



A BY-LAW TO ESTABLISH A TARIFF OF FEES FOR THE PROCESSING OF APPLICATIONS MADE IN RESPECT OF PLANNING MATTERS

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 Corporation of the Town of Cobourg authorized a 10% increase in planning application fees submitted pursuant to the *Planning Act* which is consistent with annual fee increases over the last five (5) years;

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

1. THAT it is hereby established that the tariff of fees for the processing of applications made in respect of planning matters for the Year 2021 shall be in accordance with **Schedule "A"** attached hereto and forming part of this By-law.
2. THAT this By-law shall come into effect as of January 1, 2021.
3. THAT By-law No. 030-2016 shall be repealed effective 11:59 pm on December 31, 2020.

By-law read and passed in Open Council this 14th day of December, 2020.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"
TOWN OF COBOURG PLANNING APPLICATION FEES 2021*
Pursuant to Section 69(1) of the Planning Act, R.S.O. 1990, c.P. 13 as amended

Type of Application/Service	Existing Fee 2020	Proposed Fee 2021	Explanatory Notes
Official Plan Amendment (OPA)	\$9,000.00	\$9,900.00	Major Residential ¹
	\$14,000.00	\$15,400.00	Major Commercial ²
	\$6,000.00	\$6,600.00	Other
Zoning By-law Amendment (ZBA)	\$9,000.00	\$9,900.00	Major Residential
	\$9,000.00	\$9,900.00	Major Commercial
	\$5,000.00	\$5,500.00	Other
Combined OPA/ZBLA	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	\$7,000.00 + \$55 per lot or unit to a maximum of \$23,000.00	\$7,700.00 + \$60.00 per lot or unit to a maximum of \$25,300.00	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	\$5,000.00	\$5,500.00	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
	\$1,750.00	\$1,925.00	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	\$7,000.00 + \$55 per lot or unit* *+ \$900.00 per submission >= 3rd submission	\$7,700.00 + \$60.00 per lot or unit* *+ \$990.00 per submission >= 3rd 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	\$3,000.00	\$3,300.00	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	\$1,750.00 + \$55 per unit	\$1,925.00 + \$60 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	\$1,750.00 + \$55 per part lot	\$1,925.00 + \$60 per part lot	Includes processing of Block and/or R-Plans, review discussions, preparation of memoranda and/or reports,

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

			attendance at meetings, and registration of By-law
Removal of a Holding (H) Symbol	\$750.00	\$825.00	Includes preparation and circulation of notices, by-laws, reports and attendance at meetings
Site Plan Approval	\$5,000.00 + \$55 per unit* \$6,500.00* No Fee \$1,500.00* \$3,500.00* *+ \$900.00 per submission >= 3rd submission	\$5,500.00 + \$60 per unit* \$7,150.00* No Fee \$1,650.00* \$3,850.00* *+ \$990.00 per submission >= 3rd submission	Major Residential Major Commercial Industrial Site Plan Amendment (excluding Major Residential and Major Commercial) Other
Consents for Severance	\$2,500.00 per new lot + \$500.00 per Consent Certificate \$450.00	\$2,750.00 per new lot + \$550.00 per Consent Certificate \$495.00	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 Easements, rights-of-way, leases, lot line adjustments, etc.
Minor Variance	\$1,000.00	\$1,100.00	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
Compliance Letters (building, zoning, vehicle inspection, chip trucks, etc.)	\$100.00	\$110.00	Includes general review of planning records, zoning, agreements, and preparation of correspondence
Preconsultation	\$700.00 per pre-consultation	\$770.00 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)

* all fees exclusive of HST

SCHEDULE FOR REFUNDS TO PLANNING APPLICATION FEES 2021

Type of Application	Service Rendered	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%
	If administrative functions have been performed on the application(s), but a Public Meeting has not been convened by Council	40%
	If the application has been considered at a Public Meeting but a staff report has not been prepared	20%
	If the staff report has been prepared on the application and/or a decision rendered by Council	No Refund
Consents, Minor Variances	If an application has been submitted but no administrative functions have been performed	90%
	If administrative functions have been performed on the application(s), but a staff report has not been prepared and/or a Hearing has not been convened by the Committee of Adjustment	40%
	If a staff report has been prepared and/or a decision rendered by the Committee of Adjustment	No Refund