

Schedule "C-3"
Planning Act Processing Fees – Committee of Adjustment

Effective Date: January 1, 2025

1. The fees as set out in Schedule "C-3" to this By-law, which shall be payable for the processing of applications made in respect of those planning matters described in Schedule "C-3" to this By-law.
2. No request by any person for any service or activity regarding applications made in respect of those planning matters described in Schedule "C-3" will be processed or provided by the City, unless and until the person requesting the service or activity has paid the applicable fee in the prescribed amount as set out in Schedule "C-3" to this By-law.
3. Payment of all fees is due at the time the applicable application is made or service request is submitted, unless otherwise stated in Schedule "C-3". Subject to applicable City policy, payment of all fees may be made by Visa, MasterCard, American Express, Direct, Debit (bank card), cash, cheque, certified cheque or bank draft, as required by the Department requesting the fee.

| Fee Name | Unit | 2025 Fee (Excluding HST) | Applicable Taxes (HST 13% or Exempt) |
|--|-----------------|--------------------------------|---|
| Level 1 – CORPORATE SERVICES DEPARTMENT | | | |
| Level 2 – LEGISLATIVE SERVICES (COMMITTEE OF ADJUSTMENT) | | | |
| Minor Variances | | | |
| Low & Medium Density Residential Applications (applies to semi-detached, townhouses and detached) | Per Application | \$1,322.00 | HST Exempt |
| Driveways, Decks and *Accessory Structures under 16 sq. metres for Low & Medium Density Residential Applications (*does not include detached garages) | Per Application | \$771.00 | HST Exempt |
| Multiple Residential Applications (10 or more) within a Plan of Subdivision | | | |
| First 10 Applications | Per Application | \$1,322.00 | HST Exempt |
| In excess of the first 10 applications | Per Application | \$53.00 | HST Exempt |
| All other applications (including non-residential uses in residential zones) To be waived for applications relating to existing seasonal outdoor patios until 12:01a.m. on January 1, 2026. | Per Application | \$1,680.00 | HST Exempt |
| Deferral and Recirculation Fee Fee for deferrals and applications requiring recirculation | Request | \$218.00 - \$1,261.00 | HST Exempt |

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|---|-------------------------------|---|---|
| <p>All other applications (increased circulation notice) *an additional circulation fee is required where relief is being requested from Table 2.1.2.1.1 of Zoning By-Law 0225-2007, as amended. The fee will be calculated after submission of the application and will reflect the actual cost of circulation beyond the 60 m circulation to the use identified in Table 2.1.2.1.1. The additional circulation fee will be payable before the scheduled meeting.</p> | Request | Actual cost of notices beyond 60 m | HST Exempt |
| Consent | | | |
| New lots and lot additions | Per Application | \$2,798.00 | HST Exempt |
| Multiple Consent Applications (10 or more) within a Plan of Subdivision | | | |
| First 10 applications | Per Application | \$2,798.00 | HST Exempt |
| In excess of the first 10 applications (includes Certificate Fee payable at time of application) | Per Application | \$53.00 | HST Exempt |
| Validation of Title, Lease, Easement, Mortgage or Partial Discharge of Mortgage, Foreclosure or Power of Sale | Per Application | \$2,235.00 | HST Exempt |
| Request for a change of a condition | Per change of condition | \$556.00 | HST Exempt |
| Deferral and Recirculation Fee | Per Request | \$225.00 -\$2,092.00 | HST Exempt |
| Secretary - Treasurer's Certificate Fee | Flat fee (per certificate) | \$418.00 | HST Exempt |
| One year extension of draft severance conditions | Per Application | \$1,061.00 | HST Exempt |