



The Corporation of the City of Peterborough

By-Law Number 23-[Clerk's Office will assign the number]

Being a By-law to amend User Fees By-law Number 23-028 to update planning application fees

Whereas Section 391 (1) of the Municipal Act, S.O. 2001, c.25, as amended, stipulates that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

And Whereas the Council of The Corporation of the City of Peterborough has passed By-law Number 23-028 to establish user fees and charges for services provided by the City of Peterborough;

And Whereas Reports IPSPL23-002 to update planning application fees and IPSPL23-003 to require pre-application consultation and technical adequacy review prior to the formal submission of certain planning applications were considered and approved as recommended by the Council of The Corporation of the City of Peterborough;

Now Therefore, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1. Subject to section 2, Schedule A to By-law Number 23-028 is amended by deleting the fees and charges set out on pages 12 and 13 comprising Form 6, User Fees and Charges for the Planning Division's Application Amendment Fees and by adding the fees and charges set out in Schedule A of this By-law.
2. Any fees and charges in effect pursuant to By-law Number 23-028 before it is amended by this By-law continue to apply to services or things to the extent they are provided before By-law Number 23-028 is amended by this By-law.
3. This By-law is in effect when it is passed.

By-law passed this ____ day of _____, 2023.

Jeff Leal, Mayor

John Kennedy, City Clerk

Schedule A

Form 6	
User Fees and Charges - 2023	
Department	Planning & Development Services
Division	Planning, Development and Urban Design Division
Activity	Application Amendment Fees

G/L Account Number	User Fee Name and Description	Rationale for Fee (i.e. Government mandated, recover all or part of cost to deliver service, recovery of admin charges, etc.)	Unit Basis (Time/ participant etc.)	2022 Rate	HST Y or N	2022 Total Budgeted Rev from Fee	Date of Rate Change for 2023 - if applicable	Rate as per 2023 Budget	Date of Rate Change for 2023 - if applicable	Revised Rate for 2023	2023 Total Budgeted Rev from Fee
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
	Zoning By-Law Amendments										
11120-450370	Minor ¹ - Application Fee	To recover costs of processing application	base fee	\$50.00/dwelling unit + base fee of \$2,000	N		1-Feb-23	\$ 6,000.00	27-Mar-23	\$ 5,150.00	
11120-450370	Standard ² - Technical Adequacy Review	To recover costs of processing application	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 5,680.00	
11120-450370	Standard ² - Application Fee	To recover costs of processing application	base fee	\$1.5/sq. m. building floor area + base fee of \$2,000	N		1-Feb-23	\$ 10,998.00	27-Mar-23	\$ 4,470.00	
11120-450370	Complex ³ - Technical Adequacy Review	To recover costs of processing application	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 12,320.00 *	
11120-450370	Complex ³ - Application Fee	To recover costs of processing application	base fee	\$0.6/sq. m. building floor area + base fee of \$2,000	N		1-Feb-23	\$19,800 +\$10,000 draw down deposit	27-Mar-23	\$ 6,630.00	
	Zoning Bylaw Amendment applications combined with a Site Plan, Subdivision or Official Plan Amendment application is subject to a 25% discount in the fee										
	Official Plan Amendments										
11120-450370	Technical Adequacy Review	To recover costs of processing application	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 13,520.00	
11120-450370	Application Fee	To recover costs of processing application	base fee	n/a	N		1-Feb-23	\$ 20,800.00	27-Mar-23	\$ 7,280.00	
11120-450370	Schedule A (Commercial or Industrial designations) Schedule I, J & O	To recover costs of processing application	per fee	\$ 8,000.00	N		1-Feb-23	n/a			
11120-450370	Commercial or Industrial Policy Changes	To recover costs of processing application	per fee	\$ 8,000.00	N		1-Feb-23	n/a			
11120-450370	Amendments to remaining schedules or text	To recover costs of processing application	per fee	\$ 5,000.00	N		1-Feb-23	n/a			
	Subdivision or Condominium Plans										
11120-450370	Technical Adequacy Review	To recover costs of processing application	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 12,830.00	
11120-450370	Application Fee	To recover costs of processing application	base fee + per unit	\$50.00/ha of lot area + base fee of \$8,000	N		1-Feb-23	\$19,744 + \$82/unit (1st 100 units) +\$55/unit (100+ units)	27-Mar-23	\$6,910 + \$82/unit (1st 100 units) +\$55/unit (100+ units)	
11120-450370	External ROW improvements oversight						1-Feb-23	\$ 8,997.00			
11120-450370	Subdivision Compliance Letter	To recover costs of processing application	per letter	\$ 150.00	N		1-Feb-23	\$ 150.00			
11120-450370	Extensions to Draft Approval	To recover costs of processing application	per approval	\$ 3,000.00	N		1-Feb-23	\$ 3,000.00			
11120-450370	Condominium Exemption from Draft Approval	To recover costs of processing application	per approval	\$ 1,500.00	N		1-Feb-23	\$ 1,500.00			
11120-450370	Amendments to Approved Plans and/or Draft Conditions - Notice Required	To recover costs of processing application		\$ 3,000.00	N		1-Feb-23	\$ 3,000.00			
11120-450370	Amendments to Approved Plans and/or Draft Conditions - No Notice Required	To recover costs of processing application		\$ 1,500.00	N		1-Feb-23	\$ 1,500.00			

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C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
	Site Plans										
11120-450370	Residential - Standard ⁴ - Technical Adequacy Review	To recover the cost of processing applications	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 5,250.00	
11120-450370	Residential - Standard ⁴ - Application Fee	To recover the cost of processing applications	base fee + per dwelling unit	\$45 per unit + base fee of \$1,500	N		1-Feb-23	\$8,576+\$72/ unit	27-Mar-23	\$2,470 +\$72/unit	
11120-450370	Residential - Complex ⁵ - Technical Adequacy Review	To recover the cost of processing applications	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 10,430.00	
11120-450370	Residential - Complex ⁵ - Application Fee	To recover the cost of processing applications	base fee + per dwelling unit	\$45 per unit + base fee of \$1,500	N		1-Feb-23	\$14,944+\$136 /unit	27-Mar-23	\$3,660 +\$136/unit	
11120-450370	Non-Residential - Standard ⁴ - Technical Adequacy Review	To recover the cost of processing applications	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 5,360.00	
11120-450370	Non-Residential - Standard ⁴ - Application Fee	To recover the cost of processing applications	base fee + floor area	\$1.0/sq. m. of new building foot print + base fee of \$2,000	N		1-Feb-23	\$8,726+\$2/ sq.m.	27-Mar-23	\$2,520 +\$2/sq.m.	
11120-450370	Non-Residential - Complex ⁵ - Technical Adequacy Review	To recover the cost of processing applications	base fee	n/a	N		n/a	n/a	27-Mar-23	\$ 10,540.00	
11120-450370	Non-Residential - Complex ⁵ - Application Fee	To recover the cost of processing applications	base fee + floor area	\$1.0/sq. m. of new building foot print + base fee of \$2,000	N		1-Feb-23	\$15,094+\$3/ sq.m.	27-Mar-23	\$3,700 +\$3/sq.m.	
11120-450370	External ROW improvements oversight						1-Feb-23	\$ 22,272.00			
11120-450370	Minor amendment to approved site plan ⁶	To recover cost of processing applications		\$ 800.00	N		1-Feb-23	\$ 800.00			
11120-450370	Amendments to approved site plans - Major Residential	To recover cost of processing applications		\$ 1,500.00	N		1-Feb-23	\$ 1,500.00	27-Mar-23	see Standard ⁴ / Complex ⁵ Site Plan Fees	
11120-450370	Amendments to approved site plans - Major (All other)	To recover cost of processing applications		\$ 2,000.00	N		1-Feb-23	\$ 2,000.00	27-Mar-23	see Standard ⁴ / Complex ⁵ Site Plan Fees	
11120-450370	Roof-top Patios	To recover cost of processing applications		\$ 500.00	N		1-Feb-23	\$ 500.00			
11120-450370	Outdoor Cafés	To recover cost of processing applications		\$ 300.00	N		1-Feb-23	\$ 300.00			
11120-450370	Extensions to Site Plan approval Period	To recover cost of processing applications		\$ 700.00	N		1-Feb-23	\$ 700.00			
11120-450370	Site Plan Compliance Letter	To recover cost of processing applications		\$ 150.00	N		1-Feb-23	\$ 150.00			
	Other Fees										
11120-450370	Pre-consultation	To recover cost of processing applications		\$ 400.00	N		1-Feb-23	\$ 400.00	27-Mar-23	\$ 1,250.00	
11120-450370	Part Lot Control Exemption	To recover cost of processing applications	per lot	\$2,500 + \$50/lot	N		1-Feb-23	\$2,500 + \$50/lot			
11120-450370	Removal of Holding Provision	To recover cost of processing applications		\$ 700.00	N		1-Feb-23	\$ 700.00			
11120-450370	Sign By-Law Amendments	To recover cost of processing applications		\$ 1,200.00	N		1-Feb-23	\$ 1,200.00			
11120-450370	Other Agency Circulations			\$ 300.00	N		1-Feb-23	\$ 300.00			
11120-450370	Min. Var. within 2 yrs. of ZBA	To recover cost of processing applications		\$ 400.00	N		1-Feb-23	\$ 400.00			
	Total					\$ 145,000.00	1-Feb-23				
11120-450380	Development Engineering Review	To recover cost of processing applications	% of const. \$	5.5% of const \$		\$8,500.00	1-Feb-23	6% of construction value			

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C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
	Committee of Adjustment										
11120-440600	Minor Variances	1 and 2 unit residential properties		\$ 800.00	N		1-Feb-23	\$ 1,286.00			
11120-440600	All Others (inc. Sign By-law)			\$ 1,000.00	N		1-Feb-23	\$ 1,286.00			
11120-440600	Severances										
11120-440600	Creation of a new building Lot	To recover cost of processing applications	per lot	\$1,000 + additional \$200/lot	N		1-Feb-23	\$2,508 per new lot created			
11120-440600	All Others (E.g. Additions, easements)	To recover cost of processing applications		\$ 1,000.00	N		1-Feb-23	\$ 407.00			
11120-440600	Reissuance of Consent Certificates	To recover cost of processing applications		\$ 100.00	N		1-Feb-23	\$ 100.00			
11120-440600	Request of Change of Conditions for Provisional Consent	To recover cost of processing applications		\$100.00+ advertising	N		1-Feb-23	\$100 + advertising			
11120-440600	Recirculation	To recover cost of processing applications		\$ 400.00			1-Feb-23	\$ 400.00			
	Total Committee of Adjustment					\$62,500.00					
	Real Estate Due Diligence										
11120-450220	Due Diligence Requests - legal requests to City for non-City lands	To recover associated costs	per request	\$ 250.00	Y	\$300.00	1-Feb-23	\$ 300.00			
						\$216,300.00					\$832,860.00

Note:											
Any expenses incurred by the City pursuant to Municipal Plan Review on behalf of the Province of Ontario	Recovered from the applicant at actual cost										
If any application is deferred at the applicant's request, the costs of readvertising for public notice will be assessed to the Applicant	Recovered from the applicant at actual cost										
* An additional \$10,000 draw down deposit will be charged for files anticipated to generate exceptional levels of City Staff processing effort at Technical Adequacy Review stage where four or more review cycles are required											
For site plan applications involving mixed-use development, the Residential base fees and applicable rates per dwelling unit and per floor area shall apply											
¹ Means an application under section 34 of the Planning Act which meets one or more of the following: • Conforms to objectives and intent of the Official Plan; • Maintains intent and purpose of zoning by-law (e.g., no change in zoning category, only small-scale exception/change to zoning regulations); • Applies to a single parcel for low density residential use; • No impact or very limited impact beyond the subject lands is anticipated; • Requires up to one technical study/report in addition to a Planning Justification Report and concept plans; and/or, • Applies to a temporary use.											
² Means an application under section 34 of the Planning Act which meets one or more of the following: • Conforms with and/or retains the general intent of the Official Plan; • Requires change in zoning category and/or multiple regulations of existing zoning; • Moderate impact beyond the subject lands is anticipated; and/or, • Requires two to four technical studies/report in addition to a Planning Justification Report and concept plans.											
³ Means an application under section 34 of the Planning Act which meets one or more of the following: • Requires an amendment to the Official Plan; • Represents shift from intent and purpose of the zoning by-law (e.g., change in zoning category and/or development standards); • Involves substantial increase in density and/or floor space (e.g., large scale redevelopment); • Requires five or more technical studies/reports in addition to a Planning Justification Report and concept plans - likely to generate exceptional levels of City staff processing effort; • Greater impact beyond the subject lands may be anticipated; and/or, • Associated with a Draft Plan of Subdivision or Condominium application.											

<p>⁴ Means an application under section 41 of the Planning Act which meets one or more of the following:</p> <ul style="list-style-type: none">• Requires the review of up to three updated or new technical studies/reports;• Requires standard circulation to commenting agencies and departments;• Relatively straight-forward development proposal, where the size and site development issues are considered to be less complex;• Involves amendments to approved site plans with site alterations;• Involves a building addition, parking lot expansion or creation of a commercial parking lot; and/or,• Applies to a temporary use.
<p>⁵ Means an application under section 41 of the Planning Act which meets one or more of the following:</p> <ul style="list-style-type: none">• Requires the review of four or more updated or new technical studies/reports;• Requires greater technical review cycles (i.e., three or more cycles);• Large-scale and/or multi-phase developments with complex site development issues;• Involves a new build or significant building addition with impacts to existing site development;• Involves major amendments to approved site plans with significant site alterations;• Associated with another Planning Act application;• Requires coordination of external agency approvals; and/or,• Involves complex legal issues (e.g., right-of-way dedications, easements).
<p>⁶ Does not require a change to the site plan agreement registered on title</p>