



# THE CORPORATION OF THE TOWN OF ERIN Office Consolidation

## By-Law #01-28

(amended by By-laws 19-56, 22-35)

Being a By-Law to establish a Tariff of Fees for the processing of applications made under the Planning Act.

**For Reference Purpose Only. Not a legal document/By-law.**

**WHEREAS**, pursuant to Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, Council may By-law prescribe a tariff and fees for the processing of applications made in respect to planning matters.

**WHEREAS**, Council deems it appropriate and expedient to revise and refine the current fee system to reflect present conditions.

**AND WHEREAS**, Council wishes to ensure that applicants for planning procedures pay the anticipated costs of their applications.

**NOW THEREFORE** the Corporation of the Town of Erin hereby **ENACTED AS FOLLOWS:**

### 1. PLANNING APPLICATIONS:

- 1.1 An application for:
  - a. Official Plan amendment;
  - b. Zoning By-Law amendment;
  - c. An approval of a Draft Plan of Subdivision;
  - d. An approval of a Draft Plan of Condominium;
  - e. Site Plan Agreement;
  - f. Site Plan Amendment;
  - g. Subdivision Agreement Amendment
  - h. Condominium Agreement Amendment;
  - i. Committee of Adjustment application;
  - j. Part Lot Control Exemption By-Law
  - k. Holding Zone Removal By-Law; and
  - l. Any other application made pursuant to the provisions of The Planning Act.
- 1.2 A pre-application fee must be submitted to cover municipal service prior to a formal application being submitted as set out on Schedule "A" of this By-Law.

### 2. TARIFF OF FEE:

- 2.1 Every applicant for a planning matter referred to in Section 1 and hereof shall submit an application on forms provided by the municipality. At the time of submitting the application, the applicant shall pay the Tariff Fee as set out in Schedule "A".
- 2.2 The Tariff Fee paid to the municipality pursuant to Section 2.1 includes one public meeting, meeting preparation and two staff meetings. The fees payable relate to the application at the municipal level which does not include any Ontario Municipal Board appeal costs, unless such application

is rejected by the municipality, in which case such fees and costs shall only be charged up to the date of rejection.


**3. DEPOSIT:**

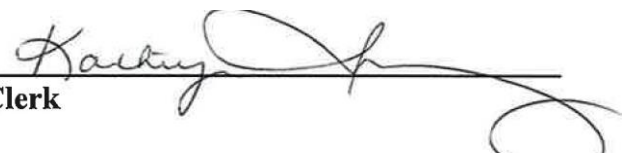
- 3.1 Every applicant must pay the stipulated deposit relating to the application submitted as set out in Schedule "A".
- 3.2 All monies paid, as deposits to the Town pursuant to Schedule "A" shall be held by the Town until final disposition of the planning application.
- 3.3 The deposit monies shall only be refunded, upon final disposition of the planning application, including all appeals related thereto;
- 3.4 The Town from time to time shall submit invoices to the applicant for applicable costs as set out in Schedule "B". In the event that an applicant does not pay the amount of the invoice within (30) days of the date of such invoice, the Town may pay the amount of such outstanding invoices from the said deposit monies and the Town shall not be obligated to further process the application until the applicant has paid sufficient funds to replenish the required deposit.

**4. GENERAL:**

- 4.1 Notwithstanding the various fees and costs established by this By-Law, the Council of The Corporation of the Town of Erin in processing the application, may by resolution reduce the amount of, or waive, the requirement for the payment of the Tariff Fee in respect of the application, where the Council is satisfied that it would be unreasonable to require payment in accordance with the Tariff established by this By-Law.
- 4.2 The Treasurer shall keep an accurate record of all rates and charges incurred by the municipality in processing the application pursuant to this By-Law.
- 4.3 The Town Manager has the authority to close any development file subsequent to notification from the Treasurer in regards to any past due accounts in respect to a development "Agreement". Once the past due account has been received the Town Manager can reopen the file.
- 4.4 This By-law repeals Village of Erin By-Law 93-41 and the Township of Erin By- Laws 11A-97 and 29-96.
- 4.5 This By-Law shall come into force and take effect upon its final passage.

**READ, a FIRST, SECOND and THIRD time  
and FINALLY PASSED in open Council  
This 17<sup>th</sup> day of April, 2001.**

  
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**Mayor**

  
\_\_\_\_\_  
**Clerk**

Amended by  
By-law 19-56 &  
22-35

**2022 amendment to: Schedule A to By-law 01-28**

Effective Date: July 07, 2022

By-law 01-28: Being a By-law to establish a Tariff of Fees for the processing of applications made under the Planning Act

Schedule A to By-law 01-28, Tariff of Fees and Applicable Deposits

Application Type	2020 Rates <sup>1</sup>		2022 Rates <sup>1</sup>	
	Administrative (Non-refundable)	Deposit <sup>2</sup>	Administrative (Non-refundable)	Deposit <sup>2</sup>
Draft Plan of Condominium	3,000.00	8,000.00	3,000.00	8,000.00
Official Plan Amendment	8,000.00	5,000.00	8,000.00	5,000.00
General Zoning By-law Amendment	5,000.00	2,000.00	5,000.00	2,000.00
Zoning By-law Amendment - Aggregate	5,000.00	2,000.00	5,000.00	2,000.00
Site Plan Control - Minor Addition of 50% or less of existing gross floor area up to a maximum of 800 square metres (8,600 sq. ft.)	2,000.00	2,000.00	2,000.00	2,000.00
Site Plan Control - Major New building and/or addition greater than 50% of existing gross floor area or addition greater than 800 square metres (8,600 sq. ft.)	5,000.00	5,000.00	5,000.00	5,000.00
Site Plan Control Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Plan of Subdivision (Draft or Otherwise) Base Fee	5,000.00	10,000.00	5,000.00	10,000.00
Plan of Subdivision (Draft or Otherwise) Per Unit Fee	200.00	n/a	200.00	n/a
Subdivision Agreement Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Committee of Adjustment / Minor Variance	700.00	n/a	700.00	n/a
Part Lot Control and Part Lot Exemption By-law	1,000.00	2,000.00	1,000.00	2,000.00
Temporary Use Extension	1,000.00	n/a	1,000.00	n/a
Major Recirculation re: Draft Approval Lapse	1,500.00	1,000.00	1,500.00	1,000.00
Major Recirculation re: Design Revision by Applicant	1,500.00	1,000.00	1,500.00	1,000.00
Holding Zone Removal By-law	500.00	1,000.00	500.00	1,000.00
Consent Review and Condition Clearances	500.00	n/a	500.00	n/a
Zoning Review Meeting	n/c	n/a	n/a	n/a
Pre-Consultation Meeting	500.00	500.00	1,000.00	1,000.00
Deeming By-law	500.00	n/a	500.00	n/a
Additional Public Information Meeting	500.00	n/a	500.00	n/a
Grading Security (per residential lot) <sup>3</sup>	-	5,000.00 <sup>3</sup>	-	5,000.00 <sup>3</sup>
Grading and Lot Siting Approval (per residential lot)	500.00	n/a	500.00	n/a
Request for Municipal Address Change	200.00	n/a	200.00	n/a
Development Agreement Creation <sup>4</sup>	2,000.00	2,000.00	2,000.00	2,000.00
Disposal of Surplus Land	500.00	2,000.00	500.00	2,000.00
Encroachment Agreement	2,000.00	2,000.00	2,000.00	2,000.00
Property Information Report	75.00	n/a	75.00	n/a
Zoning Certificate/Letter	75.00	n/a	75.00	n/a
Request for Review of Property File (per address) <sup>5</sup>	35.00	n/a	35.00	n/a
Creation of Neighbour Notification List	75.00	n/a	75.00	n/a
Heritage Property Review and Registration Coordination <sup>6</sup>	500.00	1,000.00	500.00	1,000.00

Notes:

1. Most planning fees are exempt from HST. Fees which are not exempt are subject to 13% HST.
2. Deposit fee is collected to offset disbursements associated with application. Refundable amount will be reimbursed depending on the chargeable expenses incurred by the Town. All chargeable expenses incurred by the Town are payable by the applicant/owner if deposit funds are insufficient.
3. Deposits remaining, after chargeable expenses, are fully refundable upon completion of project and/or as per applicable agreement stipulations.
4. Development agreement creation includes, but not limited to, plan of subdivision agreements, development and site plan control agreements, service financing agreements, cash-in-lieu of parking agreements.
5. Request for review of physical or digital property file which does not require an application through the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.
6. Fees for heritage property research, preparation of report, council presentation and administration of registration will be billed at cost to the applicant.
7. The Town may require pre-consultation for other development applications such as minor variance applications.

Any fees not included in Table 1 for planning applications and/or developments, post approval revisions, equivalents, inspections outside of normal working hours, additional meetings and all other expenses incurred that are authorized by the Chief Building Official will be charged at the rate of \$100.00 per staff member, per hour.

**SCHEDULED  
to By-Law 01- 28**

**PROCESSING COSTS**

A) Fee payable for services provided by the Municipality's Planning Consultants with respect to the application	<b>at cost</b>
B) Fee payable for services provided by the Municipality's Solicitor	<b>at cost</b>
C) Fee payable for services provided by the Municipality's Consulting Engineers	<b>at cost</b>
D) Charge for additional meetings	<b>\$600.00 per meeting</b>
E) Annual Bookkeeping Fee	<b>\$125.00 yearly</b>
F) Charge for publication in newspapers having local circulation	<b>at cost</b>
G) Mileage charges	<b>37 cents per km.</b>