

**BY-LAW 16-147
SCHEDULE F**

TYPE OF FEE		2019 FEES	HST
PLANNING & DEVELOPMENT FEES			
Note: Applications designated for " Tiered Fees " require 2 cheques to be provided when the application is submitted. The first cheque will be cashed when the application is submitted. The second cheque will be processed when the adopting by-law has passed or approval has been given, as the case may be. It is noted that all fees are non-refundable once the application has been accepted for processing and/or receipted.			
Official Plan Amendment			
PLN02	Application for Amendment to the current Official Plan for the City of Quinte West inclusive of Secondary Plans. Includes Conservation Authority & Public Works review fees. Refer to "Other Fees" below for additional fees if applicable.	\$3,570.00	Exempt
	Tiered Fee: Cheque #1	\$2,500.00	
	Tiered Fee: Cheque #2	\$1,070.00	
Zoning By-law Amendment			
PLN02	Application for Amendment to the current Comprehensive Zoning By-law including Temporary Uses. Includes Conservation Authority & Public Works review fees. Refer to "Other Fees" below for additional fees if applicable.	\$2,490.00	Exempt
	Tiered Fee: Cheque #1	\$1,750.00	
	Tiered Fee: Cheque #2	\$740.00	
PLN02	Application for Removal of Holding Symbol / Provisions	\$2,080.00	Exempt
PLN02	Oak Lake Drainage Basin Consolidated Application for Removal of Holding Symbol, Zoning By-law Amendment and/or Site Plan Control Agreement	\$2,490.00	Exempt
	Tiered Fee: Cheque #1	\$1,750.00	
	Tiered Fee: Cheque #2	\$740.00	
Site Plan Control - Fees listed plus legal & other fees as applicable.			
NOTE: For all Site Plan Control Applications a trust deposit is required. Legal, Public Works, Conservation Authority and Municipal Plan Review fees are charged at Actual Cost. Refer to "Trust Deposits" below. Trust Deposits may also be used for minor applications to cover costs including planners hours. Refer to "Other Fees" and "Trust Deposits" below.			
PLN03	Application with Registered Agreement (Standard)	\$2,620.00	Exempt
PLN03	Application with Agreement (Not Registered, Minor, as determined by City staff)	\$1,425.00	Exempt
PLN03	Application to Amend an Existing Site Plan Control Agreement	\$1,970.00	Exempt
Plan of Subdivision / Condominium - Fees listed plus legal & other fees as applicable			
NOTE: For all Subdivision / Condominium applications a trust deposit is required. Legal, Public Works, Conservation Authority and Municipal Plan Review Fees associated with an application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption are charged at Actual Cost. Refer to "Trust Deposits" below.			
PLN04	Application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption	\$3,270.00	Exempt
PLN04	Application for Preparation of Subdivision Agreement	\$655.00	Exempt
PLN04	Application to Amend Draft Plan Approval / Conditions (Red Line Amendment). Fee is deducted from Developer's Trust Deposit (refer to "Trust Deposits" below).	\$655.00	Exempt
PLN04	Application for Final Approval of Draft Plan of Subdivision / Condominium / Condominium Exemption. Fee is deducted from Trust Deposit (refer to "Trust Deposits" below).	\$655.00	Exempt
Committee of Adjustment			
PLN10	Application for Consent to sever land to create a new lot. Includes Conservation Authority & Public Works review fees as well as Certificate of Official fees. Refer to "Other Fees" below for additional fees that may be applicable.	\$2,150.00	Exempt
	Tiered Fee: Cheque #1	\$1,505.00	
	Tiered Fee: Cheque #2	\$645.00	
PLN10	Application to Amend Conditions of Consent	\$290.00	Exempt
PLN10	Application for Technical Consent (ie: Lot Additions, R.O.W., Easements, Long Term Lease, Foreclosure and Exercise Power of Sale, Mortgage and Partial Discharge of Mortgage). Refer to "Other Fees" below for additional fees if applicable.	\$1,320.00	Exempt
	Tiered Fee: Cheque #1	\$925.00	
	Tiered Fee: Cheque #2	\$395.00	
PLN10	Re-Application for Lapsed Consent within one year from lapsing date	\$655.00	Exempt
PLN10	Application for Validation of Title	\$655.00	Exempt
PLN11	Application for Minor Variance	\$885.00	Exempt
PLN11	Application for Minor Variance for waterfront properties & properties with environmental issues. Refer to "Other Fees" below for additional fees if applicable.	\$1,010.00	Exempt
Planning Administration Fees			
	Tabling of a Planning Application (initiated by Applicant) requiring a second or subsequent public meeting	\$650.00	Exempt
	Local Planning Appeal Tribunal (LPAT) - Initial deposit towards LPAT hearing expenses. Any additional LPAT cost above the initial deposit shall also be paid by the applicant.	\$6,000.00	Exempt
PLN08	Compliance Letter - Agreements (Subdivision / Site Plan Control) - Written Process	\$74.00	Exempt
PLN08	Compliance Letter - Zoning - Written Process	\$74.00	Exempt
PLN05	Documents: Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc. - Hardcopy printed & bound	\$135.00	HST incl

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PLN05	Documents: Schedules / Maps to Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc - tabloid 11x17 print, per schedule	\$5.95	HST incl
PLN05	Documents: Schedules / Maps to Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc. - prepared by GIS Division, see "Schedule D - IT/GIS Services" of this consolidated fee by-law for available sizing and current fees.		HST incl
	Zoning Information Letter - Internet process (plus e-commerce processing fees)	\$74.00	Exempt
PLN08	Zoning Information Letter - Motor Vehicle license, propane cylinder exchange - Written Process. Opinion as to compliance not included.	\$74.00	Exempt
Property Standards			
GL	Property Standards - Certificate of Compliance - Non-Residential Units, 0.22 per sq m (0.02 per sq ft), minimum charge	\$90.00	Exempt
GL	Property Standards - Certificate of Compliance - Residential Units, \$25 per suite, minimum charge	\$90.00	Exempt
GL	Yard Maintenance Administration fee set per Yard Maintenance By-law #16-044	\$125.00	Exempt
Planning Service Fees			
The following tariff of fees shall apply for the provision of planning services provided by Staff in the Planning & Development Services Department. These fees are applicable for any work rendered on Plan of Subdivision or Condominium applications, Official Plan Amendment applications and Site Plan Control applications after the application has received first approval and works other than that necessary for planning approval.			
GL	Director of Planning & Development Services (per hour)	\$135.00	HST incl
GL	Manager of Planning Services (per hour)	\$108.00	HST incl
GL	Area Planner and/or Policy Planner (per hour)	\$86.00	HST incl
GL	Executive Assistant (per hour)	\$67.00	HST incl
Trust Deposits			
A deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services, in an amount of \$10,000 shall be submitted to the City to be held in trust for all Draft Plans of Subdivision / Condominium and Part Lot Control Exemption applications at the time of application. A deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services, in an amount of up to \$5,000 (minimum \$2,000) shall be submitted to the City to be held in trust for all Site Plan Control applications at the time of application if so deemed. The deposits shall cover such items as planning reviews, legal fees, technical review fees and other fees incurred by the City through the processing of an application. A minimum balance of \$2,000 is to be maintained in the Trust Deposit account for Plans of Subdivision / Condominium and Part Lot Control Exemption applications and a balance of \$750 is to be maintained for all other applications. If there is a balance remaining in the Trust Deposit account once all conditions of the agreement have been met and the file is closed, it will be refunded to the applicant. Refer to "Other Fees" below for additional fees if applicable.			
Administration of Trust Fund Deposits			
The City of Quinte West shall maintain the trust funds deposited by applicants in a consolidated trust fund bank account and shall maintain a separate trust account on the general ledger for the City of Quinte West for each application who has deposited funds. The Director of Planning & Development Services or Manager of Planning Services shall administer and review said funds as follows: (i) The Director of Planning & Development Services or Manager of Planning Services is hereby authorized to transfer the administration fee from the established trust fund general ledger account to revenue funds for each planning process which requires a deposit; and (ii) The Director of Planning & Development Services or Manager of Planning Services is authorized to make disbursements from the established trust fund general ledger account for costs incurred in processing said applications; and (iii) Upon completion of the procedures and requirements set out in the applicable application agreement, any portion of funds deposited in trust for the applicant and remaining shall be refunded to the applicant.			
Other Fees			
Unless otherwise noted, fees required by other City Departments, Lower Trent Conservation, Quinte Conservation, Haliburton, Kawartha, Pine Ridge Health Unit or any other agency are required in addition to the fees detailed in this by-law.			