

TOWNSHIP OF WEST LINCOLN

318 Canborough Street, P.O. Box 400
Smithville, Ontario L0R 2A0
Phone: (905) 957-3346
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APPENDIX 'A-1', 'A-2', 'A-3', & 'A-4' SUBDIVISION & CONDOMINIUM APPLICATION

APPENDIX "A-1" SUBDIVISION APPLICATION GUIDE

For applying for approval under Section 51 of The Planning Act

A. APPLYING FOR SUBDIVISION APPROVAL

1. The attached application form is for use when applying to the Township for subdivision approval
2. The Region of Niagara has delegated subdivision and condominium authority to a number of local municipalities throughout the Region. Approval authority was delegated to the Township of West Lincoln on May 19, 1997.

B. USING THE APPLICATION FORM

1. The attached application form should be completed and submitted with **20 copies** to the Township of West Lincoln Planning Department. Please keep a copy for your files. The applicant is advised to approach the Planning Department for official plan, zoning and policy information before making a formal application to the Township.

Please note that circulation of applications cannot be guaranteed unless the draft plan of subdivision conforms to the official plan or is the subject of an Official Plan Amendment. In cases where a corresponding Official Plan Amendment has been received, the plan of subdivision and the Official Plan Amendment will be circulated simultaneously.

2. The application should be completed by the property owner or his agent. Where it is being made by an agent, the written authorization may be shown on the face of the draft plan.
3. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of the future residents, either owners or tenants. Sufficient studies for the completion of the application should be carried out prior to a submission for approval, and should be reflected in the application form. This information will assist in a quick and comprehensive assessment of the application. If further studies are required, the application will be notified. The application must also be accompanied by **20 copies** of a background report, including a statement on affordable housing, a letter advising that the "notice sign" has been installed on the site, and the required application fee. If the form or the draft plans seem incomplete or inaccurate the application will be returned for completion, correction or clarification prior to processing.

C. DRAFT PLANS

1. The Planning Act requires that all applications must be accompanied by copies of the draft plan. The draft plan must be drawn to scale (metric 1:1000) with boundaries certified by an Ontario Land surveyor and must also be signed by the registered owner of the property.

Subdivision applications require a minimum of **35 copies**. If further copies are needed, the applicant will be notified. An 8-1/2 x 11 reproducible copy of the draft plan is also required. A copy on disk in AutoCAD should also be submitted, if available.

2. The draft plans should indicate all items as required by Section 51(17) of the Planning Act (list attached).

D. DEALING WITH THE APPLICATION

1. After accepting the completed application, the Township will confer with officials of the Region, ministries, commissions, authorities and others who may be concerned, to obtain information and recommendations. With regard to subdivision applications, a public meeting will be held as part of the review process.

2. After an evaluation of the plan and the recommendations from other bodies noted above, conditions may be imposed in granting approval of the draft plan (draft approval).
3. The conditions of draft approval must be fulfilled prior to the approval of the final plan. The agencies affected by the conditions must indicate that they have been fulfilled. In some cases, agencies may require that a copy of the complete subdivision agreement be forwarded to them prior to notifying the Township that the conditions have been fulfilled.
4. Sections 51(34), (43) and (48) of the Planning Act, provide that an application for approval by the Township may be referred to the Ontario Municipal Board for decision.

APPENDIX "A-1"
LEGISLATIVE REQUIREMENTS FOR SUBDIVISION APPROVAL ADAPTED FROM THE PLANNING ACT

Section 51:

- (1) Subsection 17; Information required to be shown on the draft plans:
 - (a) the boundaries of the land to be subdivided, certified by an Ontario Land Surveyor;
 - (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
 - (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which he has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
 - (d) the purpose for which the lots are to be used;
 - (e) the existing uses of all adjoining lands;
 - (f) The approximate dimensions and layout of the proposed lots;
 - (g) Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
 - (h) The availability and nature of domestic water supplies;
 - (i) The nature and porosity of the soil;
 - (j) Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land;
 - (k) The municipal services available or to be available to the land proposed to be subdivided; and
 - (l) The nature and extent of any restrictive covenants or easements affecting the land proposed to be subdivided.
2. Subsection 19; The approval authority may refuse to accept or further consider the application until the prescribed information and material, the required fee and the draft plan are received and the time period referred to in subsection (34) does not begin until the day the draft plan, information, material and fee are received.
3. Subsection 24: In considering a draft plan regard shall be had among other matters to the health, safety, convenience and welfare of the present and future inhabitants.
4. Subsection 25; The Township may impose such conditions as deemed reasonable including a condition of that land be dedicated or the requirements met for park or other public recreation purposes under section 51.1 and/or that such highways or road widenings be dedicated as deemed necessary by the approval authority.
5. Subsection 26; The Township may enter into subdivision agreements imposed as a condition of draft approval.

DO NOT RETURN THIS INSTRUCTION SHEET WITH COMPLETED APPLICATION

**APPENDIX “A-2”
INFORMATION AND PROCEDURES FOR SUBDIVISION APPLICATIONS**

Pre-Consultation

Applicant/consultant ‘Must’ set up an appointment for preliminary discussion and review of the proposal with Township Staff prior to application being made (Planning and Public Works).

Applicant should discuss proposal with other review agencies such as the Region, MOEE, MNR, NPCA, etc. These agencies may need to be involved during the Pre-Consultation meeting with Township Staff.

Application

Applications will be accepted only when Items 1-5 (below) accompany submission. Application will be considered complete and will be circulated for technical review and comment only when Items 1-7 (below) have been received.

Submission requirements:

1. 35 paper prints of draft plan – folded not larger than legal size (8 ½ x 14”) signed by owner and **surveyor**. All drawings are to include a key plan, north arrow, and current revision status. All elevations shown are to be geodetic, and related to the Township of West Lincoln datum (NAD 83).
2. 20 copies of completed subdivision application form **signed by owner and agent** (if any).
3. 20 copies of background information report on proposal.
4. 1 legible paper print or mylar of draft plan reduced to letter (8 1/2” x 11”) or legal (8 1/2” x 14”) size.
5. Application fee cheque made out to “Township of West Lincoln” (certified cheque preferred). For fee schedule see appendix “B”.
6. Evidence (written letter) and photograph that Public Notice sign has been posted, indicating location(s) on site and date.
7. Supporting studies and information (e.g., preliminary stormwater management report, noise, traffic, etc.) that may be required.

Approval Authority – Submission of Application

Division of a parcel of land into several smaller lots usually requires approval of a plan of subdivision. In the Township of West Lincoln, the approval authority for all plans of subdivision lies with the Township Council. Any application for subdivision in the Township of West Lincoln must be submitted to the Township’s Planning Department. Pre-consultation with the Township Planning Department and with public agencies like to have an interest in the proposal is encouraged. This is a particularly true where a subdivision also involves an Official Plan Amendment and/or a Zoning By-law Amendment.

Evaluation of Applications

The subdivision review and approval process plays a key role in the land development process. It establishes the conditions under which land may be divided and sold, future street and neighborhood patterns, parks and other community facilities, community housing, and commercial and employment opportunities.

The purpose of the subdivision review and approval process is to ensure that:

- the land is suited to its intended use;
- the subdivision conforms with applicable planning legislation;
- municipal services are or can readily be made available;
- the community and individual citizens are protected from inappropriate development which could detract from the community; and
- lot purchasers obtain undisputed title to their new property.

Major Stages in Processing an Application

The processing of most subdivision applications usually involves the following major stages:

- submission of “complete” application;
- circulation and public notification;
- review of comments/recommendations on draft approval;
- dispute resolution or referral/appeal to OMB;
- draft approval with conditions;
- clearance of conditions by applicant; and
- final approval and registration.

APPENDIX "A-2"

All applications may not go through each of these stages. Each stage usually involves many steps depending on the complexity of the application and the response of government agencies, special interest groups, consultants, and the public.

Circulation, Review and Public Notification

A complete application may require several months to obtain draft approval depending on its complexity. Much of this time is devoted to review of the proposal by numerous public agencies, analysis of comments submitted to the Township and negotiations between interested parties where a problem emerges. During this period, property owners within 120m of the subdivision site are notified of the application and a public meeting is held to discuss the proposal. Finally, a staff report on the proposal is submitted to the General Committee and Council for consideration. Usually, that report recommends that draft approval be granted subject to a list of conditions recommended by the agencies reviewing the application plus any revisions recommended by the Township Departments and the public.

Township Decision

Council makes a decision to grant draft approval to a subdivision subject to a list of conditions which must be fulfilled by the applicant. Notice of this decision is then given to the applicant, the public, and review agencies. However, the decision to grant draft approval is not effective until after a 20 day appeal period expires. If no appeals are received, draft approval is formally granted. If an appeal is lodged with the Township, the application is automatically forwarded to the OMB for a ruling. Once draft approval is granted, the applicant may proceed with the subdivision subject to the conditions applied, prepare the site for development, and enter into agreements to sell lots once they are registered.

Final approval is granted by the Township once the applicant has fulfilled all the conditions of approval. The plan may then be registered and individual lots within the subdivision may be sold.

Fees

Fees established by the Township for processing subdivision applications are set out in Appendix "B". The fee is an administration charge associated with the initial review of the application which is payable upon submission of an application. The fee does not include administration, engineering, legal and other costs incurred by the Township in preparing subdivision agreements.

APPENDIX "A-3"
BACKGROUND INFORMATION
REQUIRED TO BE SUBMITTED BY THE
APPLICANT WITH THE SUBDIVISION APPLICATION

1. Local Official Plan policy for the site and encompassing neighborhood or community.
2. Status of adjacent lands: in use; subject to development or redevelopment through zoning or subdivision, etc.
3. Proposed integration of roadways within subdivision and vehicular circulation pattern in surrounding area.
4. Inventory of physical features (watercourses, tree stands, etc.) on the site and on adjacent lands.
5. Inventory of existing and proposed utilities and water, sanitary and storm facilities serving uses proposed in the subdivision.
6. Location of parklands and other public lands (other than traveled roadways) in the vicinity of the site.
7. Likely uses of all lots and blocks within the subdivision and the number of people to be accommodated.
8. Existing public transportation serving the site.
9. Whether the Official Plan and/or Zoning By-law need be amended.
10. All information provided by agencies and departments consulted by applicant.
11. Location of schools serving the subdivision and access routes to those schools.
12. Opportunities for affordable housing provided in the proposed subdivision.

Note: Where possible, the above should be shown on the plan as well as being included in a report. Information which is supplementary to a question on the application form should be referenced on that form and need not be repeated on the form.

**APPENDIX “A-4”
TOWNSHIP OF WEST LINCOLN
SIGN REQUIREMENTS FOR PROPOSED SUBDIVISION APPLICATIONS**

1. Prior to a proposed draft plan of subdivision being circulated by the Planning Department, the owner/developer is required to erect at least one sign on the property to be subdivided. This sign is intended for the information of interested persons.
2. The sign must have a minimum display area of 5 square metres. Larger signs may be used for large developments or where visibility is a problem.
3. The sign shall have the following components:
 - (a) Municipality identification;
 - (b) The words “Public Notice” in bold lettering;
 - (c) The words “Proposed Subdivision” and the name, if any, of the subdivision;
 - (d) A subdivision map, coloured and drawn to show subdivision pattern, proposed land uses, roadways, pedestrian ways, prominent natural features;
 - (e) A legend and an arrow indicating the north direction;
 - (f) At the bottom of the sign, the following must be included:

“This proposed plan of subdivision has been submitted to Township Council for approval. Your municipal Council has been requested to comment on the development. Persons wishing to express an opinion **OR TO MAKE FURTHER INQUIRIES** should write or phone the Township Planning Department, 318 Canborough Street, Smithville, Ontario L0R 2A0, Telephone (905) 957-3346. Written replies are encouraged”.
 - (g) The sign must be dated prominently. The date to be used should be on or about the date of posting. Revised signs must include a revision date.
4. The following colour scheme shall be used on all signs:

Residential

Single Detached	- yellow
Semi-detached	- orange
Townhouses	- dark orange
Apartments	- brown

Commercial - red

Industrial - purple

Park/Open Space - green

Institutional - blue

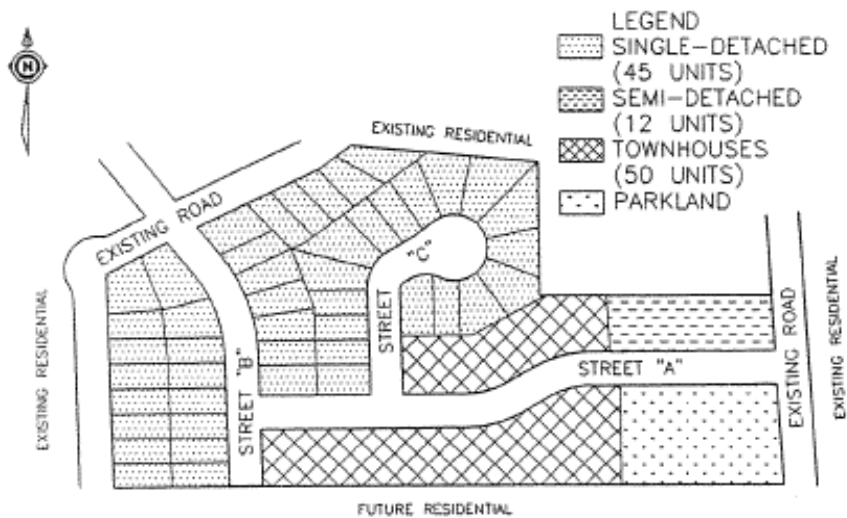
5. The sign must be prominently displayed on the property and legible from abutting roadways. If the property abuts more than one major roadway, and the subdivision is of substantial size, a sign will be required for each frontage on a major roadway.

Staff of the Planning Department will assist in; choosing a suitable location or locations if requested.
6. Prior to the proposed plan being circulated, the Planning Department must be in possession of a written letter indicating that the sign or signs have been posted on the property.

SUGGESTED SIGN FORMAT

PUBLIC NOTICE PROPOSED SUBDIVISION

SUBDIVISION NAME



This proposed plan of subdivision has been submitted to the Township of West Lincoln for approval. Your municipal Council has been requested to comment on the development. Persons wishing to express an opinion OR TO MAKE FURTHER INQUIRIES should write or phone the Planning Department, 318 Canborough Street, P.O. Box 400, Smithville, Ontario, LOR 2A0 (957-3346). Written replies are encouraged. Note: The Planning Act provides for the referral of subdivision plans by individuals to the Ontario Municipal Board only if such a request is received by the Township prior to Council's decision.

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.

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.
Amendment to establish a new pit or quarry	\$100,000.00		
Amendment to expand a pit or quarry	\$40,000.00		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.
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	\$1,000.00		
- For plans granted draft approval since 2006	\$2,000.00		
- For plans granted draft approval prior to 2006			
Release of Regional/Provincial 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.

Fee Description	Fee	Per	Additional Notes
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.
Outside Urban Areas	\$825.00*	per application	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.
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.
Outside Urban Areas	\$1,075.00*		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.
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.
Outside Urban Areas	\$525.00*		The fee outside urban areas Includes

Fee Description	Fee	Per	Additional Notes
			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.
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	\$ 940.
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