

**CORPORATION OF THE TOWN OF
HAWKESBURY**

BY-LAW 4-2017

**A By-law to prescribe a tariff of fees for the processing
of applications made in respect of planning matters**

REFERENCE: Section 69, Chapter 13, Subsection 1 of the *Planning Act*, R.S.O. 1990.

WHEREAS Section 69 of the Planning Act, Chapter 13, R.S.O. 1990, empowers the Council of a municipality to pass a by-law establishing a tariff of fees for the processing of applications made in respect of planning matters which tariff shall be designed to meet only the anticipated cost to the Corporation;

AND WHEREAS the Corporation of the Town of Hawkesbury has passed By-law No. 21-2008 consolidated with By-law No. 51-2009 which prescribes a tariff of fees for the processing of certain applications made in respect of planning matters and the Council of the Town of Hawkesbury deems it necessary and expedient to revise the said by-law.


NOW THEREFORE the Council of the Corporation of the Town of Hawkesbury hereby enacts as follows:

1. **THAT** a tariff of fees is hereby established for the processing of applications made in respect of planning matters as set out in the Schedule "A" hereto attached and forming part of this by-law.
2. **THAT** an applicant shall be required to meet only the anticipated cost of the Town for the processing of an application which shall include, but shall not be limited to, surveyors fees, legal fees, consultant fees including administration staff time and other associated costs needed to carry out the review of the application in question, in addition to all post notification as is required under the provisions of the Planning Act and its regulations thereto.
3. **THAT** the processing of any application shall only begin once the applicable fees are paid in full.
4. **THAT** all applicants shall pay to the Municipality an amount equal to all legal, engineering and planning fees and all other disbursements incurred by the Municipality for advice, review of plans and files, and the like, as well as for the updating of the Zoning By-law, if required.
5. **THAT** should the Zoning and/or Official Plan amendment application require an Ontario Municipal Board hearing, the applicant shall pay the O.M.B. application fees as established by O.M.B. from time to time. In the event the Town attends the O.M.B. hearing on behalf of the applicant to defend the Official Plan or Zoning By-law or other

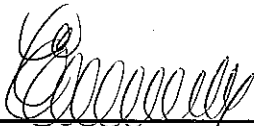
related planning matters, the applicant shall deposit to the Town an amount of \$10,000.00 for all professional and administrative fees.

6. **That** By-law No. 21-2008 consolidated with By-law No. 51-2009 are hereby repealed.
7. **That** this By-law shall come into force and effect on the date of its adoption.

**READ A FIRST, SECOND AND ADOPTED UPON THIRD READING
THIS 6th DAY OF FEBRUARY, 2017.**



Jeanne Charlebois, Mayor



Christine Groulx, Clerk

SCHEDULE "A" PLANNING FEES

Description	Effective Date	2017	2018	2019	2020
Sales of OP, Zoning By-law Schedules and civic address map: Format: small (11X17) Large(2'X3')	Jan 1st	\$10.00 \$25.00	\$12.00 \$27.00	\$14.00 \$29.00	\$16.00 \$31.00
Basic OP amendment (Modification of the designation. Development less than 1858m ² or 20 dwelling unit or block)	Jan 1st	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Major OP amendment (Creation of new policy. Development in excess of 1858m ² or 20 dwelling or block)	Jan 1st	\$5,100.00	\$5202.00	\$5309.00	\$5415.00
Basic Zoning amendment (modification to provisions and boundary)	Jan 1st	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Major Zoning amendment (requires an OP amendment and development in excess of 1858m ² or 20 dwelling units and any application other than a basic amendment)	Jan 1st	\$5,100.00	\$5202.00	\$5309.00	\$5415.00
Temporary Zoning By-law amendment	Jan 1st	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Removal of Holding provision	Jan 1 st	\$1,530.00	\$1560.00	\$1592.00	\$1623.65
Minor Variance	Jan 1st	\$1,000.00	\$1020.00	\$1040.00	\$1060.00
Submission of an application of a draft plan of subdivision	Jan 1st	\$150/dwelling Unit or block min. \$4,000.00	\$153/dwelling Unit or block min. \$4,080.00	\$156/dwelling Unit or block min. \$4,161.00	\$160/dwelling Unit or block min. \$4,245.00
Revision of a draft plan of subdivision after issuance of a decision by the approval authority	Jan 1st	\$2,500.00 min. or \$115/unit	\$2,550.00 min. or \$117/unit	\$2,560.00 min. or \$119/unit	\$2,610.00 min. or \$121/unit
Re-submission of a draft plan of subdivision following the lapse of approval:	Jan 1st	\$50/dwelling unit or block min. \$2,500.00	\$52/dwelling unit or block min. \$2,550.00	\$54/dwelling unit or block min. \$2,560.00	\$56/dwelling unit or block min. \$2,653.00
Subdivision agreement preparation fee:	Jan 1st	\$1,000.00 + \$2,500.00 for on-site supervision	\$1,020.00 + \$2,550.00 for on-site supervision	\$1,040.00 + \$2,560.00 for on-site supervision	\$1,060.00 + \$2,610.00 for on-site supervision
Applications to Council for an exemption of condominium plan	Jan 1st	\$3500.00 + all professional fees	\$3570.00 + all professional fees	\$3640.00 + all professional fees	\$3715.00 + all professional fees
Plan of condominium	Jan 1st	\$150/dwelling unit or block min.\$3,500.00	\$153/dwelling Unit or block min. \$3570.00	\$153/dwelling Unit or block min. \$3640.00	\$153/dwelling Unit or block min. \$3715.00
Part Lot Control	Jan 1st	\$360 + all legal fees	\$367+ all legal fees	\$375 + all legal fees	\$382 + all legal fees

SCHEDULE "A" PLANNING FEES

Consent & Severance application	Jan 1st	\$700.00	\$714.00	\$728.00	742.00
Encroachment Agreement	Jan 1st	\$360.00 + all legal fees	\$367+ all legal fees	\$375 + all legal fees	\$382 + all legal fees
Site Plan Agreement	Jan 1st	\$2,500.00 + Deposit: \$2,500.00 + all Professional fees	\$2,550.00 + Deposit: \$2550.00 + all Professional fees	\$2,560.00 + Deposit: \$2560.00 + all Professional fees	\$2,610.00 + Deposit: \$2610.00 + all Professional fees
Site Plan Agreement - Amendment	Jan 1st	1,000.00 + Deposit: \$2,000.00 + all Professional fees	1,000.00 + Deposit: \$2,000.00 + all Professional fees	1,000.00 + Deposit: \$2,000.00 + all Professional fees	1,000.00 + Deposit: \$2,000.00 + all Professional fees
Release of financial securities – per request	Jan 1st	\$100.00	\$110.00	\$120.00	\$140.00
Refunds: 100% if request is made prior the application is placed on technical circulation. Fifty percent (50%) if request is made after technical circulation. Nil, if request is made after public meeting.	n/a	n/a	n/a	n/a	n/a
Administrative fee	Jan 1st	15%	15%	15%	15%

ANNEXE «A» FRAIS D'URBANISME

Description	Date en vigueur	2017	2018	2019	2020
Ventes de cédules du plan officiel, de règlement de zonage et carte de l'adresse civique: Format: petit (11X17) grand(2'X3')	1 ^{er} janvier	\$10.00 \$25.00	\$12.00 \$27.00	\$14.00 \$29.00	\$16.00 \$31.00
Amendement de base au plan officiel (Modification à la désignation. Développement moins de 1858m ² ou 20 unités d'habitation ou bloc)	1 ^{er} janvier	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Amendement majeur au plan officiel (Création d'une nouvelle politique. Développement excédant 1858m ² ou 20 unités d'habitation ou bloc)	1 ^{er} janvier	\$5,100.00	\$5202.00	\$5309.00	\$5415.00
Amendement de base au règlement de zonage (modification des dispositions et des limites)	1 ^{er} janvier	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Amendement majeur au règlement de zonage (nécessitant un amendement et un développement au plan officiel excédant 1858m ² ou 20 unités d'habitation et toute demande autre qu'un amendement de base)	1 ^{er} janvier	\$5,100.00	\$5202.00	\$5309.00	\$5415.00
Amendement temporaire au règlement de zonage	1 ^{er} janvier	\$3,060.00	\$3122.00	\$3184.00	\$3248.000
Retrait de la zone différée	1 ^{er} janvier	\$1,530.00	\$1560.00	\$1592.00	\$1623.65
Dérogation mineure	1 ^{er} janvier	\$1,000.00	\$1020.00	\$1040.00	\$1060.00
Demande d'approbation d'un plan préliminaire de lotissement	1 ^{er} janvier	\$150/unité d'habitation ou bloc min. \$4,000.00	\$153/unité d'habitation ou bloc min. \$4,080.00	\$156/unité d'habitation ou bloc min. \$4,161.00	\$160/unité d'habitation ou bloc min. \$4,245.00
Révision d'un plan préliminaire de lotissement suite à la décision de l'autorité approbatrice.	1 ^{er} janvier	\$2,500.00 min. ou \$115/unité	\$2,550.00 min. ou \$117/unité	\$2,560.00 min. ou \$119/unité	\$2,610.00 min. ou \$121/unité
Re-soumission d'un plan préliminaire de lotissement après l'expiration du délai d'approbation:	1 ^{er} janvier	\$50/unité d'habitation ou bloc min. \$2,500.00	\$52/unité d'habitation ou bloc min. \$2,550.00	\$54/unité d'habitation ou bloc min. \$2,560.00	\$56/unité d'habitation ou bloc min. \$2,653.00
Frais pour la préparation de l'entente du plan de lotissement:	1 ^{er} janvier	\$1,000.00 + \$2,500.00 pour supervision sur place	\$1,020.00 + \$2,550.00 pour supervision sur place	\$1,040.00 + \$2,560.00 pour supervision sur place	\$1,060.00 + \$2,610.00 pour supervision sur place
Demande au Conseil pour une exemption d'un plan de condominium	1 ^{er} janvier	\$3500.00 + tous les frais professionnels	\$3570.00 + tous les frais professionnels	\$3640.00 + tous les frais professionnels	\$3715.00 + tous les frais professionnels
Plan de condominium	1 ^{er} janvier	\$150/unité d'habitation ou bloc min.\$3,500.00	\$153/unité d'habitation ou bloc min. \$3570.00	\$153/ unité d'habitation ou bloc min. \$3640.00	\$153/ unité d'habitation ou bloc min. \$3715.00
Réglementation relative aux parties de lot	1 ^{er} janvier	\$360 + tous les frais légaux	\$367+ tous les frais légaux	\$375 + tous les frais légaux	\$382 + tous les frais légaux
Consentement et demande de division de terrains	1 ^{er} janvier	\$700.00	\$714.00	\$728.00	742.00

ANNEXE «A» FRAIS D'URBANISME

Entente d'empiètement	1 ^{er} janvier	\$360.00 + tous les frais légaux	\$367+ tous les frais légaux	\$375 + tous les frais légaux	\$382 + tous les frais légaux
Entente de plan d'implantation	1 ^{er} janvier	\$2,500.00 + Dépôt: \$2,500.00 + tous les frais professionnels	\$2,550.00 + Dépôt: \$2550.00 + tous les frais professionnels	\$2,560.00 + Dépôt: \$2560.00 + tous les frais professionnels	\$2,610.00 + Dépôt: \$2610.00 + tous les frais professionnels
Entente de plan d'implantation - Amendement	1 ^{er} janvier	1,000.00 + Dépôt: \$2,000.00 + tous les frais professionnels	1,000.00 + Dépôt: \$2,000.00 + tous les frais professionnels	1,000.00 + Dépôt: \$2,000.00 + tous les frais professionnels	1,000.00 + Dépôt: \$2,000.00 + tous les frais professionnels
Libération des garanties financières – par demande	1 ^{er} janvier	\$100.00	\$110.00	\$120.00	\$140.00
Remboursements: 100 p. cent si la requête est présentée avant la mise en circulation aux organismes techniques de la demande. 50 p. cent si la requête est présentée après la mise en circulation aux organismes techniques. Aucun remboursement si la requête est présentée après la rencontre publique.	s/o	s/o	s/o	s/o	s/o
Frais administratifs	1 ^{er} janvier	15 p. cent	15 p. cent	15 p. cent	15 p. cent