

Township of Otonabee-South Monaghan
Fees & Charges
Schedule "G" – Planning Services

Letters

Type	Fee
Building/Work Order Compliance Letter	\$90.00
Zoning Compliance Letter	\$90.00 for zoning information
Zoning Clearance (i.e. – propane facility, MTO license)	\$90.00
Review of Survey for Compliance	\$112.00
Site Plan Compliance Review	\$112.00
Subdivision Compliance Review	\$140.00
Commissioning of Planning Documents	\$25.00

Documents

Type	Fee
Comprehensive Zoning By-law Text, as amended	Alternative method of access provided as Office Consolidation is available online via the Township website at no charge
Comprehensive Zoning By-law Maps, as amended	Alternative method of access provided online via County GIS at no charge***
Comprehensive Zoning By-law and Maps as at passage of By-law 2010-65 and/or any Amendments thereto	\$0.25 per page for photocopying (black and white only plus \$8.00 every 15 minutes of search time to identify and/or retrieve any requested Zoning By-law Amendments)
Zoning By-law Amendments to OSM Zoning By-law No. 2010-65	Alternative method of access provided as the Township by-laws are available online through Civic Web at no charge
Official Plan Consolidation (2015 text including OPAs)	Alternative method of access provided as Office Consolidation is available online via Township website at no charge

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Documents (continued)

Type	Fee
Official Plan (2015) Mapping	Alternative method of access provided as Official Plan maps are available online via Township website at no charge
Official Plan (2015) including Ontario Land Tribunal modifications at time of approval	\$85.00 CD ROM or Key
Official Plan Amendment to the Official Plan (2015) as approved by Council	Alternative method of access provided as the Township by-laws are available online through Civic Web at no charge
Official Plan Amendment to Official Plan (2015) as approved by County	\$0.25 per page for photocopying (black and white only) plus \$7.50 for every 15 minutes of search time to identify and/or retrieve any requested Official Plan Amendments

Pre-Consultation

Type	Fee
Mandatory Pre-Consultation for ALL Planning Act Applications is to be held prior to any application submission	\$250.00
Pre-Consultation requiring outside agencies	Cost incurred by Township of solicitors, engineers, architects, and/or other external agencies

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Consent Application

Type	Fee
Application review including report to Council and County Land Division – with pre-consultation (completed Preliminary Severance Review)	\$1,300.00
Application review including report to Council and County Land Division – without pre-consultation (no Preliminary Severance Review)	\$1,650.00

Minor Variance

Type	Fee
Minor Variance – with pre-consultation	\$1,650.00 (deposit not required at time of application)

Official Plan Amendment

Type	Fee	Deposit
Official Plan Amendment Application – with no Zoning By-law Amendment (Pre-consultation – Mandatory)	\$8,700.00	\$4,300 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Combined Official Plan Amendment & Zoning By-law Amendment Application (Pre-consultation – Mandatory)	\$10,850.00	\$7,600 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.

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Zoning By-law Amendment Applications

Type	Fee	Deposit
Minor/Technical zoning by-law including a Zoning By-law Amendment	\$1,650.00	\$550 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Intermediate zoning by-law including a Zoning By-law Amendment	\$3,800.00	\$2,700 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Major zoning by-law including Zoning By-law Amendment	\$6,500.00	\$3,200 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.

Lift Hold By-law

Type	Fee	Deposit
Lift Hold By-law Administrative & Processing Fee	\$700.00	Not required

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Site Plan Approval

Type	Fee	Deposit
Site-specific Site Plan Control By-law (if required)	\$5,450.00	\$2,800 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Site Plan Control Application Fee – Minor (Pre-consultation is mandatory)	\$5,450.00	\$2,800 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Site Plan Control Application Fee – Intermediate (Pre-consultation is mandatory)	\$7,600.00	\$3,900 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Amendment to approved plan	\$3,300.00	\$1,700 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Site Plan Control Application Fee – Major (Pre-consultation is mandatory)	\$10,850.00	\$5,600 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Site Plan Control Amendment	\$2,750.00	\$1,350.00 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.

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Site Plan Approval (continued)

Type	Fee	Deposit
Site Plan Agreement (SPA) Securities	Minimum deposit \$11,250.00 Amount will vary determined by the CAO in consultation with solicitors, engineers, architects, and/or other external agencies to determine cost estimates for site specific works in the Site Plan and Site Plan Amendments.	

Lot Grading Fees

Type	Fee	Deposit
Single detached Lot	\$1,650.00 per lot (Due at time of building permit)	No deposit required however the owner must pay all costs above the \$1,650.00 fee.
Lots or blocks subject to Site Plan	Included in site plan deposit and securities	

Development Fees

Type	Fee	Deposit
Cash-In-Lieu of Parkland	\$1,085.00 per lot (Due at time of approval)	Not required

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Agreements

Type	Fee	Deposit
Pre-Development Agreements (at proposal stage)	\$815.00	\$5,2500 to \$15,500 Initial deposit to be determined by scale of application. Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Development Agreements (at approval stage)	\$1,085.00	\$25,000 (minimum) Initial deposit to be determined by scale of application. Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Easement and/or Encroachment Agreement Note: Survey to be provided by Applicant	\$280.00	\$1,750 (initial) Any subsequent deposit and/or payment amounts to be determined by the Treasurer based on file activity.
Merger Agreement Note: Applicant's Solicitor to provide Agreement and handle Registration on title	\$545.00	Not required
Mitigation Measures Agreement Note: Applicant's Solicitor to provide Agreement and handle Registration on title	\$275.00	Not required

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Note:

1. All application fees are intended to cover internal administrative and processing costs. Application fees and deposits are required prior to processing of an application and must be paid in full.
2. All deposits are initial deposits towards legal, planning, engineering and/or other external costs. The applicant is responsible for all external costs and development accounts will be set up to track all file related costs. The Applicant will be invoiced accordingly for any costs that exceed the deposit on account and/or will receive a refund of any unspent deposit when the development account file is closed. The Township reserves the right to suspend all internal and/or external activity on a planning application when a development account is in arrears and an Applicant (or Owner) fails to top up the account within 30 days of a written request by the Township.
3. Zoning Maps are available online.
4. All applications may be subject to further deposits and/or payment amounts based on file activity.

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