



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

Whereas Section 69 of the Planning Act, R.S.O. 1990 c.P 13, as amended gives Council the authority to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

Now Therefore the Council of the Corporation of the Corporation of the Municipality of Highlands East hereby enacts as follows:

1. That fees and charges as set out in schedules to this Bylaw shall be imposed.
2. That Schedule A to this Bylaw be the schedule of fees related to the Planning Department;
3. The Treasurer of the Municipality is hereby appointed and authorized to take all necessary procedures for the billing and collection of the said fees.
4. Any payments for fees regarding Planning Matters not received by the Treasurer within 60 days of the invoicing date shall be added by the Treasurer to the tax roll of the property owner to be collected in the same manner as municipal taxes.
5. There shall be added to any fee thereof due, but unpaid, the sum of 1.25% on the unpaid balance on the day following the due date, and the first day of each calendar month thereafter.
6. If any section or part of this By-law is found to be illegal or beyond the power of the Municipal Council to enact, such section shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent there from and to be enacted as such.
7. That **Bylaw # 2017-67** be repealed in its entirety.
8. This Bylaw shall come into force and take effect upon the date of approval.

Enacted, Approved and Signed with the Corporate Seal attached this 10th Day of December, 2019.



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

**Being a bylaw for the purpose to set fees relating to the Processing of
Applications Made in Planning Matters**

Dave Burton, Mayor

Robyn Rogers, Clerk



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

Schedule "A"

Planning Department Fees

Service	Fee
Zoning By-law Amendments <u>Deposit</u> to be filed with the application Compliance Letter	\$ 450.00 – Zoning Pre-consult \$1,200.00 \$ 100.00 \$ 350.00 - Non-refundable administration fee included in deposit
Official Plan Amendments <u>Deposit</u> to be filed with the application	\$ 450.00 – Official Plan Pre-consult \$2,000.00 \$ 350.00 - Non-refundable administration fee included in deposit Plus additional fee payable to the County of Haliburton (non-refundable)
Site Plan Agreement <u>Deposit</u> to be filed with the application	\$1,000.00 \$ 350.00 - Non-refundable fee included in deposit
Site Plan Agreement-Application to amend <u>Deposit</u> to be filed with the application	\$ 1,000.00 \$350.00 Non Refundable fee included in deposit
Plan of Subdivision <u>Deposit</u> to be filed with the application	\$2,500.00 \$ 1,000.00 - Non-refundable fee included in deposit



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

	Plus additional fee payable to the County of Haliburton (non-refundable)
Minor Variance Deposit to be filed with the application	\$ 1,200.00 \$ 350.00 - Non-refundable administration fee included in deposit \$ 200.00 – Non-refundable fee if building already constructed
Minor Variance - Application to modify a Condition of the Committee of Adjustment Fee to be filed with the application Application to re-hear an application Fee to be filed with the application	\$175.00 \$ 550.00
Temporary Use By-law Deposit to be filed with the application	\$ 1,200.00 \$ 350.00 - Non-refundable Fee included in deposit
Temporary Use By-law (granny flats/garden suites) Deposit to be filed with the application	\$ 1,200.00 \$ 350.00 - Non-refundable Fee included in deposit
Consent Administration Fee	\$ 350.00



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

Pre-consult Fee	Lot creation/addition to a lot \$450.00 - Non-refundable administration fee to be filed with the pre-consultation form
Holding Provision – Removal Deposit to be filed with the application	\$1,000.00 \$ 350.00 - Non-refundable fee
Deeming By-law	Deposit to be filed with the application \$650.00 \$ 350.00 –Non-refundable Admin Fee included in deposit
Zoning By-law & Official Plan Sales	Costs only
Legal Agreements - Prepared and administered by municipal staff (i.e. Encroachment Agreement/Construction Agreement) Deposit to be filed with the application	\$1,000.00 Deposit to be filed with the application \$350.00 – Non-refundable administration fee included in deposit Plus any legal fees incurred on behalf of the applicant (costs only)

Solar Projects – Fees and Charges as per Bylaw #2019-117:

Rooftop Solar

The usual fees for building permits and/or site plan approval shall apply to Rooftop Solar.

In the event that a Municipal Official is required to sign a form in conjunction with any Rooftop Solar Application, this Authority is delegated to the CBO and Clerk (second



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

signature) and no Council approval is required provided that the Applicant has met or will meet the requirements set out in this Policy prior to installation.

Ground Mount Solar:

Micro

The Application Fee for Micro Ground Mount Solar Clearance is \$350 which is non-refundable.

Small Scale

The Application Fee for a Small Scale Ground Mount Solar Clearance is \$1,200 (\$350 non-refundable fee included in deposit).

In the event that the Applicant for a Small Scale Ground Mount Solar has pre-consulted with the Chief Building Official or designate and the Application meets the Municipal requirements, half of the non-refundable Application Fee (\$425) will be returned to the Applicant at the time of Council endorsement provided that no external costs have been incurred while processing the Application. In the event that the Applicant does not pre-consult and/or the Application does not meet the requirements set out in this Policy, the entire Application Fee is non-refundable.

In the event that the Application is a resubmission for a Council resolution only and there are no changes and no Delegation or Report to Council required, no Application Fee would apply. If there are any changes to the Application at the time of resubmission which require a Report to Council, an Application Fee of \$600 is required.

Large Industrial Scale

The Application Fee for a Large Industrial Scale Ground Mount Solar Clearance is \$2,000 (\$350 non-refundable fee included in deposit).

In the event that the Applicant for a Large Industrial Scale Ground Mount Solar has pre-consulted with the Chief Building Official or designate and the Application meets the Municipal requirements, half of the non-refundable Application Fee (\$825) will be returned to the Applicant at the time of Council endorsement provided that no external costs have been incurred while processing the Application. In the event that the Applicant does not pre-consult and/or the Application does not meet the requirements set out in this Policy, the entire Application Fee is non-refundable.



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

In the event that the Application is a resubmission for a Council resolution only and there are no changes and no Delegation or Report to Council required, no Application Fee would apply. If there are any changes to the Application at the time of resubmission which require a Report to Council, an Application Fee of \$1,000 is required.

Deposit fees set out in Schedule 'A' shall be used against all disbursements, including the fees of a Registered Professional Planner, incurred in the pre-consultation and/or processing of the application in relation to which they were paid, and any part of the fee not so used at the time of completion of the processing the application shall be returned to the applicant.

If the disbursements incurred by the Municipality equal or exceed the amount of the specified fee before completion of the application, the applicant shall pay additional fees to the Municipality as is deemed reasonable to complete processing of the application.

Development Proposals that require the Municipality to retain the services of an Engineer, Hydrogeologist, Lawyer or other professional, a **deposit of \$1,200.00 will be required.**

Development Proposals Deposit fees shall be used against all disbursements, incurred in the processing of the development proposal in relation to which they were paid, and any part of the fee not so used at the time of completion of processing the development proposal shall be returned to the applicant. If the disbursements incurred by the Municipality exceed \$1,200.00, the applicant shall pay additional fees to the Municipality as required to complete processing of the application.

Any other Planning Act approval or related agreement shall require a **deposit of \$1,000.00, a \$350.00 non-refundable administration fee is included in deposit.**

NEW



The Corporation of the Municipality of Highlands East

Bylaw # 2019-112

Being a bylaw for the purpose to set fees relating to the Processing of Applications Made in Planning Matters

Ontario Municipal Board (OMB)

If an Ontario Municipal Board Hearing is required, a deposit of \$2,000.00 is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied toward any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The applicant is responsible for any cost incurred by the Municipality including but not limited to:

- All fees and disbursements paid by the Municipality to the Municipal Solicitor and the Municipal Planner;
- All fees and disbursements paid to any expert witness; and
- All disbursements incurred by the Municipality.

If the disbursements incurred by the Municipality exceed \$2,000.00, the applicant shall pay additional fees to the Municipality as required.