

THE CORPORATION OF THE TOWNSHIP OF RAMARA

BYLAW NO. 2020.15

BEING A BYLAW TO ESTABLISH A TARIFF OF FEES FOR THE PROCESSING OF  
PLANNING APPLICATIONS

WHEREAS the *Planning Act*, 1990, c.P.13., Section 69(1), authorizes the establishment of a tariff of fees for the processing of applications made in respect of planning matters.

NOW THEREFORE BE IT ENACTED:

1. **THAT** all applications to Council, or the Committee of Adjustment, made in respect of planning matters shall be accompanied by payment of the appropriate fee, payable to the Municipality, in accordance with the tariff of fees outlined on Schedule "A" attached to this bylaw.

The applicant will be responsible for all consulting and legal fees incurred, including the Township's consulting fees for reviewing supporting submissions. Invoices will be issued for these costs which the applicant is responsible to pay within 30 days of the invoice date. Deposits made, in accordance with Schedule "A" are to have a continuous balance in the amount of the original dollar amount, which shall serve as security for the application.

All such fees shall be payable in advance with each application, and all applications shall be considered mutually exclusive.

2. **THAT** the tariff of fees described in Schedule "A", attached hereto, shall not include the processing of objections to amendments, the attendance of the Municipality at Local Planning Appeal Tribunal (LPAT) hearings, the attendance of the Municipality at any public meetings other than those formally required by the *Planning Act*, the preparation of Subdivision Agreements or the review and approval of engineering drawings relating to subdivisions by the Municipality. The applicant agrees that, should the above become necessary, the applicant will provide the Township with a deposit which shall be determined by the Treasurer on an individual basis, and the applicant will provide a written agreement to pay further deposits as required, and to reimburse any costs not covered by the deposits.
3. **THAT** notwithstanding the provisions of Schedule "A" of this bylaw, the Director of Finance may reduce the amount of, or waive the requirement for, the payment of a fee in respect of an application where the Director of Finance is satisfied that it would be unreasonable to require a payment in accordance with the tariff set out in Schedule "A" of this bylaw.

4. **THAT** the administration fees prescribed in Schedule "A" of this bylaw represent the anticipated costs of The Corporation of the Township of Ramara for the processing of applications related to planning matters specifically described therein, for a period of one (1) year from the date that the application is received and deemed complete by the Township. Where consideration of an application relative to a particular planning matter exceed one (1) year, the applicant shall formally be notified in writing that no further processing of the application shall occur unless and until the applicant has refiled the above prescribed fee(s) in advance, which fee(s) shall cover the further anticipated costs of the Township for a period of one (1) year only.
5. **THAT** with respect to each application received by Council, except applications to the Committee of Adjustment, the Director of Finance shall record the charges and expenses incurred by the Township in consideration and processing thereof, including all consultant's services and in each instance, an administration charge as prescribed in Schedule "A" will be charged. Upon the closing or completion of an applications, its formal withdrawal by the applicant, or its rejection by the Council, any part of the deposit paid under the provisions of Schedule "A" of this bylaw which has not been used to reimburse the Township for its charges and expenses in considering and processing the application, shall be forthwith returned to the applicant. In the event of any dispute arising as to the specific amount to be returned, the financial records of the Township of Ramara as maintained by the Director of Finance shall be final and binding.
6. **THAT** with respect to each application received by Council, if after one (1) year from the date that the application is received and determined to be complete, the application shall be deemed by Council to be inactive if there has been no serious effort made by the applicant to produce required and necessary information and materials to advance the processing of the application by the Township, the public or an external agency. A one time administrative fee of \$1,500.00 per application, shall be assessed by the Township and paid by the applicant to reactivate the inactive application if the applicant notifies the Township in writing that the application process shall proceed. After two (2) years that the application has been inactive, the application shall be closed by Council, after due notice by the Township. If, after five (5) years from the date that an application has been received by the Township, Council has not taken any action or made any decision because of applicant inactivity, Council shall close the application without further notice to the applicant. Any closed applications shall not be activated except by filing a new application to the Township.
7. **THAT** Schedule "A" attached hereto shall be and does form a part of this bylaw.
8. **THAT** Bylaw No. 2008.63, 2010.23, 2013.27, 2017.46, 2017.65, and any bylaws contrary to, or inconsistent with this bylaw, are hereby repealed.
9. **THAT** this Bylaw shall come into force and take effect on the date of passing.

10. THAT Schedule "A", attached, does and hereby form part of this Bylaw.

11. THAT this Bylaw shall come into force and take effect on the date of passing.

BYLAW READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 10<sup>th</sup> DAY  
OF February 2020.



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BASIL CLARKE, MAYOR



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JENNIFER CONNOR, CLERK

**SCHEDULE "A"**  
**PLANNING APPLICATION FEES**

|  | <b>APPLICATION</b>   | <b>ADMIN FEE</b> | <b>DEPOSIT</b> | <b>TOTAL</b> | <b>PAYMENT DUE</b> |
|--|--|------------------|----------------|--------------|--------------------|
|  | <b>COMMITTEE OF ADJUSTMENT</b>   |                  |                |              |                    |
|  | <b>MINOR VARIANCE</b>  | \$1,000.00       |                | \$1,000.00   | Submission         |
|  | <b>CONSENT</b>   |                  |                |              |                    |
|  | SINGLE APPLICATION   | \$1,200.00       |                | \$1,200.00   | Submission         |
|  | ADDITIONAL LOT(S)  | \$900.00         |                |              | Submission         |
|  | <b>CONSENT/MINOR VARIANCE</b>  |                  |                |              |                    |
|  | COMBINED   | \$1,700.00       |                | \$1,700.00   | Submission         |
|  | <b>RECIRCULATION FEE (COMMITTEE OF ADJUSTMENT APPLICATIONS)</b>            | \$250.00         |                |              |                    |
|  | <b>CONSENT AGREEMENT</b>   | \$1,500.00       | \$2,000.00     | \$3,500.00   | Submission         |
|  | <b>BOUNDARY ADJUSTMENT</b>   | \$1,200.00       |                | \$1,200.00   | Submission         |
|  | <b>EASEMENT</b>  | \$1,200.00       |                | \$1,200.00   | Submission         |
|  | <b>VALIDATION OF TITLE</b>   | \$500.00         |                | \$500.00     | Submission         |
|  | <b>RESIDENTIAL SITE PLAN APPROVAL</b>                                      |                  |                |              |                    |
|  | Building Permit Review (Individual Lot)(First Submission)                  | \$300.00         |                | \$300.00     | Submission         |
|  | Building Permit Review (Individual Lot)(Each Additional Submission/Review) | \$200.00         |                | \$200.00     | Submission         |
|  | Minor - <500 m <sup>2</sup> total construction                             | \$1,500.00       | \$2,000.00     | \$3,500.00   | Submission         |
|  | Major - >500 m <sup>2</sup> total construction                             | \$3,500.00       | \$4,000.00     | \$7,500.00   | Submission         |
|  | <b>NON RESIDENTIAL SITE PLAN APPROVAL</b>                                  |                  |                |              |                    |
|  | Minor - <500 m <sup>2</sup> total construction                             | \$2,500.00       | \$2,000.00     | \$4,500.00   | Submission         |
|  | Major - >500 m <sup>2</sup> total construction                             | \$5,000.00       | \$4,000.00     | \$9,000.00   | Submission         |
|  | <b>RESIDENTIAL OFFICIAL PLAN AMENDMENT</b>                                 |                  |                |              |                    |
|  | Minor - <4 units   | \$2,000.00       | \$2,000.00     | \$4,000.00   | Submission         |
|  | Major - >4 units   | \$2,500.00       | \$4,000.00     | \$6,500.00   | Submission         |
|  | <b>NON-RESIDENTIAL OFFICIAL PLAN AMENDMENT</b>                             |                  |                |              |                    |
|  | Minor - <500 m <sup>2</sup>  | \$3,000.00       | \$3,000.00     | \$6,000.00   | Submission         |
|  | Major - >500 m <sup>2</sup>  | \$6,000.00       | \$4,000.00     | \$10,000.00  | Submission         |
|  | <b>AGGREGATE OFFICIAL PLAN AMENDMENT AND/OR ZONING BYLAW AMENDMENT</b>     |                  |                |              |                    |
|  | Aggregate - <20,000 tonnes/annum   | \$15,000.00      | \$20,000.00    | \$35,000.00  | Submission         |
|  | Aggregate - >20,000 tonnes/annum   | \$25,000.00      | \$40,000.00    | \$65,000.00  | Submission         |

|  |            |             |             |                        |
|--|------------|-------------|-------------|------------------------|
| <b>RESIDENTIAL ZONING BYLAW AMENDMENT</b>      |            |             |             |                        |
| Minor - <4 units                               | \$1,500.00 | \$2,000.00  | \$3,500.00  | Submission             |
| Major - >4 units                               | \$2,000.00 | \$4,000.00  | \$6,000.00  | Submission             |
| <b>NON-RESIDENTIAL ZONING BYLAW AMENDMENT</b>  |            |             |             |                        |
| Minor - <500 m <sup>2</sup>                    | \$3,000.00 | \$2,000.00  | \$5,000.00  | Submission             |
| Major - >500 m <sup>2</sup>                    | \$5,000.00 | \$3,000.00  | \$8,000.00  | Submission             |
| <b>REMOVE "HOLDING" ZONING BYLAW AMENDMENT</b> | \$1,500.00 | \$2,000.00  | \$3,500.00  | Submission             |
| <b>TEMPORARY USE ZONING BYLAW AMENDMENT</b>    | \$2,000.00 | \$2,000.00  | \$4,000.00  | Submission             |
| <b>PART LOT CONTROL</b>                        |            |             |             |                        |
| <3 lots  | \$1,000.00 | \$1,000.00  | \$2,000.00  | Submission             |
| >3 lots  | \$2,000.00 | \$2,000.00  | \$4,000.00  | Submission             |
| <b>DEEMING BYLAW</b>                           | \$500.00   | \$1,000.00  | \$1,500.00  | Submission             |
| <b>PLAN OF SUBDIVISION/PLAN OF CONDOMINIUM</b> |            |             |             |                        |
| <21 Residential Units                          | \$5,000.00 | \$10,000.00 | \$15,000.00 | Submission             |
| >21 Residential Units                          | \$8,000.00 | \$15,000.00 | \$23,000.00 | Submission             |
| Extension of Draft Plan Approval               | \$2,500.00 |             |             | Upon extension request |
| Red Line Revision                              | \$1,000.00 |             |             | Upon revision request  |
| <b>RENEWABLE ENERGY APPLICATIONS</b>           |            |             |             |                        |
| Micro-Fit Application                          | \$300.00   |             |             | Submission             |
| Fit Application                                | \$600.00   |             |             | Submission             |
| <b>PRE-CONSULTATION (TOWNSHIP CONSULTANTS)</b> |            |             |             |                        |
| Minor – to be determined                       | \$600.00   | \$2,000.00  | \$2,600.00  | Submission             |
| Major – to be determined                       | \$800.00   | \$4,000.00  | \$4,800.00  | Submission             |