan. The need and timing of such supporting studies, information and materials shall be determined by the City on a site-specific basis in consideration of the site's land use context and regard to the policies of this Plan.
3. Applicants seeking development approval shall be advised of the required supporting studies, information and materials as part of the pre-application consultation process or, if subsequently deemed necessary, prior to scheduling a prescribed public meeting.
4. At the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, plan of subdivision/condominium, minor variance, or consent, the City may require an applicant to submit any of the following information, as applicable:
 - i. Deed and/or Offer of Purchase;
 - ii. Topographic Plan of Survey;
 - iii. Site Plan (Conceptual);
 - iv. Floor Plan and/or Elevations;
 - v. Record of Site Condition (RSC);
 - vi. Functional Servicing Report;
 - vii. Approved Class Environmental Assessment;
 - viii. Geotechnical Study;
 - ix. Tree Survey;
 - x. Draft Plan of Subdivision;
 - xi. Condominium Description; and/or
 - xii. Other materials relevant to the development and lands impacted by the proposed development approval application.

5. During the pre-application consultation process for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision/condominium, or consent application, the City may identify that the applicant is required to submit any of the following supporting studies at the time of the submission of an application, in accordance with the policies outlined in this Plan and/or accepted professional standards and/or guidelines as applicable:
 - i. Retail Market Impact Study;
 - ii. Municipal Financial Impact Assessment;
 - iii. Urban Design Strategy;
 - iv. Land and/or Marine Archaeological Impact Assessment;
 - v. Hydrogeological Study;
 - vi. Groundwater Impact Assessment;
 - vii. Environmental Impact Study (EIS);
 - viii. Record of Site Condition (RSC);
 - ix. Phase I Environmental Site Assessment (ESA);
 - x. Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required;
 - xi. Noise and/or Vibration Study;
 - xii. Transportation Impact Study;
 - xiii. Parking Study;
 - xiv. Servicing Options Report;
 - xv. Stormwater Management Plan;
 - xvi. Planning Rationale Report;
 - xvii. Built Heritage Impact Study;
 - xviii. Lighting Study;
 - xix. Architectural Design and Massing Drawings that address Signature Architecture and Tall Building Guidelines;
 - xx. Shadow Study; and/or
 - xxi. Other studies relevant to the development and lands impacted by the proposed development approval application.
6. Support Studies may vary in scope, depending upon the size, nature and intent of the development approval application and the site's land use planning context. Applicants of development approval applications shall be advised by the City of the required supporting study contents during the pre-application consultation process.
7. When the pre-application consultation process for a proposed development approval application identifies the need for one or more support studies, the application shall not be considered complete for processing purposes until the required supporting studies, information and materials are prepared and submitted to the satisfaction of the City and/or the Cataraqui Region Conservation Authority. Notification of a complete application shall be given to the applicant and all other parties by the City in accordance with the Planning Act.
8. The City shall ensure that supporting studies, information and materials provided by an applicant of a development approval application that has submitted a complete application for development approval shall be made available to the public for review.

APPENDIX “2”

TO APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN PROVINCIAL POLICY INFORMATION REQUIREMENTS

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres.

Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies.

Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹					Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²					Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres					Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site					Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant					Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond					Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line					Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones					Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station					Determine possible impacts within 200 metres.
High voltage electric transmission line					Consult the appropriate electric power service.
Transportation and infrastructure corridors					Will the corridor be protected? Noise Study prepared?
Significant wetlands or potentially significant wetlands					Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species					Provide Environmental Impact Study.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.					Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴					Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations					Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

¹**Class 1 Industry** - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²**Class 2 Industry** - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³**Class 3 Industry** - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴**Hazardous sites** - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2018
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

APPENDIX “3”

OFFICIAL PLAN AND ZONING BY-LAW	
<i>Applications for Official Plan and Zoning By-law Amendments are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
Application for Official Plan or Zoning By-law Amendment	\$2400.00 per application
Concurrent Applications for Official Plan and Zoning Amendment for the same lands	\$3,550.00 (total)
Modifications to an Application for Official Plan or Zoning By-law Amendment requiring a second or subsequent public meeting	\$650.00
Catarauqui Region Conservation Authority (CRCA) Fees: Should the lands that are the subject of the proposed amendment(s) be within the screening areas for the CRCA as depicted in the Official Plan for the City of Brockville, or otherwise at the discretion of the Director of Planning, CRCA review is required.	CRCA fees for the review of Official Plan and Zoning By-law applications are included on Appendix 4. Payment of said fees shall be made payable to the CRCA.
Appeal – Official Plan and/or Zoning By-Law Should Council amend the Official Plan and/or Zoning By-law in accordance with the proposed change requested by the applicant and an appeal is lodged to the change, an additional fee per application is required prior to the appeal being forwarded to the Ontario Municipal Board.	\$1,650.00 per application In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the O.M.B. hearing. The noted \$1,650.00 fee per application shall be credited to the applicant when all costs are calculated.
Removal of a Holding Symbol	\$400.00 per application
Extension of a Temporary Use	\$1,575.00 per application
Copies of the Official Plan or Zoning By-Law	\$70.00 plus H.S.T
Zoning Map (colour copy)	\$35.00 plus H.S.T

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2018
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

APPENDIX “4”
Schedule “B” – By-Law 006-2018
Cataraqui Region Conservation Authority (CRCA)
Plan Review Service Fee Schedule^{1 2}
(Effective March 1, 2018)

Application Type	Fee ³	Notes
Official Plan Amendment	\$650.00 (minor) ⁴ \$1,080.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$390.00	
Consent	\$390/lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
Minor Variance	\$390.00	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control Application.
Site Plan Control	\$390.00 (minor) ⁴ \$1,140.00 (standard) ⁵ \$2,160.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$2,460.00	Application for Draft Plan Approval
	\$1,070.00	Application for Final Plan Approval
	\$720.00	Resubmission of lapsed Draft Plan Approval, or Amendment
Property Inquiry – no inspection	\$175.00	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Property Inquiry – with inspection	\$350.00	

Notes:

- (1) Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See CRCA Technical Report Review Services Fee Schedule for applicable fees for the review of technical reports.
- (2) Plan review fees may be reduced with the approval of the CRCA Supervisor of Development Review.
- (3) Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 years will be considered a new application and will be subject to the full current fee.
- (4) Minor refers to applications that are generally minor in nature (e.g. single family residential).
- (5) Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 ha, additions up to 200 square metres).
- (6) Major refers to applications that are major development projects (e.g. multiple residential, industrial).

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2018
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

CRCA Technical Report Review Services
2018 Fee Schedule
Effective: March 1, 2018

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. CRCA review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee ⁵	Description
Technical Report – Brief ¹	\$350.00	Normal Review (30 days) <ul style="list-style-type: none"> • Flood plain hydrology analysis • Geotechnical (unstable soils and slopes) • Stormwater management • Environmental impact analysis (EIA) • Environmental impact statements (EIS) • Sediment and erosion control plans • Wetland hydrologic impact analysis
Technical Report – Standard ²	\$750.00	
Technical Report – Major ³	\$1,400.00	
Resubmissions / Revisions ⁴	50%	

Notes:

- (1) **Brief Reports** are typically those prepared in the form of a letter of opinion generally relating to the development of a single residential lot.
- (2) **Standard Reports** are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
- (3) **Major Reports** are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
- (4) The applicable report fee includes the review of one resubmission. A 50% surcharge is applied for additional submissions.
- (5) These fees are not subject to taxation.