



PORT COLBORNE

Memorandum

To: City Council
From: David Schulz, Manager of Planning
Date: November 26, 2024
Re: Planning Fees Update – Report 2024-183

This memo has been prepared based on direction from City Council to further investigate the proposed 2025 Planning Fees.

At its October 22, 2024 meeting, Council directed staff to review the fees by comparing the proposed fees against similar-sized municipalities in the Region. Additionally, it was requested that the potential for the inclusion of a “minor” fee be investigated.

Following the review of the fees based on the direction by Council, staff proposes to implement a new fee for minor Official Plan and Zoning By-law Amendments for the proposed 2025 Planning Fees.

This memo proposes to amend the 2025 Proposed User Fees and Charges Report 2024-183 and the accompanying proposed 2025 User Fees and Charges By-law to be considered at the November 26, 2024 Council meeting.

Appendix A – Schedule N: Proposed 2025 Planning and Development Fees

APPENDIX N: Planning and Development

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Official Plan		
Official Plan Amendment	\$5,296.00	\$12,300.00
Official Plan Amendment (Minor)	NEW	\$6,150.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$842.00	\$1,700.00
Zoning By-Law		
Zoning By-Law Amendment	\$4,694.00	\$13,700.00
Zoning By-Law Amendment (Minor)	NEW	\$6,850.00
Adjournment of a Zoning By-Law (at owner's request)	\$842.00	\$1,700.00
Removal of a Holding Symbol	\$1,203.00	\$2,100.00
Temporary Use By-Law	\$4,694.00	\$6,100.00
Preparation of a Temporary Use Agreement	\$2,165.00	\$3,000.00
Extension of a Temporary Use	\$1,805.00	\$2,900.00
Plan of Subdivision		
Draft Plan Approval of Subdivision	\$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00	\$15,650 base fee plus \$55.00 per lot/block.
Redline Revisions/Change of Conditions to Draft Plan	\$3,447.00	\$8,500.00
Extension to Draft Plan Approval	\$1,805.00	\$1,900.00
Final Plan Approval	\$2,845.00	\$3,200.00
Amendment to Subdivision Agreement	\$2,407.00	\$4,200.00
Part Lot Control	\$1,203.00	\$2,200.00
Deeming By-Law	\$480.00	\$1,500.00
Discharge of a Subdivision Agreement	\$1,203.00	\$2,450.00

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Plan of Condominium		
Draft Plan Approval of Condo	\$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00	\$15,650 base fee plus \$55.00 per lot/block.
Redline Revisions/Change of Conditions to Draft Plan	\$3,447.00	\$8,300.00
Extension to Draft Plan Approval	\$1,805.00	\$1,900.00
Final Plan Approval	\$2,845.00	\$3,200.00
Condominium Conversion	\$7,822.00	\$9,700.00
Amendment to Condominium Agreement	\$2,407.00	\$4,850.00
Discharge of a Condominium Agreement	\$1,203.00	\$2,450.00
Condominium Exemption Request	\$1,736.00	\$5,300.00
Site Plan Control		
Site Plan Control Approval (agreement)	\$5,131.00	\$10,400.00
Site Plan Control Approval (no agreement)	\$2,080.00	\$4,300.00
Amendment to Site Plan Agreement	\$2,117.00	\$4,500.00
Discharging of a Site Plan Agreement	\$1,203.00	\$1,675.00
Committee of Adjustment		
Minor Variance/Expansion of Non-Conforming Use	\$1,383.00	\$1,900.00
Minor Variance (Building without a Permit)	\$1,805.00	\$2,505.00
Consent (new lot)	\$1,926.00	\$2,900.00
Easement	\$1,323.00	\$1,850.00
Lot Addition/Boundary Adjustment	\$1,323.00	\$1,850.00
Adjournment of a Consent or Variance (at applicant's request)	\$601.00	\$700.00
Changes to Consent Conditions	\$601.00	\$750.00
Final Certification Fee	\$240.00	\$400.00
Validation of Title	\$1,083.00	\$1,500.00

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Miscellaneous		
Quarry/Pit Establishment or Expansion	\$72,203.00	\$76,000.00
Telecommunication Facilities Consultation Process	\$1,805.00	\$1,900.00
Compliance Letter Express (within 3 days)	\$216.00	\$300.00
Development Agreement	\$2,888.00	\$3,400.00
Discharging of a Development Agreement	\$1,083.00	\$1,140.00
Front Ending Agreement	\$1,805.00	\$1,900.00
OMB Subpoena - first day	\$722.00	\$760.00
OMB Subpoena - thereafter	\$480.00	\$505.00
Zoning Verification Small Projects (pool, signs, decks, etc)	N/A	\$60.00
Zoning Verification Large Projects (dwellings)	N/A	\$80.00
Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)*	\$520.00	\$1,700.00
Pre-consultation Meetings (Minor - minor variance & consent)*	\$260.00	\$900.00
Combined Applications		
Consent & Minor Variance	\$2,528.00	\$3,800.00
Consent & Development Agreement	\$4,211.00	\$5,850.00
Minor Variance & Development Agreement	\$3,610.00	\$5,100.00
Engineering		
Municipal Consent Permit Fee**	\$364.00	\$385.00
Lot Grading Plan Review	\$104.00	\$110.00
Final Lot Grading Review		\$110.00
Development Sanitary & Water Modelling Analysis for Draft Plan of Subdivision		\$4,200 (Water or Wastewater Only) \$7,500 (Water AND Wastewater)
Development Sanitary & Water Modelling Analysis for Site Plans/ Draft Plan of Condominium		\$2,600 (Water or Wastewater Only) \$5,000 (Water AND Wastewater)

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Site Alteration Permit Inspections**		
Site Alteration Permit (< 1,000m³): Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size: <ul style="list-style-type: none"> - 0.1 hectares or less/maximum of 10m³ - > 0.1 to 0.2 hectares/maximum of 50m³ - > 0.2 to 0.5 hectares/maximum of 100m³ - > 0.5 hectares or larger/maximum of 500m³ - > 500m³ but less than 1,000m³ 	\$520.00	\$550.00
Site Alteration Permit (> 1,000m³): Permit application fee to be applied where the fill being removed or placed is greater than 1,000m ³ .	\$1,040.00	\$1,100.00
Site Alteration Permit Renewal/Extension (within limits): Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$520.00	\$550.00
Site Alteration Permit Renewal/Extension (exceeded limits): Fee to be applied when a Site Alteration Permit (< 1,000m ³) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$780.00	\$820.00
Post Site Alteration Permit Issuance Reviews: Engineering or zoning review or other changes after Site Alteration Permit has been issued.	\$1,040.00	\$1,095.00

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Haul route inspections: Haul route inspections prior to, during and after issuance of a Site Alteration Permit).	\$104/inspection	\$110.00/inspection
Post-Commencement Permit Surcharge: Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.	150% of applicable fees	150% of applicable fees
Site Alteration Violation Investigation: This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.	100% of applicable application fee (each occurrence)	100% of applicable application fee (each occurrence)

* The application fee is reduced by the amount paid for pre-consultation if the application is submitted within 18 months of the pre-consultation meeting date.

** A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.