

**PLANNING FEES 2021** (including Finance Office and Fire Dept.)

in accordance with City of Brockville By-Law No. 025-2021

**(Effective April 1, 2021)**

*(all Planning Fees are tax exempt)*

<b>OFFICIAL PLAN AND ZONING BY-LAW</b>	
<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>	
<b>Application for Official Plan or Zoning By-law Amendment</b>	\$2,507.00 per application
<b>Concurrent Applications for Official Plan and Zoning Amendment for the same lands</b>	\$3,704.00 (total)
<b>Modifications to an Application for Official Plan or Zoning By-law Amendment requiring a second or subsequent public meeting</b>	\$681.00
<b>Catarauqui Region Conservation Authority (CRCA) Fees:</b> 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 attached to this report.  Payment of said fees shall be made payable to the CRCA.
<b>Appeal – Official Plan and/or Zoning By-Law</b> 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 Local Planning Appeal Tribunal.	\$1,724.00 per application  In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT hearing. The noted \$1,724.00 fee per application shall be credited to the applicant when all costs are calculated.
<b>Removal of a Holding Symbol</b>	\$420.00 per application
<b>Extension of a Temporary Use</b>	\$1,637.00 per application
<b>Copies of the Official Plan or Zoning By-Law</b>	\$74.00 plus H.S.T
<b>Zoning Map (colour copy)</b>	\$37.00 plus H.S.T

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<b>SITE PLAN CONTROL APPROVAL</b>	
<i>Applications for Site Plan Control Approval are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
<b>Fees for processing site plan applications: *</b> Parking Lots Only All Other Site Plan Control Applications  Reactivation of Application	\$502.00 per submission \$1,023.00, plus \$50/dwelling unit or \$0.50/sq.m. (maximum of \$3,069.00) \$993.00
<b>Fees for engineering review of site plans:</b> With less than 100 parking spaces With more than 100 parking spaces Commercial/Industrial/Institutional Stormwater Management Review  Each Additional Submission Minor Change – Building Minor Change – All Other Lot Grading Review Lot Grading Review - resubmissions	\$235.00 per submission \$470.00 per submission \$470.00 per submission \$400.00 per submission  \$150.00 per submission \$65.00 per submission \$170.00 per submission \$0.00 \$150.00 per submission
<b>Cataraqi Region Conservation Authority (CRCA) Fees:</b> CRCA reviews Site Plan applications for Multiple Residential, Commercial, Industrial and Institutional projects where applicable.	CRCA fees for review of Planning Applications are attached to this report. Payment of said fees shall be made payable to CRCA.
<b>Lapsed Agreement:</b> When the Corporation of the City of Brockville has entered into a Site Plan Control Agreement with a person or corporation and that Agreement has lapsed, a fee shall be payable to the Corporation of the City of Brockville for any new application for the same project or the reactivating of the original Agreement.	\$993.00
<b>Approval of Minor Change to Site Plan</b>	\$185.00 per submission
<b>Amendment to Site Plan Control Agreement: *</b> When the Corporation of the City of Brockville has entered into a Site Plan Control Agreement with a person or corporation and that Agreement requires to be amended, a fee shall be payable to the Corporation of the City of Brockville.	\$313.00  <i>*Plus registration fee - \$120.00 (refundable if registered by Applicant)</i>

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**(Effective April 1, 2021)***(all Planning Fees are tax exempt)***SUBDIVISION AND CONDOMINIUM APPROVALS***Applications for Subdivision Approval are required to be submitted with the required fees noted below; including CRCA fees if applicable.*

<b>Application for Subdivision Approval*</b>	\$3,734.00 per application, plus \$75.00/lot, \$250.00/block within the proposed plan
<b>Application for Condominium Approval: (including Condominium Conversions)</b>	\$3,683.00 per application*
<b>Exemptions from Planning Act Approval - Condominiums</b>	\$1,724.00 per submission
<b>Modifications to an Application for Subdivision Requiring a second or subsequent public Meeting</b>	\$732.00 per submission
<b>Amendment to Subdivision or Condominium Agreement</b>	\$543.00 per submission*
<b>Fees for Engineering Review of Subdivisions:</b> less than 50 dwelling units: more than 50 dwelling units: Stormwater Management Review Each Additional Submission Lot Grading Review Lot Grading Review - resubmissions	\$460.00 per submission \$700.00 per submission \$400.00 per submission \$150.00 per submission \$0.00 \$150.00 per submission
<b>Cataraqui Region Conservation Authority (CRCA) Fees:</b>	CRCA fees for review of Planning Applications are attached to this report. Payment of said fees shall be made payable to CRCA.
<b>Appeal – Subdivision and Condominium</b> Should Council grant draft approval in accordance with the proposed subdivision/condominium requested by the applicant and an appeal is lodged to the approval, an additional fee of \$1,685.00 per application is required prior to the appeal being forwarded to the Local Planning Appeal Tribunal.	\$1,724.00/application  In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT hearing. The noted \$1,724.00 fee per application shall be credited to the applicant when all costs are calculated.
<b>Extension of Draft Plan Approval</b>	\$420.00 per submission
<b>Amendments to Draft Plan Conditions/ Red Line changes</b>	\$543.00 per submission
<b>Deeming of a Plan of Subdivision</b>	\$543.00 per submission*
<b>Removal of Part Lot Control</b>	\$497.00 per request *
<b>Lot releases (Subdivision Agreements)</b>	\$128.00 per release or request*

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<b>Processing of a Servicing and Development Agreement</b>	\$1,146.00 per Agreement*
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*\*Plus registration fee - \$120.00 (refundable if registered by Applicant)*

**MINOR VARIANCE AND CONSENT FEES**

*Applications for Minor Variance and Consent are required to be submitted with the required fees noted below; including CRCA fees if applicable.*

<b>Application for Minor Variance or Consent</b>	\$737.00 per application
<b>Concurrent Applications for Minor Variance and Consent for the same lands</b>	\$1,146.00 (total)
<b>Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting</b>	\$420.00 per application
<b>Request to Change Conditions of a Provisional Consent</b>	\$235.00
<b>Certificate of Validation</b>	\$399.00
<b>Cataraqui Region Conservation Authority (CRCA) Fees:</b> Should the lands that are the subject of an application for minor variance or consent be within the CRCA Screening Area 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 planning applications are attached to this report. Payment of said fees shall be made payable to the CRCA.

**CASH-IN LIEU OF PARKING**

<b>Processing of Cash-in-Lieu of Parking Agreements</b>	\$599.00 per agreement*
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**DEVELOPMENT CHARGE DEFERRABLE AGREEMENTS**

<b>Processing of Development Charge Deferral Agreements</b>	\$226.00, plus \$25.00 per Lot/per Unit*
<b>Lot Releases – Development Charge Deferral Agreements</b>	\$128.00 per release/request*

*\*Plus registration fee - \$120.00 (refundable if registered by Applicant)*

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**AMENDMENTS TO CITY OF BROCKVILLE SIGN BY-LAW**

Amendment to Sign By-law:	\$630.00 per application
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**COMMUNITY IMPROVEMENT PLAN AMENDMENTS**

Applications to amend a Community Improvement Plan	\$1,213.00
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**TARIFF OF FEES FOR REQUEST FOR EXEMPTION TO NOISE BY-LAW**

Single Day Event or Activity (circulation not required)	\$62.00
Single Day Event or Activity (circulation required)	\$149.00
Multiple Day Event or Activity - not exceeding 3 months (circulation not required)	\$87.00
Multiple Day Event or Activity - not exceeding 3 months (circulation required)	\$149.00
Multiple Day Event or Activity – exceeding 3 months	\$231.00
Appeal to Refusal to Grant Exemption	\$113.00

**PLANNING, BUILDING AND PLUMBING INFORMATION**

**Fees relative to Planning, Building or Plumbing information:**

Zoning By-Law and/or Official Plan (no survey)	\$62.00 per property
Zoning By-law and/or Official Plan (with survey)	\$72.00 per property
Zoning By-Law and/or Official Plan within (5) business days (with/w/o a survey)	\$82.00 per property
Status of any Agreement	\$139.00 per agreement
Outstanding Work Order	\$60.00 per property
Group Home Regulations/Renewals	\$67.00 per property
Any other requests not noted	\$62.00 per request
Registration Fees	\$120.00 per request

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**FINANCE OFFICE: TAX AND WATER ENQUIRIES**

<b>Tax Certificates</b>	\$65.00
<b>Rush Tax Certificates (within 5 days)</b>	\$80.00
<b>New Owner Fee (land transactions)</b>	\$33.00
<b>New Owner Fee (water account)</b>	\$33.00
<b>NSF Fee</b>	\$43.75
<b>Information Requests</b>	\$8.00
<b>Water Certificates</b>	\$38.50
<b>Water Deposit (Tenants - Residential)</b>	\$300.00
All water matters – please contact Hetty Boivin, (613) 342-8772, ext. 4455 or <a href="mailto:water@brockville.com">water@brockville.com</a>	
All tax and property matters – please contact Alexandra Epp, (613) 342-8772, ext. 4428 or <a href="mailto:taxation@brockville.com">taxation@brockville.com</a>	

**FIRE DEPARTMENT**

<b>File Searches with respect to properties in the City of Brockville</b>	\$81.00/property
<b>Fire Inspection:</b> <b>Under 600 sq.m., not to exceed 2 hours</b>	\$162.00
<b>600-2000 sq.m., not to exceed 3 hours</b>	\$243.00
<b>Over 2000 sq.m., not to exceed 4 hours</b>	\$324.00
Additional hours that apply will be charged at the rate of \$81.00/hr.	
Please contact Administrative Coordinator - Fire Prevention, (613) 498-1261, Ext. 2503	

**CLERK**

<b>Encroachment Agreements</b>	\$200.00 (including HST)
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# Plan Review Fee Schedule

Applications made under the *Planning Act*,  
written comments to member municipalities.



## Plan Review Fees – Effective January 1, 2021<sup>1, 2</sup>

Planning Application Type (Privately Initiated Site-Specific Applications)	Fee <sup>3</sup>	Notes
Official Plan Amendment	\$710 (minor <sup>4</sup> ) \$1,175 (major <sup>6</sup> )	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$420	See above.
Consent	\$420 per lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
Minor Variance	\$420	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$420 (minor <sup>4</sup> ) \$1,230 (standard <sup>5</sup> ) \$2,290 (major <sup>6</sup> )	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$420 (minor <sup>4</sup> ) \$1,230 (standard <sup>5</sup> ) \$2,290 (major <sup>6</sup> )	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,085	Application for Draft Plan Approval.
	\$1,135	Application for Final Plan Approval.
	\$780	Re-submission of lapsed Draft Plan Approval or Amendment.
Property Inquiry – No Inspection	\$195	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Property Inquiry – With Inspection	\$390	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.

### Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to applications that are major development projects (e.g. multiple residential, industrial).

# Permit Fee Schedule

Section 28 – Development, Interference with Wetlands & Alterations to Shorelines and Watercourses (Ontario Regulation 148/06)



## Permit Fees – Effective January 1, 2021

Category	Fee	Application Type
Group 1	\$195	<ul style="list-style-type: none"> <li>Letter of Permission<sup>1</sup></li> <li>Property inquiry, clearance letter, project advice letter<sup>2</sup> that does not require a site inspection</li> </ul>
Group 2	\$430	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstruction, basements greater than 10 square metres and less than or equal to 93 square metres.</li> <li>Fill<sup>3</sup> less than or equal to 200 cubic metres (including septic systems)</li> <li>Site alteration/grading greater than 0.1 hectares and less than or equal to one hectare.</li> <li>Permanent / fixed docks.</li> <li>Single culvert replacements.</li> <li>Infrastructure<sup>8</sup> minor maintenance<sup>5</sup> greater than 10 metres and less than or equal to 50 metres.</li> <li>Agricultural/municipal drain channel maintenance.</li> <li>Dredging less than or equal to 25 square metres in area, and maintenance dredging<sup>9</sup>.</li> <li>Channel or shoreline alterations<sup>7</sup> less than or equal to 50 metres in length.</li> <li>Letter of Permission<sup>1</sup>, property inquiry, clearance letter<sup>2</sup>, or project advice letter that requires a site inspection</li> </ul>
Group 3	\$875	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstruction, basements greater than 93 square metres and less than or equal to 464 square metres.</li> <li>Fill<sup>3</sup> greater than 200 cubic metres and less than or equal to 500 cubic metres (including septic systems).</li> <li>Site alterations/grading greater than one hectare and less than or equal to two hectares.</li> <li>Infrastructure<sup>8</sup> major maintenance (i.e. wing wall/abutment replacement).</li> <li>Multiple culvert replacements.</li> <li>Channel<sup>6</sup> or shoreline alterations<sup>7</sup> greater than 50 metres and less than or equal to 200 metres.</li> <li>Permanent / fixed docks having greater than 45 square metres of surface decking.</li> <li>Dredging greater than 25 square metres in area.</li> </ul>
Group 4	\$1,580	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstruction, basements greater than 464 square metres.</li> <li>Multiple residential subdivisions (maximum 10 lots grouped together).</li> <li>Fill<sup>3</sup> greater than 500 cubic metres (including septic systems).</li> <li>Site alteration / grading greater than two hectares.</li> <li>New infrastructure<sup>8</sup>.</li> <li>Channel<sup>6</sup> or shoreline alterations<sup>7</sup> greater than 200 metres in length.</li> </ul>



## Notes:

1. Letter of Permission includes such things as fill not exceeding 12 cubic metres, site alteration / grading less than or equal to 0.1 ha, agricultural tile drain outlets, minor agricultural drain maintenance, dug wells, geothermal heat loop systems, fencing, or other minor works that, in the opinion of staff, do not necessitate the issuance of a full permit.
2. Project Advice may relate to the regulation, erosion, habitat, drainage, docks, and construction.
3. Fill means the placement or removal of any material that alters the contour of the ground.
4. Building means a structure consisting of a wall, roof, and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures, and service systems or a sewage system.
5. Minor Maintenance means the repair of a structure involving no change in the size, shape, or location of the structure.
6. Channel Alterations include channel diversions, or re-alignment.
7. Shoreline Alterations include boat ramps, shoreline erosion protection, and solid structures on the bed of a waterbody.
8. Infrastructure includes bridges, culverts, pipelines, stormwater management structures, and utilities (i.e. cables, poles, and pipes).
9. Maintenance Dredging must be completed within five years of the previous dredging permit issuance date.

## Additional Notes:

The Permit fee will be reduced by 50% for applications submitted within one year of a directly related *Planning Act* application that was reviewed by Cataraqi Conservation.

Section 28 (12) hearings are subject to an administration surcharge of \$500.

Retroactive permit applications for works that have been completed without a permit will only be accepted if the works meet Cataraqi Conservation's approved guidelines for implementing the regulation. A 100% surcharge will be applied for these applications.

A \$100 charge is applied for permit amendments that are administrative in nature (e.g. expiry date extension). Applications that are more substantially amended or re-submitted after approval are subject to a surcharge of 50% of the original fee that was paid.

Fees for applications involving multiple activities will be based on the highest applicable category.

Technical reports submitted in support of a permit application will be subject to an additional review fee in accordance with Cataraqi Conservation's Technical Report Review Fee Schedule.

Fees are not subject to taxation.

# Technical Report Review Fee Schedule



## Technical Report Review Fees – Effective January 1, 2021

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. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee <sup>5</sup>	Notes
Technical Report – Brief <sup>1</sup>	\$400	Normal Review (30 days) <ul style="list-style-type: none"> <li>• Floodplain hydrology analysis</li> <li>• Geotechnical (unstable soils and slopes)</li> <li>• Stormwater management</li> <li>• Environmental impact analysis (EIA)</li> <li>• Environmental impact statements (EIS)</li> <li>• Sediment and erosion control plans</li> <li>• Wetland hydrologic impact analysis</li> </ul>
Technical Report – Standard <sup>2</sup>	\$910	
Technical Report – Major <sup>3</sup>	\$1,460	
Resubmissions / Revisions <sup>4</sup>	50%	

### Notes:

1. Brief Reports: are typically those prepared in the form of a letter or 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 submission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.