

APPENDIX "A-1"

GUIDE TO APPLICANTS TOWNSHIP OF WEST LINCOLN APPLICATION FOR AN OFFICIAL PLAN AMENDMENT INFORMATION AND PROCEDURES

1. Purpose

The Official Plan for the Township of West Lincoln establishes general permitted land uses and provides policies to guide development in the Township. The Plan has been prepared and approved following public and agency input. Amendments are required for development which does not conform to the plan. Amendment applications are processed by the Township, although comments are sought from the Region to ensure conformity with the Regional Policy Plan. If an amendment to the Regional Policy Plan is required, then a separate Application must be made to the Region of Niagara. The Region of Niagara Policy Plan supersedes the Township's Official Plan in the event of any conflict between them. No amendment to the Township's Official Plan can be finalized until such time as a Regional Policy Plan Amendment has been approved, if required.

2. Preliminary Discussion

Prior to submission of an application, the Applicant should contact the Planning Department for a preliminary review of the proposal. This can answer any questions the Applicant may have and ensure accuracy of the application which can reduce the possibility of future delays in processing. Prior to submission of an application, the applicant should also contact the applicable government agencies for a preliminary review of the proposal.

3. Submission of Application

It is the responsibility of the Applicant (or duly authorized agent) to complete, sign and submit an application to the Planning Department. Applications must include the required number of plans and other support material, and the applicable fee. Any submission lacking the required information or fee shall not be considered further.

The Applicant has the right to appeal the amendment proposal to the Ontario Municipal Board if no decision to approve has been forthcoming from Council within 180 days of submission of the application. The appeal must be filed with the Township Clerk and be accompanied by the required fee.

4. Public Notice Signs

The Applicant is required to post Public Notice signs on the subject property in accordance with the following:

- Signs are provided by the Planning & Development Department to the Applicant.
- Signs are to be posted along each front of the subject lands.
- Signs are to be located, by the Applicant, on the lands at a location, which is clearly visible and legible from a public highway or other place that the public has access.
- Signs shall be located no more than 1.5 metres (5') back from the lot line.
- Signs must not be posted more than 2.1 metres (7') in height and not less than 1.5 metres (5') in height and shall be visible from distance not less than 7.5 metres.
- Signs shall be fastened to a secure structure.
- The Applicant prior to the Application being circulated for comments by the Planning and Development Department must post signs.
- The Applicant must advise the Department, in writing, when the signs have been posted in accordance with the above requirements. Failure to do so will result in the application not being circulated for comments and a decision by Council.
- The Applicant must remove signs within one week of expiry of the appeal period of the application, or approval by the Township of West Lincoln, the Region of Niagara or the Ontario Municipal Board, whichever is applicable.

4. Application Circulation for Comments

The application is then circulated to various agencies who are requested to provide comments within 20 days. Agencies may request an extension of the time to submit comments.

5. Public Meeting

When all agency comments have been received, a Public Meeting date is set. A Notice of Public Meeting is then circulated according to provincial procedures. Prior to the Public Meeting, a staff report is normally available, upon request, to the Applicant and any member of the public. It is advisable that the Applicant attend the Public Meeting (which is co-coordinated by the Planning/Building/Environmental Committee) to provide the Applicant's views on the proposal and answer any questions from the public or the Planning Committee. The public is encouraged to express its views.

No decision on the application is made at this time. Depending on the complexity of the application, more than one public meeting may be held by the Planning/Building/Environmental Committee.

6. Planning Committee Meeting and Decision

After the Public Meeting(s) has concluded, the Planning Committee meets to consider the proposal.

When all the agency and public comments have been received and issues have been addressed, Staff will prepare a recommendation report, which will be considered by the Planning/Building/Environmental Committee at a subsequent Committee meeting. Notice of any future meetings will be sent to all those who attend the public meeting(s) and to those who submit written responses to the application.

When the Planning/Building/Environmental Committee is satisfied that all matters have been considered, it may recommend to Council that the application be deferred, reserved, refused, approved, or approved subject to certain conditions.

7. Council Meeting and Decision

Council then considers the Planning/Building/Environmental Committee's recommendation choosing to uphold, reject or modify it. Any presentation to Council by the Applicant or the public will only be permitted by previously arranged delegation request to the Township Clerk.

Should an amendment be adopted, it will be forwarded to the Region of Niagara for approval. The Region of Niagara is the approval authority for Amendments to the Township's Official Plan. Upon approval of an Official Plan Amendment by the Township of West Lincoln, it is then forwarded to the Region of Niagara for approval, The Region of Niagara charges a fee for approval. The applicant is responsible for paying that fee to the Region upon approval of the Official Plan Amendment by the Township of West Lincoln. Failure to pay the fee to the Region may result in the Region refusing to consider the Official Plan Amendment until the fee has been received.

If the application is refused, notice of Council's decision to refuse the application is circulated to the public and agencies that have an interest in the matter.

The Region may either approve or refuse or approve with modifications Council decision. If the Region approves the amendment, notice of approval is circulated by the Region to the public and agencies. The Applicant and any member of the public may appeal Regional Council's decision to the Ontario Municipal Board.

Depending on the type of application submitted, the Region may exempt the application from final approval by the Region. If the application is exempt from final approval by the Region, a notice of adoption is circulated to the public and agencies. The Applicant and any member of the public may appeal Town Council's decision to the Ontario Municipal Board (OMB). If no notice of appeal is received within 20 days of mailing of the notice of adoption, the amendment comes into effect on the day after the last day for filing a notice of appeal.

8. Appeal Procedure

The Region may either approve or refuse the Council decision. The applicant and any member of the public or any agency can appeal the Region's decision to the Ontario Municipal Board (OMB).

If the Region's decision is appealed, the O.M.B. appoints a date for a mediation meeting and/or Public Hearing to consider the proposed amendment. An O.M.B. Hearing is a formal quasi-judicial proceeding held to adjudicate matters of dispute. Anyone can appear at such a hearing and present evidence, however the O.M.B. will direct that Notice of Hearing be given, normally to persons who have shown an interest.

After the Hearing, the O.M.B. may approve, reject, or approve with modifications, the proposed amendment. This is done through a formal order which is final and binding.

NOTES:

As indicated in Appendix "B" hereto, the applicant is responsible for paying the Regional review and approval fee.

As indicated in Appendix "B" hereto, the Applicant is responsible for costs incurred by the Township as a result of an appeal against a decision by the Township to support the Applicant. The Applicant is required to provide a \$7,000 deposit to the Township in order that security is in place to pay for anticipated costs to the Township related to the pending Ontario Municipal Board proceedings.

APPENDIX "A-2"

GUIDE TO APPLICANTS

TOWNSHIP OF WEST LINCOLN

APPLICATION FOR A ZONING BY-LAW AMENDMENT INFORMATION AND PROCEDURES

1. Purpose

The Zoning By-law for the Township of West Lincoln implements the Township's Official Plan and specifies permitted land uses and development requirements. The By-law, and amendments, have been approved following public and agency input.

An amendment to the Zoning By-law must conform to the Township's Official Plan, the Regional Policy Plan and Provincial Policies and Regulations.

2. Preliminary Discussion

Prior to submission of an application, the Applicant should contact the Planning Department for a preliminary review of the proposal. This can answer any questions the Applicant may have and ensure accuracy of the application which can reduce the possibility of future delays in processing.

3. Submission of Application

It is the responsibility of the Applicant (or duly authorized agent) to complete, sign and submit an application to the Planning Department. Applications must include the required number of plans and other support material, and the applicable fee. Any submission lacking the required information or fee shall not be considered further.

The Applicant has the right to appeal the zoning by-law amendment proposal to the Ontario Municipal Board if no decision to approve has been forthcoming from Council within 120 days of submission of the application. The appeal must be filed with the Ontario Municipal Board and be accompanied by the required fee.

4. Public Notice Signs

The Applicant is required to post Public Notice signs on the subject property in accordance with the following:

- Signs are provided by the Planning & Development Department to the Applicant.
- Signs are to be posted along each front of the subject lands.
- Signs are to be located, by the Applicant, on the lands at a location, which is clearly visible and legible from a public highway or other place that the public has access.
- Signs shall be located no more than 1.5 metres (5') back from the lot line.
- Signs must not be posted more than 2.1 metres (7') in height and not less than 1.5 metres (5') in height and shall be visible from distance not less than 7.5 metres.
- Signs shall be fastened to a secure structure.
- The Applicant prior to the Application being circulated for comments by the Planning and Development Department must post signs.
- The Applicant must advise the Department, in writing, when the signs have been posted in accordance with the above requirements. Failure to do so will result in the application not being circulated for comments and a decision by Council.
- The Applicant must remove signs within one week of expiry of the appeal period of the application, or approval by the Ontario Municipal Board, whichever is applicable.

5. Application Circulation for Comments

The application is then circulated to various agencies who are requested to provide comments within 20 days. Agencies may request an extension of the time to submit comments.

During this circulation Staff review and process the application.

6. Public Meeting

When all agency comments have been received, a Public Meeting date is set. A Notice of Public Meeting is then circulated according to provincial procedures. Prior to the Public Meeting, a staff report is normally available, upon request, to the Applicant and any member of the public. It is advisable that the Applicant attend the Public Meeting (which is coordinated by the Planning/Building/Environmental Committee) to provide the Applicant's views on the proposal and answer any questions from the public or the Planning/Building/Environmental Committee. The public is encouraged to express its views.

No decision on the application is made at this time. Depending on the complexity of the application, more than one public meeting may be held by the Planning/Building/Environmental Committee.

7. Planning Committee meeting and Decision

After the Public Meeting(s) has concluded, the Planning/Building/Environmental Committee meets to consider the proposal.

When all the agency and public comments have been received and issues have been addressed, Staff will prepare a recommendation report, which will be considered by the Planning/Building/Environmental Committee at a subsequent Committee meeting. Notice of any future meetings will be sent to all those who attend the public meeting(s) and to those who submit written responses to the application.

When the Planning Committee is satisfied that all matters have been considered, it may recommend to Council that the application be deferred, reserved, refused, approved, or approved subject to certain conditions.

8. Council Meeting and Decision

Council then considers the Planning/Building/Environmental Committee's recommendation choosing to uphold, reject or modify it. Any presentation to Council by the Applicant or the public will only be permitted by previously arranged delegation request to the Township's Clerk.

If an amendment is adopted, notice of passing is circulated to the public and agencies. . If the application is refused, notice of Council's decision to refuse the application is circulated to the public and agencies that have an interest in the matter. The Applicant and any member of the public or any agency can appeal the council decision to the Ontario Municipal Board (OMB).

If no notice of appeal is received within 20 days of mailing the notice, the amendment is deemed to have come into force on the day it was passed.

9. Appeal Procedure

The applicant and any member of the public or any agency can appeal Council's decision to the Ontario Municipal Board (OMB).

If Council's decision is appealed, the O.M.B. appoints a date for a mediation meeting and/or Public Hearing to consider the proposed amendment. An O.M.B. Hearing is a formal quasi-judicial proceeding held to adjudicate matters of dispute. Anyone can appear at such a hearing and present evidence, however the O.M.B. will direct that Notice of Hearing be given, normally to persons who have shown an interest.

After the Hearing, the O.M.B. may approve, reject, or approve with modifications, the proposed amendment. This is done through a formal order which is final and binding.

NOTES:

As indicated in Appendix "B" hereto, the Applicant is responsible for costs incurred by the Township as a result of an appeal against a decision by the Township to support the Applicant. The Applicant is required to provide a deposit of \$7000.00 to the Township in order that security is in place to pay for anticipated costs to the Town related to the pending Ontario Municipal Board proceedings.

APPENDIX "A"
SCHEDULE OF FEES
TOWNSHIP OF WEST LINCOLN

The fees for processing planning applications are outlined below for the fees effective
July 1, 2011

Note: Application fees do not apply to applications initiated by the Region of Niagara within the limits of the Township of West Lincoln.

Section

1. Official Plan Amendment	\$ 7,470.00
2. Combined Official Plan Amendment/Zoning By-law Amendment	\$10,000.00
3. Zoning By-law Amendment	\$ 5,820.00
4. Zoning By-law Amendment (Condition of Consent)	\$ 2,060.00
5. Removal of (H) Holding Symbol	\$ 1,220.00
6. Temporary Use By-law	\$ 2,060.00
7. Extension to Temporary Use By-law	\$ 1,380.00
8. Temporary Use Agreement	\$ 1,380.00
9. Site Plan Approval (Initial or Amendment where a new Agreement is Required)	\$ 4,200.00
10. Site Plan Approval Amendment where no Agreement is required	\$ 2,060.00
11. Discharge of a Site Plan Agreement	\$ 1,220.00
12. Consultation Process for Telecommunication Facilities	\$ 1,572.00
13. Plan of Subdivision Approval	\$ 6,840.00
14. Red Line Revisions to a Draft Approved Plan of Subdivision	\$ 2,060.00
15. Plan of Condominium	\$ 6,840.00
16. Condominium Conversion	\$ 6,540.00
17. Condominium Amalgamation	\$ 1,220.00
18. Exemption of Draft Plan of Condominium Approval	\$ 1,380.00
19. Extension to Draft Plan Approval of a Draft Plan of Subdivision or Condominium	\$ 1,380.00
20. Subdivision, Development or Condominium Agreement	\$ 6,300.00
21. Final Approval of a Plan of Subdivision or Condominium	\$ 1,380.00
22. Street Naming for New Subdivisions	\$ 1,220.00
23. Amendment to Subdivision, Development or Condominium Agreement	\$ 5,820.00
24. Request for Removal of Part Lot Control (per lot/block)	\$ 1,220.00
25. Approval of Road Opening/Upgrade (to allow access to build)	\$ 1,380.00
26. Adjournment or Rescheduling Fee for any Planning Application requested for any Planning Application	\$ 240.00
27. Deeming By-law	\$ 795.00
28. Zoning Compliance	\$ 160.00
29. Written Property Reports	\$ 160.00
30. Site Plan/Subdivision/Condominium Development Servicing (Engineering Review and Administration Fee)	

In addition to the application fees as outlined in Appendix A, Engineering Review and Administration fees are payable prior to final approval and are calculated as a percentage based upon one hundred percent (100%) of the Township's estimated total costs of construction of all services (internal and external) as shown in the development agreement's Financial Schedule and charged as follows:

- (a) Total cost of services less than \$ 1,000.00: no charge;
- (b) Total cost of services less than \$ 5,000.00: \$ 250.00 total charge;
- (c) Total cost of services less than \$ 20,000.00: \$1,500.00 total charge;
- (d) Total cost of services less than \$ 30,000.00: \$2,000.00 total charge;
- (e) Total cost of services less than \$ 60,000.00: \$3,000.00 total charge;
- (f) Total cost of services less than \$ 75,000.00: \$4,000.00 total charge;
- (g) Total cost of services less than \$100,000.00: \$5,000.00 total charge;
- (h) For total costs of services over \$100,000.00, the total fee cost shall be:
 - i. \$5,000.00 for the cost of services up to \$100,000, plus
 - ii. Four percent (4%) of the total costs of any services in excess of \$100,000.00 up to \$500,000.00; plus
 - iii. Three-percent (3%) of the total cost of any services in excess of \$500,000.00

All fees shall be payable in cash to the Township prior to and as a condition of the Township signing and registering the executed development agreement.

SCHEDULE OF DEPOSITS & FEES

TOWNSHIP OF WEST LINCOLN

1. a)	Site Plan Application Deposit	\$ 3000.
a)	Site Plan Grading Deposit	\$ 3000.
2. a)	Subdivision, Condominiums or Development Application Deposit	\$ 5000.
b)	Subdivision, Condominiums or Development Grading Deposit	\$10000.
3.	Amendment to Site Plan or Subdivision Agreement Deposit	\$ 2000.
4.	Road Upgrade (to allow access to build) Application Deposit Plus Administration, Engineering and Inspection Deposit as follows: 4% of the total costs of works and services	\$ 5000.
5.	OMB Appeal Deposit	\$ 7000.
6.	Additional Grading Deposit	\$ 1000.

Deposits do not apply to applications that are initiated by the Region of Niagara within the limits of the Township of West Lincoln.

NOTE: Above Fees are subject to change from time to time. All application fees are payable upon submission, except those for site plan and subdivision agreement administration fees.

Subdivision and condominium application fees are associated with the initial review of the subdivision proposal only and shall not be deemed to be payment towards the administration, engineering, legal and other costs incurred by the Municipality in preparing subdivision agreements.

The site plan administration fees are payable prior to approval of the site plan, normally when the signed Agreement has been submitted by the applicant to the Township. The subdivision and development agreement administration fees are payable prior to registration of the Agreement.

NOTE: REFUND OF FEES

(a) Site Plan Applications

If an application for site plan approval does not require Council approval and does not require an agreement, a maximum of one-half of the fee may be refunded.

(b) All Other Applications:

- i If an application is withdrawn prior to circulation to commenting agencies, 90% of the fee may be refunded;
- ii If withdrawn after circulation, but prior to notice of the Planning Committee or Council meeting at which the application will be considered being mailed or advertised, 50% of the fee may be refunded.
- iii If withdrawn after notice of the meeting being mailed or advertised, but prior to the Planning report being prepared, 25% of the fee may be refunded.

In addition, any payments outstanding to the Township shall be deducted from the Application Fee by the Treasurer prior to the refund being issued by the Treasurer.

NOTE: Reactivation – Any application which has been withdrawn or has been inactive for a period of one year shall be considered abandoned and a full fee shall be required to activate a new application.

NOTE: Where a decision on a development application in respect of a planning matter is referred or appealed to the Ontario Municipal Board and the Township and the applicant jointly support the decision, the applicant shall be responsible for all costs to the municipality associated therewith. Such costs shall include all legal, expert testimony, and administrative costs. To secure payment of such costs, the applicant will provide the Township, upon notice and/or acknowledgement of an objection from the Ontario Municipal Board, with an initial deposit of \$7,000, such amount to be increased by an amount determined by the Township in the event the Township determines that the nature of the application indicates that \$7,000 may be inadequate. Any costs to the Township in excess of the deposit shall be paid to the Township by the applicant upon submission of an invoice therefore.

CONSULTING SERVICES

Where any application requires the Township to hire a Consultant to review supporting technical studies on behalf of the Township, the applicant shall be responsible for all costs, and those costs shall be payable upon submission of an invoice from the Township.

OTHER FEES

The Region of Niagara, the Regional Niagara Public Health Department and the Niagara Peninsula Conservation Authority have established fees for review and inspection services, such fees are established by and payable directly to such agencies.

NOTICE

Pre-Consultation

The Ministry of Transportation

The availability of MTO permits (access, building and land use, sign) under The Public Transportation and Highway Improvement Act is an important aspect of the development approval process under The Planning Act. MTO permits are issued at the sole discretion of the Minister and the Ontario Municipal Board (OMB) has no jurisdiction with regard to the issuance of the required MTO permits.

It is particularly important for an applicant to confirm that the required entrance permit for a development proposal adjacent to the provincial highway system will be available prior to making a decision on the application. This is a basic principle in assessing the merits of a proposal as we wish to avoid situations where Planning Act approvals are obtained, but the proposal does not qualify for access to the provincial highway system and the required entrance permit cannot be issued.

With the Provincial shift to the importance of pre-consultation in Planning Act matters, the Ministry of Transportation has established a pre-consultation process for the review of applications involving Ministry interests.

The Ministry has requested pre-consultation for the following:

- Where proposals are located adjacent to or within 45m of a provincial highway;
- Where proposals are within 395m of the centre of an intersection; and/or
- Where a proposal is a major traffic generator and is within 800m off a Provincial Highway.

The Ministry has requested that the applicant complete the application and send it to MTO for review and comment. MTO will provide a written response to the approving authority (with a copy to the applicant) with regard to the availability of the necessary MTO permits, and any conditions of approval required.

Ministry of Transportation
Central Region Corridor Management Office
7th Floor, Building 'D'
1201 Wilson Avenue
Downsview, ON M3M 1J8

Telephone No. (416) 235-5385

Fax No. (416) 235-4267

**NIAGARA REGION
DEVELOPMENT SERVICES DIVISION FEES SCHEDULE
2011**

The fees out below cover the Region's review of development applications and review and inspection of private sewage systems. The fees for development applications outside urban areas, except for subdivisions and condominiums, include the private sewage system review fees associated with the application.

Fees for the Region's review of development applications are to be submitted to the local municipality with the planning application. Cheques are to be made payable to the Regional Municipality of Niagara. All fees for development applications must be received by the Region prior to the Regional staff submission of comments and recommendations to the approval authority.

In addition to the fees set out below, the Region may require an applicant to cover the cost of peer review for specific technical studies.

All development applications initiated by a local municipality are exempt from the Region's development review fees.

Fee Description	Fee	Per	Additional Notes
Regional Policy Plan Amendment Fees			
Review/Approval Fee	\$15,000.00		Applicants in addition will be responsible for paying the full cost of advertising. Area municipalities are exempt from this fee for municipally related applications. In addition to the application fees for Pits and Quarries (new and expansion fees), the owner/applicant shall bear <u>any</u> and all costs pertaining to Peer Reviews and for an Aggregate Advisor, if required. The owner/applicant shall be required to sign a cost acknowledgement agreement which must be signed and submitted as part of the application.
Amendment to establish a new pit or quarry	\$100,000.00		
Amendment to expand a pit or quarry	\$40,000.00		
Local Official Plan Amendment Review Fees			
Amendments (submitted to the Region for approval)	\$5,000.00		
Exempt from Regional approval (according to MOU)	\$3,500.00		
Subdivision Application Review Fees			
Subdivision Review	\$3,000.00 base fee + \$300.00 per acre to a maximum of \$18,000.00		Fee is based on the entire area of the subdivision.
Modification of Draft Approval	\$2,000.00		
Extension of Draft Approval			
- For plans granted draft approval <u>since 2006</u>	\$1,000.00		
- For plans granted draft approval <u>prior to 2006</u>	\$2,000.00		
Release of Regional/Provincial			

Fee Description	Fee	Per	Additional Notes
Conditions prior to Final Approval	\$2,000.00	per phase	
Condominium Application Review Fees			
Vacant Land Condominium	Same as subdivision review fee.		Fee is based on the entire area of the condominium.
Standard Condominium - Initial Review & Comment	\$1,000.00		
Modification of Draft Approval	\$500.00		
Extension of Draft Approval	\$550.00		
Extension of Draft Approval for plans granted draft approval prior to 2006	\$1,100.00		
Release of Regional/Provincial conditions prior to final approval	\$550.00	per phase	
Zoning By-law Amendment Review Fees			
Within Urban Areas	\$550.00		
Outside Urban Areas	\$875.00*		Includes the Region's private septic system review fee. * In Welland and West Lincoln , where the local municipality carries out private septic system review, the fee is \$550.
Zoning By-law Amendment Review Fees (continued)...			
Agricultural Purposes Only Zoning Amendment	\$300.00		
Removal of Holding Symbol.	\$300.00		
Severance Application Review Fees			
Within Urban Areas	\$300.00	per application	Where an application is located on a Regional road, Regional infrastructure/facilities are nearby or there is a Regional or Provincial issue as determined by the local municipal planner. The fee outside urban areas Includes the Region's private septic system review fee. * In Welland and West Lincoln , where the local municipality carries out private septic system review, the fee outside urban areas is \$500.
Outside Urban Areas	\$825.00*	per application	
Final Certification Fee	\$200.00		For Active consent files remaining under the authority of the Region.
Site Plans Review Fees			
Within Urban Areas	\$750.00		Where an application is located on a Regional road, Regional infrastructure/facilities are nearby or there is a Regional or Provincial issue as determined by the local municipal planner. The fee outside urban areas Includes the Region's private septic system review fee. * In Welland and West Lincoln , where the local municipality carries out private septic system review, the fee outside urban areas is \$750.
Outside Urban Areas	\$1,075.00*		

Fee Description	Fee	Per	Additional Notes
Minor Variances Review Fees			
Within Urban Areas	\$200.00		Where an application is located on a Regional road, Regional infrastructure/facilities are nearby or there is a Regional or Provincial issue as determined by the local municipal planner. The fee outside urban areas Includes the Region's private septic system review fee. * In Welland and West Lincoln , where the local municipality carries out private septic system review, the fee outside urban areas is \$200.
Outside Urban Areas	\$525.00*		
Environmental Site Assessments (Brownfields) Requests to Use the Non-Potable Water Site Condition Standards			
Response to request	\$500.00		
Green Energy Act Applications			
Regional Review	\$750.00		
PRIVATE SEWAGE SYSTEMS			
Sewage System Applications			
New system	\$975.00		
Holding tank	\$975.00		
Repair tank only	\$500.00		
Sewage System Applications Associated with Development/Planning Applications			
NEC Application	\$325.00	per application	
Subdivision or Condominium	\$325.00	per lot or unit	
Small, On Lot Sewage Systems - Special Requests			
Preliminary site inspection	\$325.00		Related to proposed lot development where no other application has been made.
Small, On Lot Sewage Systems - Real Estate Inquiries Including Site Inspection Visits			
Site inspection and report	\$400.00		\$52.00 HST applicable
File searches only	\$200.00		\$26.00 HST applicable

Notes Respecting Development Services Fees:

- All fees for development applications outside urban areas include private sewage system review fees.
- All development review/processing fees must be received by the Development Services Division prior to the Region's submission of comment/recommendations to the approval authority.
- The Region's review/processing fee is not refundable if an application is refused or only partially approved by the approval authority.
- The Region's review/processing fees may be returned if the applicant voluntarily withdraws the application prior to staff commencing the review process.
- In addition to development review fees the Region may require the applicant to cover the cost of peer review for specific technical studies.

- All development applications initiated by a local municipality are exempt from the Region's development review fees.



**Planning Review Fees
Schedule I**
(Effective January 20, 2010)

CATEGORY	LEVEL	FEE
Official Plan Amendments	Minor	\$ 485.
	Major	\$2,365.
Zoning By-law Amendments	Minor	\$ 485.
	Major	\$2,365.
Minor Variances	Minor	\$ 325.
	Major	\$ 645.
Subdivision & Vacant Land Condominium	Minor	\$ 540.
	Major	\$3,495.
Draft Plan Modification		\$1,600.
Subdivision Clearance of Conditions	Minor	\$ 540.
	Major	\$1,965.
Complex Applications OPA/ZBA/site Plan etc.		\$6,345.

Minor – The site area is less than 4.5 hectares.

Major – The site area is equal to or greater than 4.5 hectares.

Complex Applications – Lifestyle Communities, Golf Courses, Aggregate Extraction and other non-standard development proposals not listed.

Subdivision Revision and Clearance Fees will be paid directly to the Conservation Authority and must be paid prior to issuance of revised draft conditions or the final Conservation Authority clearance letter. A draft plan modification fee will be applicable to developer driven amendments to a subdivision or condominium application.

Note 1: In addition to the above, fees will be charged for review of applicable supporting Technical Reports / Plans as per Schedule III.

All fees are to be made payable to the Niagara Peninsula Conservation Authority.

Approved January 20, 2010



Development Plan Review Fees
Schedule II
 (Effective January 20, 2010)

CATEGORY	LEVEL	FEE
Building Permit Screening / Clearance		\$ 55.
Property Inquiries / Compliance Letters		\$ 215.
NEC Application Screening / Clearance		\$ 110.
Site Plan Agreement	Minor	\$ 485.
	Major	\$3,335.
Consents (Severances)	Minor	\$ 485.
	Major	\$1,130.

Minor – The site area is less than 4.5 hectares.

Major – The site area is equal to or greater than 4.5 hectares.

Note 1: In addition to the above, fees will be charged for review of applicable supporting Technical Reports / Plans as per Schedule III

All fees are to be made payable to the Niagara Peninsula Conservation Authority.

Approved January 20, 2010



**Technical Review Fees
Schedule III**
(Effective January 20, 2010)

(These technical review fees shall be applied to those development applications that are not part of an N.P.C.A. permit application)

CATEGORY	LEVEL	FEE
Stormwater Management Report Review	Minor	\$ 865.
	Major	\$1,885.
Floodplain Mapping	Up to 500 linear m	\$ 380.
	Over 500 linear m	\$ 700.
Grading & Drainage Plan Review	Minor	\$ 325.
	Major	\$ 600.
Geotechnical Report Review	Up to 500 linear m	\$ 430.
	Over 500 linear m	\$ 910.
Environmental Impact Studies	Minor	\$ 865.
	Major	\$ 1885.
Hydrogeological Report Review	Minor	\$ 865.
	Major	\$ 1885.

Minor – The area is less than 4.5 hectares.

Major – The area is equal to or greater than 4.5 hectares.

Note 1. Technical review fees of \$55/hour will be charged where more than two (2) reviews are required by the Conservation Authority due to submission of incomplete reports from the applicants.

All fees are to be made payable to the Niagara Peninsula Conservation Authority.

Approved January 20, 2010