

A BY-LAW TO ESTABLISH A TARRIFF OF FEES FOR THE PROCESSING OF APPLICATIONS MADE IN RESPECT OF PLANNING MATTERS FOR THE CORPORATION THE TOWN OF COBOURG

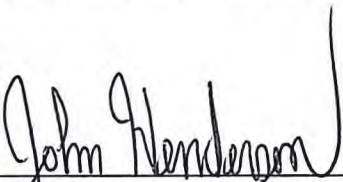
WHEREAS Section 69(1) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, provides in part that a council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Municipal Council of the Town of Cobourg has considered a report from the Director of Planning & Development dated September 26, 2019;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT it is hereby established a tariff of fees for the processing of applications made in respect of planning matters, as shown on Schedule "A" attached hereto and forming part of this By-law.
2. THAT this By-law shall come into force and effect as of its passing, with annual adjustments automatically being implemented in accordance with Schedule "A".
3. THAT despite the tariff of fees established pursuant to this By-law, the Municipal Council of the Corporation of the Town of Cobourg in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff as per subsection 69(2) of the Planning Act, R.S.O. 1990, c.P. 13, as amended from time to time.
4. THAT By-law 030-2016 is hereby repealed.

READ and passed in Open Council this 30th day of September, 2019.


MAYOR


MUNICIPAL CLERK

SCHEDULE "A" TO BY-LAW No. 073-2019
TOWN OF COBOURG PLANNING APPLICATION FEES 2016 – 2020
Pursuant to Section 69(1) of the Planning Act, R.S.O. 1990, c.P. 13 as amended

Type of Application/Service	Existing Fee (approved in 2008)	Proposed Fee 2016	Proposed Fee 2017	Proposed Fee 2018	Proposed Fee 2019	Proposed Fee 2020	Explanatory Notes
Official Plan Amendment (OPA)	\$5,000.00	\$7,000.00	\$7,500.00	\$8,000.00	\$8,500.00	\$9,000.00	Major Residential ¹
	\$7,500.00	\$10,000.00	\$11,000.00	12,000.00	\$13,000.00	\$14,000.00	Major Commercial ²
	\$3,500.00	\$4,000.00	\$4,500.00	\$5,000.00	\$5,500.00	\$6,000.00	Other
Zoning By-law Amendment (ZBA)	\$3,500.00	\$5,000.00	\$6,000.00	\$7,000.00	\$8,000.00	\$9,000.00	Major Residential
	\$3,500.00	\$5,000.00	\$6,000.00	\$7,000.00	\$8,000.00	\$9,000.00	Major Commercial
	\$2,500.00	\$3,000.00	\$3,500.00	\$4,000.00	\$4,500.00	\$5,000.00	Other
Combined OPA/ZBLA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	Accounts for some overlap in process and services rendered
Draft Plan Review of a Plan of Subdivision/Condominium/Condominium Conversion	\$3,000.00 + \$30.00 per lot, block or unit (in the case of a condominium conversion) to a maximum of \$7,500.00 (based on 150 lots, blocks or units)	\$5,000.00 + \$35 per lot or unit (in the case of a condominium conversion) to a maximum of \$15,000.00	\$5,500.00 + \$40 per lot or unit (in the case of a condominium conversion) to a maximum of \$17,000.00	\$6,000.00 + \$45 per lot or unit (in the case of a condominium conversion) to a maximum of \$19,000.00	\$6,500.00 + \$50 per lot or unit (in the case of a condominium conversion) to a maximum of \$21,000.00	\$7,000.00 + \$55 per lot or unit (in the case of a condominium conversion) to a maximum of \$23,000.00	Includes 'one-window' processing of the draft plan, application and reports, circulation, review, analysis, discussions, preparation of memoranda, reports, and public notices, and formulation of draft conditions and attendance at meetings
Changes to Draft Plan/Conditions of Draft Approval	\$2,000.00	\$3,000.00	\$3,500.00	\$4,000.00	\$4,500.00	\$5,000.00	Major draft plan changes/re-design and/or significant changes to a condition requiring re-circulation, analysis, reports and/or public notice, draft conditions and attendance at meetings
	\$500.00	\$750.00	\$1,000.00	\$1,250.00	\$1,500.00	\$1,750.00	Minor 'red-line' adjustments to a draft plan and/or changes to draft conditions, analysis and reports
Clearance of Draft Conditions of Approval and Final Approval of a Plan of Subdivision	\$1,500.00 + \$30.00 per lot, block or unit to a maximum of \$6,000.00 (based on 150 lots, blocks or units)	\$5,000.00 + \$35 per lot or unit + \$500.00 per submission >= 3 rd submission (NEW)	\$5,500.00 + \$40 per lot or unit + \$600.00 per submission >= 3 rd submission	\$6,000.00 + \$45 per lot or unit + \$700.00 per submission >= 3 rd submission	\$6,500.00 + \$50 per lot or unit + \$800.00 per submission >= 3 rd submission	\$7,000.00 + \$55 per lot or unit + \$900.00 per submission >= 3 rd submission	Includes general processing of the detailed engineering drawings, plans and reports, plans review, discussions, preparation of memoranda and/or reports, attendance at meetings, review of draft conditions, compilation of clearances, preparation of Subdivision Agreement, review and approval of M-Plan, and subdivision monitoring
Extension to Draft Plan Approval	N/A	\$2,000.00 (NEW)	\$2,250.00	\$2,500.00	\$2,750.00	\$3,000.00	Includes analysis of conditions, circulation and preparation of a planning report for Council approval and attendance at meetings
Condominium Exemption and Final Approval of a Plan of Condominium	\$500.00 + \$30.00 per unit to a maximum of \$2,000.00	\$750.00 + \$35 per unit	\$1,000 + \$40 per unit	\$1,250.00 + \$45 per unit	\$1,500.00 + \$50 per unit	\$1,750.00 + \$55 per unit	Includes processing of application, review of draft and final condominium plans and related documentation, attendance at meetings, and execution of documents
Part Lot Control By-law Exemptions	\$500.00 + \$30.00 per part lot	\$750.00 + \$35 per part lot	\$1,000.00 + \$40 per part lot	\$1,250.00 + \$45 per part lot	\$1,500.00 + \$50 per part lot	\$1,750.00 + \$55 per part lot	Includes processing of Block and/or R-Plans, review discussions, preparation of memoranda and/or reports, attendance at meetings, and registration of By-law
Removal of a Holding (H) Symbol	\$500.00	\$550.00	\$600.00	\$650.00	\$700.00	\$750.00	Includes preparation and circulation of notices, by-laws, reports and attendance at meetings

¹ Major Residential consists of development in excess of 25 dwelling units

² Major Commercial consists of development in excess of 1,400 sq m GFA

SCHEDULE "A" TO BY-LAW No. 073-2019 CONT'D

SCHEDULE "A" TO BY-LAW No. 073-2019 CONT'D

Type of Application	Existing Fee 2008-2015	Proposed Fee 2016	Proposed Fee 2017	Proposed Fee 2018	Proposed Fee 2019	Proposed Fee 2020	Explanatory Notes
Site Plan Approval	\$1,500.00 + \$30.00 per unit	\$3,000.00 + \$35.00 per unit*	\$3,500.00 + \$40 per unit*	\$4,000.00 + \$45 per unit*	\$4,500.00 + \$50 per unit*	\$5,000.00 + \$55 per unit*	Major Residential
	\$3,500.00	\$4,500.00*	\$5,000.00*	\$5,500.00*	\$6,000.00*	\$6,500.00*	Major Commercial
	\$750.00	No Fee (NEW)	No Fee	No Fee	No Fee	No Fee	Industrial
	\$1,000.00	\$1,100.00*	\$1,200.00*	\$1,300.00*	\$1,400.00*	\$1,500.00*	Site Plan Amendment (excluding Major Residential and Major Commercial)
	\$2,000.00	\$2,500.00*	\$2,750.00*	\$3,000.00*	\$3,250.00*	\$3,500.00*	Other
		<i>*+ \$500.00 per submission >= 3rd submission (NEW)</i>	<i>*+ \$600.00 per submission >= 3rd submission</i>	<i>*+ \$700.00 per submission >= 3rd submission</i>	<i>*+ \$800.00 per submission >= 3rd submission</i>	<i>*+ \$900.00 per submission >= 3rd submission</i>	
Consents for Severance	\$1,000.00 per new lot	\$1,500.00 per new lot	\$1,750.00 per new lot	\$2,000.00 per new lot	\$2,250.00 per new lot	\$2,500.00 per new lot	Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, administration of conditions, and review and approval of legal title documentation
		<i>+ \$500.00 per Consent Certificate (NEW)</i>	<i>+ \$500.00 per Consent Certificate</i>	<i>+ \$500.00 per Consent Certificate</i>	<i>+ \$500.00 per Consent Certificate</i>	<i>+ \$500.00 per Consent Certificate</i>	
Minor Variance	\$200.00 Minor	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00	Easements, rights-of-way, leases, lot line adjustments, etc. Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, and administration of conditions
	\$500.00	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00	
Compliance Letters (building, zoning, vehicle inspection, chip trucks, etc.)	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	Includes general review of planning records, zoning, agreements, and preparation of correspondence
Preconsultation	N/A	\$500.00 per pre-consultation (NEW)	\$550.00 per pre-consultation	\$600.00 per pre-consultation	\$650.00 per pre-consultation	\$700.00 per pre-consultation	Includes general planning review of development concepts, reports, application and plans, discussions, preparation of memoranda, reports, and/or correspondence, and discussions in advance of formal submission of planning application(s) – the fee will be credited to applicant if/when formal application is submitted within 6 months of the first pre-consultation, to a maximum of 2 pre-consultations (ie. credit does not apply to any pre-consultations after the second)

SCHEDULE FOR REFUNDS TO PLANNING APPLICATION FEES 2016 - 2020

Type of Application	Service Rendered	Existing Refund	Proposed Refund
Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, and Site Plan Approval	If an application has been submitted to the Planning Department but no administrative functions have been performed	90%	90%
	If a report has been prepared and/or other administrative functions have been performed on an application, but the application has not been considered by the Planning and Sustainability Advisory Committee	50%	30%
	If the application and report has been considered by the Planning and Sustainability Advisory Committee but has not proceeded to Council and/or a Public Meeting	40%	20%
	If the application and report have been considered by Council and/or a Public Meeting has been held	25%	10%
	If Council has passed an implementing By-law	No Refund	No Refund
Consents, Minor Variances	If an application has been submitted but no administrative functions have been performed	90%	90%
	If a report has been prepared and/or other administrative functions have been performed on an application, but the application has not been considered by the Committee of Adjustment	50%	30%
	If the application and report have been considered by the Committee of Adjustment	No Refund	No Refund