



**City of Hamilton**  
**GENERAL ISSUES COMMITTEE**

**Meeting #:** 18-002  
**Date:** January 18, 2019  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Stephanie Paparella, Legislative Coordinator (905) 546-2424 ext. 3993

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1. APPROVAL OF AGENDA	
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**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Growth Management and Planning Divisions**

<b>TO:</b>	Chair and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 18, 2019
<b>SUBJECT/REPORT NO:</b>	2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Guy Paparella (905) 546-2424 Ext. 5807
<b>SUBMITTED BY:</b>	Tony Sergi Senior Director, Growth Management Planning and Economic Development Department
<b>SUBMITTED BY:</b>	Steve Robichaud Director, Planning and Chief Planner Planning and Economic Development Department

### RECOMMENDATIONS

- (a) That 50% of the increase proposed for the 2019 Tariff of Fees for Planning and Engineering Development Applications, attached as Appendix "B" to Report PED19015 be approved and incorporated into the User Fees and Charges By-law, effective February 1, 2019;
- (b) That Planning and Economic Development staff be directed to work with Finance Division to address how the additional revenues can be used to offset levy pressures associated with the processing of development applications in the 2019 Operating Budget while sustaining an appropriate Development Fee Stabilization Reserve;
- (c) That Planning and Economic Development staff be directed to consult with the Hamilton-Halton Home Builders Association and other interested stakeholders

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**SUBJECT: 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015) - Page 2 of 11**

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until March 1, 2019, regarding the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications;

- (d) That staff report back to the Planning Committee on April 2, 2019 with recommendations for implementation of the remainder of the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications including:
- (i) partial or full effective implementation dates;
  - (ii) possible transitional provisions and/or phasing alternatives;
  - (iii) options for use of additional revenues including levy offsets and/or service level enhancements; and,
  - (iv) sustaining an appropriate Development Fee Stabilization Reserve.
- (e) That the matter respecting 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications be identified as complete and removed from the Planning Committee Outstanding Business List.

**EXECUTIVE SUMMARY**

In 2018, the City has undertaken a comprehensive Planning and Development Engineering Fee Review to determine if the current development application fees are reflective of Council's direction to achieve full activity-based cost recovery inclusive of overhead costs for all development application related processing. The projected number of applications by type is based on the median average intake of development applications over the last five years. Although the intention is to fully recover all costs on an annualized basis, based on the fluctuation of various types, sizes, volumes, and complexity of development applications, the actual revenue generated may not necessarily recover all costs required for the Planning, Growth Management and other development application-related Divisions. In addition, this Review is based solely on the current level of service without any enhancements. As a result of the Fee Review, staff are recommending a revised 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications with a 50% phase-in on February 1, 2019. In addition, staff are recommending a consultation period with the development industry following by another report to Planning Committee which will include partial or full effective implementation dates, and possible transitional and / or phasing alternatives. Finally, staff is also recommending that the additional revenues be used to further offset levy pressures associated with the processing of development applications in the 2019 Operating Budget while sustaining the Development Fee Stabilization Reserve.

***Alternatives for Consideration – See Page 9 and 10***

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The financial impact of **full** annualized implementation of the new fees on the 2019 budget, as recommended, would be as follows:

- Planning Division – result in estimated total annual revenue of approximately \$4.41 Million (annualized) over the current budget revenue submission, based on revised activity levels. A portion of this revenue relating to development applications which have shared processing will be allocated to Growth Management Division (i.e. Site Plans) and Building Division (i.e. zoning verification); and,
- Growth Management Division – result in estimated total annual revenue of approximately \$3.05 Million (annualized) over the current budget revenue submission, based on revised activity levels;

The total revenue of \$9.1 Million (annualized) would have the effect of decreasing the amount needed to be transferred from the Development Fee Stabilization Reserve to sustain resource levels as well as having a direct net levy reduction in the Planning and Economic Development Department's overall Operating Budget.

Additional estimated total annual revenue of approximately \$359,000, \$441,000 and \$840,000 (annualized) is forecast to accrue to Public Works / Hamilton Water, Transportation Planning and Parking, and Building Divisions respectively. Legal Services receives approximately \$100,000 as part of overhead costs.

Based on the fluctuation of various types, sizes, volumes and complexity of development applications, the revenue generated may not necessarily recover all costs required by the Planning, Growth Management and other development application-related Divisions. In addition, partial, transitional or phase-in implementation of the recommended Tariff of Fees in 2019 will reduce the forecast \$9.1 Million (annualized) revenue in 2019.

**(Note:** the staff recommendation in this Report is for a **partial** increase with the full annualized increase to be brought to Council for consideration in April 2019.)

Staffing: This Fee Review is based solely on the current level of service without any enhancements.

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Legal: Statutory authority to impose a tariff of fees for Planning Applications is granted to the City of Hamilton through Section 69 of the *Planning Act*. Municipalities are required to pass by-laws for the purpose of collecting fees related to the processing of Planning Applications. No notice is required to be given under the *Planning Act*, however, an applicant may pay the fee under protest and appeal to the Local Planning Area Tribunal (LPAT) formerly the Ontario Municipal Board (OMB).

## **HISTORICAL BACKGROUND**

After amalgamation in 2000, the Development Application fees were harmonized and approved by Council on April 3, 2001. Between 2001 and 2007, there were no substantive changes to the base development application fees with the exception of minor fee increases adjusted annually to reflect the inflationary rate measured with the Consumer Price Index (CPI).

City Council, at its' meeting held on November 28, 2007, approved Report PED07282, adopting an interim fee increase for Local Official Plan Amendment Applications, Zoning By-law Amendment Applications, and Draft Plan of Subdivision Applications. In addition to the interim fee increase, Council approved a new Development Application fee to establish a pit or quarry, and amendments to the Rural Official Plan. As part of the 2008 Work Program, staff undertook a comprehensive review of the Planning and Development Engineering fees structure which resulted in some increases in user fees but still not close to full activity-based cost recovery.

In 2012, City Council directed staff to once again conduct a more comprehensive review of the Planning and Development Engineering fees structure and BMA Management Consulting Incorporated (BMA) was retained to assist in conducting the comprehensive review with the key objective to have full activity-based cost recovery. Effective January 1, 2013, a revised Tariff of Fees By-law was passed by Council which generated revenues over the last five years which moved closer to full activity-based cost recovery but still fell far short due to many factors including higher than expected development application activity, staffing issues, and numerous legislative, regulatory and process changes, which included structural changes and transfer of duties to and from other City Departments and Divisions.

As such, in late 2017 another comprehensive review of the Planning and Development Engineering fees structure was initiated, and BMA was retained again to assist in conducting the comprehensive review with the key objective again to have full activity-based cost recovery. Based on the fluctuation of various types, sizes, volumes and complexity of development applications, the revenue generated may not necessarily recover all costs required by both the Planning and Growth Management Divisions but the goal of full activity-based cost recovery inclusive of overhead costs has been strongly adhered to.

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Development Applications (City Wide) (PED19015) - Page 5 of 11**

***Planning and Engineering Development Fee Review-2018, BMA Management Consulting Incorporated (BMA): (See Appendix "A" to Report PED19015 attached)***

BMA was retained by the City of Hamilton to assist in the process by providing a comprehensive Review of all costs incurred either in the direct processing of development applications including administrative overhead costs, or costs incurred to support the development application process from all Planning and Economic Development Divisions (i.e. Planning, Growth Management, Building, Transportation Planning and Parking) as well as other Departments (i.e. Public Works - Hamilton Water). In addition, this Review was based solely on the current level of service without any enhancements. The following Chart outlines forecast revenue on an annualized basis for various Divisions within the City:

	Forecast Breakdown				
	2019 Planning	2019 Building	2019 Water/WW	2019 Transportation	2019 Growth Mgmt
OPA	\$ 306,000	\$ -	\$ 24,550	\$ 51,650	\$ 212,250
Zoning	\$ 929,590	\$ 127,850	\$ 110,850	\$ 85,880	\$ 486,800
Site Plan	\$ 1,434,600	\$ 356,320	\$ 196,120	\$ 220,320	\$ 1,056,730
Plans of Subdivision	\$ 249,760	\$ 26,070	\$ 27,460	\$ 67,480	\$ 455,510
Plans of Condominium	\$ 178,020	\$ 40,910	\$ -	\$ 15,290	\$ 50,650
Part Lot Control	\$ 124,490	\$ 4,860	\$ -	\$ -	\$ 28,650
Consent	\$ 310,330	\$ 24,350	\$ -	\$ -	\$ 193,150
Minor Variance	\$ 810,960	\$ 252,870	\$ -	\$ -	\$ 256,190
Other	\$ 67,890	\$ 6,400	\$ -	\$ -	\$ 3,600
Growth Management Additional Revenue					\$ 307,140
<b>Total</b>	<b>\$ 4,411,640</b>	<b>\$ 839,630</b>	<b>\$ 358,980</b>	<b>\$ 440,620</b>	<b>\$ 3,050,670</b>

The BMA Review includes a comprehensive analysis of the costs of services. Each type of development application reviewed was specifically mapped as to process steps, staff and resources involved, and staff time expended. The scope of the undertaking consisted of ensuring that the City's fees are in compliance with current legislation and that they are fair, reasonable and reflective of the actual full cost of providing these services.

BMA's Review was based on full activity-based cost analysis for the time and resources directly related to the review of development applications. Staff time involved with general public inquiries, other administrative duties (i.e. Corporate Committees, training), office space, supplies and equipment are also reflected in the proposed fees as overhead costs.

In addition, a comparison of fees with other municipalities was included for the purpose of benchmarking to ensure that recommended fees are consistent with those of comparable size or neighbouring municipalities, and to provide financial context related

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to fee adjustments. The survey results showed that some jurisdictions have recently adjusted the Planning fees upward while others have not adjusted their fees for many years. For those municipalities that have adjusted their Planning fees, significant increases have been implemented in a number of fees as municipalities move toward full activity-based cost recovery.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

Planning Division; Growth Management Division; Building Division; Transportation Planning and Parking Division; Public Works Department-Hamilton Water and Corridor Management; Development Industry Liaison Group (DILG); and, Hamilton-Halton Home Builders' Association (HHHBA).

On November 19, 2018, staff notified the members of the DILG that the Planning and Engineering Development Fees Review, 2018 was completed by BMA that they would be given an opportunity for feedback at and / or after the January 18, 2019 General Issues Committee. In this regard, staff believes it is important to maintain an on-going dialogue with representatives of the DILG, especially the HHHBA, to review the fees and respond to their concerns.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Section 69 of the *Planning Act* allows municipalities to impose fees through by-law for the purpose of processing Planning applications. In determining the associated fees, the *Planning Act* requires that:

“The Council of a Municipality, by by-law, and a Planning Board, by resolution, may establish a tariff of fees for the processing of applications made in respect of Planning matters, which tariff shall be designed to meet only the anticipated costs to the Municipality or to a Committee of Adjustment or Land Division Committee constituted by the Council of the Municipality or to the Planning Board in respect of the processing of each type of application provided for in the tariff.”

BMA was retained to assist with the Review of Planning and Growth Management processing fees to ensure compliance with Section 69 of the *Planning Act*. The Review included an analysis of the costs of services, and a process mapping of the various stages associated with providing Planning and Growth Management related services.

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Costs of processing Planning applications and Growth Management submissions were determined using the following methodology:

1. Planning and Economic Development Department – Process Mapping of staff time and salary costs to process various Planning applications and engineering submissions. This also included Departmental staff interviews for verification; and,
2. Overhead – Corporate financial expenses were allocated based on approximately 38% for the Planning and Growth Management Divisions. Legal Services receives approximately \$100,000 as part of overhead costs.

Appendix “A” to Report PED19015 (Pages 13-15) – A Summary of Recommended Fees Table outlines the new development application fees to help ensure the City’s full cost for providing these review services are recovered. Several development application fees have decreased as a result of improved efficiency and amendments to work processes including Plans of Condominium and Part Lot Control Fees. Many development application fees have increased to more properly reflect the new drivers in the processes including:

- Hamilton is an increasingly large urban municipality, resulting in more complex issues such as transportation, noise, heritage preservation etc. requiring more time and specialized expertise to review applications and resolve issues;
- The number of resubmissions and the quality of submissions have increased review times for Zoning, Growth Management, Transportation Planning and Public Works staff;
- Increased public expectations on the development of lands which require more information from the applicants and more in-depth analysis of the applications;
- More interest groups and more stakeholder consultation relating to applications;
- Additional staff attendance at open house meetings and subsequent follow up with the public;
- Shift to more complex applications and rezonings that are tailored to specific proposals whereas before the proposal was tailored to the existing zoning regulations; and,
- There is a greater proportion of infill and intensification projects which introduces new and often more intense land uses within existing neighbourhoods and, as such, are more complex to process.

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Appendix “A” to Report PED19015 (Pages 13 - 24) – Tables provide a comparison of the recommended fee structure for other municipalities. While the increases being proposed for certain fee classifications are significant, they are modest compared to some other comparable size municipalities as illustrated in the Fees / Benchmarking survey. The proposed fees are considered appropriate in recouping the actual cost of processing and administrating development applications but not necessarily full cost recovery from user fees only.

The Review recommended the following:

1. Establishment of several new fees for a number of processes, services and inspections that were not captured previously in Growth Management. The same methodology was used to calculate the fee required. See Page 13 of Appendix “A” to Report PED19015 for a full list.
2. Maintaining current fees for large scale developments (i.e. Plans of Subdivision) – currently the City is charging a sliding fee scale fee on construction cost for engineering construction supervision and agreement preparation. This approach recognizes the economies of scale for the larger developments and as such staff have not proposed refining or revised the sliding fee scale:

<i>Current Fee</i>
<i>Percentage of construction value of service installed under the subdivision agreement at:</i>
<i>6% - for the first \$1,000,000</i>
<i>5% - for the next \$1,000,001 to \$2,000,000</i>
<i>4% - for construction value over \$2,000,000</i>

3. Joint applications – the current fee structure provides a “discount” for simultaneous applications where more than one application is made at the same time to recognize there is overlap in the process and efficiencies with processing related applications. However, the discount provision is not extended to multiple applications which include plans of condominium. Accordingly, it is proposed to implement the following fee reduction structure:

<i>Current Fee Reduction</i>	<i>Proposed Fee Reduction</i>
Where applications are made for an Official Plan Amendment, Zoning Amendment, Plan of Subdivision or any combination thereof, the total fees will be reduced by 25%	Maintain the current fee reduction and to include Plans of Condominium.

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Staff is recommending the proposed fees would apply to new applications and to revisions and resubmissions of applications received after the passing of the User Fees and Charges By-law. Due to the significant increase for some of the fees (i.e. Zoning By-law Amendments, Site Plan Control), Staff is recommending a 50% phase-in as of February 1, 2019 to help smooth the transition to the proposed fee changes over time (See Appendix "C" to Report PED19015 for 50% Forecast Revenue calculations).

Phasing-in proposed fee increases based on 50% of the proposed fee increase by February 1, 2019 (See Appendix "C" to Report PED19015 for 50% Forecast Revenue calculations). This option would allow for the development industry to adjust current operations to reflect financial impacts together with still providing the City increased revenues. This would result in lower revenues. The impact on our 2019 budget submission for a 50% phase in would be as follows:

- Planning – revised revenue would result in a decrease in revenue of approximately \$250,000 between February 1 and May 1 over the current budgeted revenue submission;
- Growth Management – revised revenue would result in a decrease in revenue of approximately \$120,000 between February 1 and May 1 over the current budget revenue submission; and,
- Other Departments / Divisions - revised revenue would result in a proportional decrease in revenue over the current budget revenue submission.

In future years, it is proposed to maintain the current practice of applying the Consumer Price Index annually to account for regular increases.

**ALTERNATIVES FOR CONSIDERATION**

1. Maintain the current practice of adjusting the fees on an annual basis in accordance with the CPI. This would result in revenues being lower than the anticipated cost to process applications given the annualized increase in salaries. As such, the annual percentage increase in union and non-union labour costs could be added to the User Fees and Charges By-law on January 1 annually if it was indeed higher than the CPI.
2. Phasing in proposed fee increases based on 75% of the proposed fee increase by April 1, 2019 (See Appendix "C" to Report PED19015 for 75% Forecast Revenue calculations). This option would allow for the development industry to adjust current operations to reflect financial impacts together with still providing the City increased revenues. This would result in lower revenues. The impact on our 2019 budget submission for a 75% phase in would be as follows:
  - Planning – revised revenue would result in a decrease in revenue of approximately \$600,000 over the current budgeted revenue submission;

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- Growth Management – revised revenue would result in a decrease in revenue of approximately \$380,000 over the current budget revenue submission; and,
  - Other Departments / Divisions - revised revenue would result in a proportional decrease in revenue over the current budget revenue submission.
3. Full implementation of proposed fee increases by July 1, 2019. This option would allow for the development industry to adjust current operations to reflect financial impacts together with still providing the City increased revenues. This would result in lower revenues. The impact on our 2019 current budget submission would be as follows:
- Planning – revised revenue would result in a decrease in revenue of approximately \$1.2 Million over the current budgeted revenue;
  - Growth Management – revenue would result in a decrease in revenue of approximately \$750,000 over the current budget revenue submission; and,
  - Other Departments / Divisions - revised revenue would result in a proportional decrease in revenue over the current budget revenue submission.
4. Full implementation of proposed fee increases by February 1, 2019 (See Appendix “C” to Report PED19015 for 100% Forecast Revenue calculations). This option would not allow for the development industry to adjust current operations to reflect financial impacts.

However, this would provide the City with increased revenues and proportionate reductions in the levy immediately. The impact on our 2019 budget submission would be as follows:

- Planning – revised revenue would result in an increase in revenue of approximately \$1.85 Million over the current budgeted revenue;
- Growth Management – revenue would result in an increase in revenue of approximately \$850,000 over the current budget revenue submission; and,
- Other Departments / Divisions - revised revenue would result in a proportional increase in revenue over the current budget revenue submission.

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement and Participation**

*Hamilton* has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

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**Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" - Planning and Engineering Development Fee Review - 2018, BMA  
Management Consulting Incorporated

Appendix "B" - Proposed 2019 Tariff of Fees for Planning and Engineering  
Development Applications Effective February 1, 2019

Appendix "C" - Forecast Revenue for 2019 by Application Type

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**Hamilton**

# Planning & Engineering Development Fee Review



**2018**



**2018—Planning and Growth Management Fee Review  
City of Hamilton**

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## ***Introduction***

In 2018 BMA was engaged by the City of Hamilton to undertake a review of its planning and development fees to establish the full cost of providing services and determining fees for recovering costs as permitted under the legislation. The last comprehensive review was undertaken in 2012. As processes and complexity of applications have changed since 2012, it is an appropriate time to undertake a comprehensive analysis of the planning and development fees.

The updated review includes an analysis of the costs of services and the development of process maps for each of the planning and growth development service applications being reviewed. The scope of the undertaking consists of ensuring that the fees ultimately established are in compliance with the legislation and that they are fair, reasonable and proportionate to the actual cost of the service. In addition, a comparison of fees to other municipalities was included for the purposes of ensuring that the recommended fees are competitive and to provide financial context related to fee adjustments.

This report outlines the process undertaken in the fee review and provides a summary of the existing fees and recommendations on new planning application fees to ensure the City's cost to provide development reviews are fully recovered from fees. Several fees have decreased as a result of efficiencies and changes in work processes (e.g. Condominium and Part Lot Control), while other fees have increased. The drivers behind the cost increases include:

- Hamilton is an increasingly large urban municipality, resulting in more complex issues such as transportation, noise, heritage preservation etc. requiring more time and specialized expertise to review applications and resolve issues.
- The number of resubmissions and the quality of submissions have increased review times for Zoning, Growth Management, Transportation Planning and Public Works staff.
- Increased public expectations on the development of lands which require more information from the applicants and more in-depth analysis of the applications.
- More interest groups and more stakeholder consultation relating to applications.
- Additional staff attendance at open house meetings and subsequent follow up with the public.
- Shift to more complex applications and rezonings that are tailored to specific proposals whereas before the proposal was tailored to the existing zoning regulations.



- There is a greater proportion of infill and intensification projects which introduces new and often more intense land uses within existing neighbourhoods and, as such, are more complex to process.

While the full cost of service has been calculated, phase-in strategies may be employed to smooth impacts of fee changes over time. This would provide the development industry with additional time to plan for proposed fee increases.

### ***Legislative and Regulatory Requirements***

Section 69 of the *Planning Act*, allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated fees, the *Act* requires that:

“The Council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the Municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

As stated above, the Planning Act stipulates that fees be designed “to meet only the anticipated cost.” In setting the fees, direct costs, support function costs directly related to the service provided and general overhead indirect costs related to the service provided have been included in the fee calculation.

### ***Process—Analysis of Fees***

The work accomplished in the analysis of the proposed fees for service involved the following key steps:

- ***Departmental Staff Interviews:*** Interviews were held with staff to review the work processes involved in each fee recoverable service and the development of work process templates for staff to complete. Discussion was also held with respect to the existing fee structure, issues and challenges identified with the fees from a customer service and administrative perspective and the identification of areas where services are provided and new fees should be established.
- ***Process Mapping:*** Data was collected for each application type, including, time estimates and volume of activity. Process maps were developed for each fee based on information provided by staff directly involved in the delivery of services and updated to reflect new processes or groups involved in the review process. Utilization of time estimates is a reasonable and defensible approach, especially since these estimates were developed by experienced staff members who understand service levels and processes unique to the City of Hamilton. The following process was used to develop the process maps:
  - Estimates were prepared based on representative of average times for providing service. Extremely difficult or abnormally simple projects are excluded from the analysis.
  - Estimates provided by staff were reviewed and approved by the department.
  - Estimates were also reviewed by the participating divisions.
- ***Estimate Average Productive Hours:*** The average productive hours available were calculated for staff involved in the review process (deducting vacation time, holidays, average sick time, training from total hours). The productive hours were used to determine the productive hourly rate for each employee involved in the application process.
- ***Operating Costs:*** Data was collected based on the 2018 Operating Budget to identify the indirect and direct costs. All direct and indirect costs were entered into a model to calculate fees.
- ***Fee Calculation:*** The full cost of providing service for each application type was established by applying an activity based costing methodology.

- **Fee Comparison:** A benchmarking analysis of the proposed fees in other municipalities was undertaken to ensure that the cost of service in Hamilton continues to be competitive and to further test for reasonableness. However, the following issues should be noted regarding the use of comparative analysis in setting fees:
  - A comparative analysis does not provide adequate or objective information of the relationship of a municipality's costs to its fees. Therefore, comparative surveys do not help make cost-based decisions.
  - Each municipality and its fees are different, with different objectives in terms of full cost recovery of the services provided as it relates to the general or public benefit that might result from the processing of applications in terms of assessment and employment growth.
  - The same "fee" with the same name may include more or less steps sub-activities. Further, some municipalities charge one fee regardless of whether it is a minor or major application, others charge different fees but the definition of major and minor may vary. To the extent that is possible, "apples to apples" comparisons have been provided by assuming a prototype application (e.g. subdivision application with 25, 50 units).
  - Municipalities provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, the inclusion of indirect overhead costs, etc.
  - Because each municipality is different, it is recommended that the information contained in the comparative analysis of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

### ***Description of Major Application Fees***

The following provides a brief overview of the main areas where application fees are charged

#### ***Official Plan Amendment (OPA)***

The Official Plan is a broad policy document which sets out the City's long range planning objectives. All development that proceeds in the City must conform to the policies of the Official Plan. In some cases, a development application requires an amendment to the Plan prior to it being approved. If a proposal to develop land does not comply with the Official Plan and/or land use designation applied to those lands, an OPA application may be made. The process takes a minimum of four to six months for receipt of application.

Most Official Plan Amendment applications include a rezoning application. The calculated fee takes into consideration the duplication of effort in processing a zoning application, However, if an OPA application does not require a rezoning a 25% surcharge is applied to the OPA fee.

Over the past 5 years, there have been, on average 25 OPA applications annually, with future forecast levels close to historical activity.

#### ***Zoning By-law Amendment***

The land uses provided for in the Official Plan are generalized. The accompanying Zoning By-law prescribes the precise numerical figures and land use permissions, and is the key regulatory instrument used to implement the Official Plan. The City of Hamilton has been proactively updating, and in many cases, rezoning lands to implement the Official Plan and the Secondary Plans. This establishes a framework that eliminates the need for rezoning applications unless the landowner is pursuing a use not contemplated in the zoning. There are situations where the intended use and zoning is known for lands but development should not take place until certain conditions are met (e.g. transportation, servicing, or special studies to assess development impacts). Under the Planning Act, Council may pass a 'holding' zoning by-law that places an "H" symbol over the zoning and sets out the conditions that must be met before the "H" symbol is removed and the land can be developed. As part of the 2018 review process, analysis was undertaken of applications within the downtown compared with other applications reflecting a higher level of effort for downtown applications in that the City has rezoned the downtown but applied a holding zone for the submissions and reviews of special studies. A new fee is recommended to reflect this in the application fees.

The zoning amendment process can be lengthy and can vary in complexity. As such, the City has a minor or routine application fee and a major or complex fee to reflect the level of effort required to complete the review process. Over the past 5 years, the average annual number of routine zoning applications was 15 and complex applications was 37. The future level of activity for routine and complex zoning applications is expected to continue over the forecast period of 2018-2020.

### ***Site Plan Control***

Site Plan Control is an important means of providing for development which is well designed, functional and compatible. Site Plan Control is the process that regulates various activities on the site of an actual development including building location, design and massing of buildings, building site and access, landscaping, parking, drainage, lighting, pedestrian and vehicular access and other features or engineering of the development. The City's fee distinguishes between full applications and minor applications, consistent with the underlying staff review required to process the application. In accordance with Council direction, Site Plans for agricultural uses is 50% of the calculated fees.

As intensification efforts increase, it is anticipated that there will be an increase in the complexity of the review. The size of the application requires more review time, therefore, the application fee takes into consideration the size of the development by including a base fee plus a per unit charge for residential development and a m<sup>2</sup> charge for non-residential development, consistent with existing fees structure.

Over the past 5 years, there were on average 50 full applications and 49 minor applications. This level of activity is expected to continue over the next several years.

The recommended fee structure includes a cap on site plan vertical development at \$35,000 which takes into consideration of the level of effort for vertical versus horizontal development. The new fee structure also introduces a quarterly site plan extension fee rather than the existing one-time fee. It also includes a change in the approach to resubmissions after the 4<sup>th</sup> submission of \$750 per plan type.

### ***Subdivision/Condominium***

The process for subdividing land is lengthy and involves considerable City resources and comprehensive public consultation. The actual length of any one review is highly dependent on the nature of the subdivision or condominium being processed.

The application fee takes into consideration the size of the development by including a base plus a per unit charge. The recommended fee structure also introduces a tiered step down per unit fee structure to recognize economies of scale for large projects. This is consistent with the practice in a number of peer municipalities.

Most subdivision applications include a rezoning application. The calculated fee takes into consideration the duplication of effort in processing a zoning application. If a subdivision application does not require a rezoning a 25% surcharge is applied to the application fee.

Over the past 5 years, the average annual number of new subdivisions was 10, with forecast increases over the next several years (15 annual).

As will be shown in the fee analysis, efficiencies have been achieved in the condominium processes, resulting in a reduction in the proposed fee. The base fee assumes a typical application to include 25 units. The average annual number of condominium applications over the past 5 years was 16, consistent with future forecast activity levels.

### ***Part Lot Control***

The *Planning Act* permits municipalities to pass by-laws to exempt lots within a plan of subdivision from part-lot control so that further subdivision can take place. Part-lot control may be used for existing plans of subdivision where it is necessary to re-align lot boundaries to clarify or grant title, require specific servicing requirements as a condition of approval such as a road widening or to further control internal development on a lot.

Part lot control fee consists of a base fee and a per unit fee for each new lot created. Based on analysis undertaken, the majority of the time spent on an application is fixed in nature and does not rise significantly as the number of units increases. A reduction in the per unit fee is recommended.

Over the past 5 years, there were 38 average annual number of part lot control applications. The forecast assumes approximately the same level of annual applications.

***Land Consent and Minor Variance Approvals***

A Committee of Adjustment is responsible for approving applications for minor variance and consent. Often a proposed development will require that one or more development standards established in the Zoning By-law be waived to allow the development to proceed. In such cases an approval for variance must be received. An application can vary in complexity and as such the fee schedule reflects a fully serviced lot and a minor variance fee and a lower routine minor variance fee.

Over the past 5 years, there were 112 average annual number of severance applications. The forecast assumes a reduction of approximately 7% of annual applications. The City received on average 390 annual minor variances over the past 5 years, with a forecast reduction of approximately 8%.



**2018—Planning and Growth Management Fee Review  
 City of Hamilton**

**Planning Application Activity**

The following table reflects the number of applications within each major type of planning application:

	2013	2014	2015	2016	2017	5 Year Avg	2018 Budget Projection
Rural Official Plan Amendment	-	1	1	-	4	1	-
Urban Official Plan Amendment	17	18	22	27	37	24	22
<b>OPA (all types)</b>	<b>17</b>	<b>19</b>	<b>23</b>	<b>27</b>	<b>41</b>	<b>25</b>	<b>22</b>
Zoning Complex	40	18	35	37	55	37	34
Removal of "H" Holding Provision	13	11	11	14	18	13	10
Zoning Routine	18	21	12	15	11	15	17
Zoning Amended Application	1	-	1	1	3	1	-
<b>ZBA (all types)</b>	<b>72</b>	<b>50</b>	<b>59</b>	<b>67</b>	<b>87</b>	<b>67</b>	<b>61</b>
Condo Conversion	5	2	1	1	-	2	2
Conventional Condo	16	12	18	15	12	15	14
<b>Condos (all types)</b>	<b>21</b>	<b>14</b>	<b>19</b>	<b>16</b>	<b>12</b>	<b>16</b>	<b>16</b>
Site Plan Minor Development Application	60	35	60	44	47	49	55
Minor Application Agricultural Uses - 1/2 of Applicable Fee	45	6	4	3	15	15	17
Full Application Agricultural Uses - 1/2 of Applicable Fee	8	7	4	14	8	8	9
Site Plan Full Application	40	39	43	53	76	50	47
Amendment to an Approved Site Plan - Agricultural Uses	9	5	4	10	9	7	7
Amendment to an Approved Site Plan	65	50	41	53	57	53	52
1 & 2 Family Residential on the Beach Strip	8	13	20	9	11	12	8
Preliminary Site Plan Review	7	6	10	6	11	8	7
<b>Site Plans (all types)</b>	<b>242</b>	<b>161</b>	<b>186</b>	<b>192</b>	<b>234</b>	<b>203</b>	<b>202</b>
Subdivision New	10	8	10	15	9	10	15
Subdivision Minor Revisions	2	1	3	2	-	2	3
Subdivision Major Revisions	2	2	4	1	1	2	2
<b>Subdivision (all types)</b>	<b>14</b>	<b>11</b>	<b>17</b>	<b>18</b>	<b>10</b>	<b>14</b>	<b>20</b>
Formal Consultation	131	122	114	163	139	134	130
Part Lot Control	49	42	33	36	29	38	36
Severances	109	120	112	107	114	112	105
Minor Variances	289	361	386	444	470	390	358
Sign Variances	7	24	22	18	15	17	10
NEC Permits	29	21	30	23	43	29	35
Heritage Permits	68	56	45	47	71	57	45
Tree Review	15	5	11	7	-	8	5
Vegetation Review	11	8	4	2	-	5	5
<b>TOTAL</b>	<b>1,074</b>	<b>1,014</b>	<b>1,061</b>	<b>1,167</b>	<b>1,265</b>	<b>1,116</b>	<b>1,050</b>



### ***General Comments on Fee Structure and Proposed Fees***

The following general comments relate to the recommended fees, consistent with existing fee setting practices in the City of Hamilton:

- The *Planning Act* allows the City to establish fees for planning services as long as the fees do not exceed the full cost of service provided. The recommended planning and growth management fees are based on the principles of full cost recovery. The revenue shortfall that would result from imposing less than full cost recovery would be funded from reserves, if available, or general taxes.
- For applications of special complexity (e.g. major), a higher fee rate is often charged. There are also reduced fee rates for minor applications where the processing cost is less than the typical application.
- Additional per lot or per unit fees are levied for a number of fees including subdivisions, condominiums and site plans to reflect the additional work required based on the size of the development.



**2018—Planning and Growth Management Fee Review  
City of Hamilton**

**Summary of Recommended Fees - Planning and Growth Management**

Planning and Growth Fee Schedule	2018 Fee	Total New Calculated Fees
Official Plan Amendment and/or Zoning Bylaw Amendment to establish a New Pit or Quarry	\$ 135,615	\$ 138,330
Pit or Quarry - Expansion	\$ 54,250	\$ 55,340
Official Plan Amendment (Rural or Urban)	\$ 18,420	\$ 34,860
Phase 1 - Services up to City Council Report	\$ 10,880	\$ 20,590
Phase 2 - Services subsequent to Council Resolution approval	\$ 7,540	\$ 14,280
Recirculation with no advertising required	\$ 480	\$ 1,210
Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$ 480	\$ 1,210
Advertising (minimum charge, if applicable)	\$ 1,115	\$ 1,500
Amended application with public consultation	\$ 2,890	\$ 4,170
Rezoning Application		
Routine	\$ 11,425	\$ 25,480
Complex (comprised of Phase 1 and 2 fee)	\$ 22,840	\$ 36,335
Complex Phase 1 - Services up to City Council Report	\$ 15,395	\$ 24,491
Complex Phase 2 - Services subsequent to Council Resolution approval	\$ 7,445	\$ 11,844
Residential Per Unit Fee (NEW)	N/A	\$ 600
Non-Residential per m2 fee (NEW)	N/A	\$ 8.50
Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$ 480	\$ 1,210
Advertising (minimum charge, if applicable)	\$ 1,115	\$ 1,500
Severance of Surplus Farm Dwelling	\$ 5,710	\$ 9,200
Amended application with Circulation	\$ 1,445	\$ 2,085
Recirculation	\$ 1,445	\$ 2,085
Removal of a 'H' Holding Provision	\$ 1,900	\$ 4,080
Removal of a 'H' Holding Provision (Downtown NEW)	N/A	\$ 6,260
Supplementary Report Fee (NEW)	N/A	\$ 5,000



**2018—Planning and Growth Management Fee Review  
 City of Hamilton**

**Summary of Recommended Fees - Planning and Growth Management Cont'd**

Planning and Growth Fee Schedule	2018 Fee	Total New Calculated Fees
Site Plan Control		
Full Application	\$ 9,515	\$ 25,730
Agricultural Uses - 1/2 of Applicable Fee	\$ 4,760	\$ 12,865
Amendment to an Approved Site Plan	\$ 2,300	\$ 15,400
Agricultural Uses - 1/2 of Applicable Fee	\$ 1,155	\$ 7,710
Minor Application	\$ 1,180	\$ 14,760
Agricultural Uses - 1/2 of Applicable Fee	\$ 590	\$ 7,385
Preliminary Site Plan Review	\$ 2,300	\$ 12,230
Resubmission (on the 4th occasion and thereafter)	\$ 3,045	
Resubmission fee per plan type on 4th submission and thereafter		\$ 750
Site Plan Approval Extension	\$ 1,555	
3 month extension		\$ 390
6 month extension		\$ 780
9 month extension		\$ 1,165
12 month extension	\$ 1,555	\$ 1,555
1 & 2 Family Residential on the Hamilton Beach Strip	\$ 2,225	\$ 10,200
1 & 2 Family Residential within or contiguous to Major Open Space Areas	1/2 applicable fee	1/2 applicable fee
Plus per unit Residential charge for first 10 units	\$ 555	\$ 1,000
Plus per unit Residential charge for additional units (11-50 units to a max of 50 units)	\$ 335	\$ 600
Plus per m2 new gross floor area for non-residential developments	\$5 m2	\$8.50 m2
Ancaster Minor Development Application		\$ 2,320
Note: Vertical development capped at \$35,000		



**2018—Planning and Growth Management Fee Review  
 City of Hamilton**

**Summary of Recommended Fees - Planning and Growth Management Cont'd**

Planning and Growth Fee Schedule	2018 Fee	Total New Calculated Fees
Plans of Subdivisions		
Subdivision application	\$ 36,755	\$ 50,370
Plus Addition per unit charge (0-25 units NEW)	\$ 225	\$ 525
26-100 units	N/A	\$ 300
101+ units	N/A	\$ 240
Plus Addition per block charge	\$ 645	\$ 860
Recirculation of revisions	\$ 1,025	\$ 1,900
Revision - Draft Plan approved		
Minor Revisions	\$ 4,800	\$ 1,180
Major Revisions	\$ 27,565	\$ 37,770
Extension - Draft Plan approved	\$ 815	\$ 510
Maintenance	\$ 430	\$ 500
Advertising (minimum charge, if applicable)	\$ 1,115	\$ 1,500
Amended application with public consultation	\$ 2,890	\$ 8,330
Plan of Condominium		
New Construction - with Public Process	\$ 24,020	\$ 18,000
Plus Addition per unit charge	\$ 75	\$ 75
New Construction - without Public Process	\$ 17,625	\$ 14,993
Plus Addition per unit charge	\$ 75	\$ 75
Condominium Conversions	\$ 25,380	\$ 20,990
Plus Addition per unit charge	\$ 95	\$ 95
Recirculation	\$ 1,080	\$ 1,160
Revision	\$ 1,160	\$ 1,180
Maintenance Fee	\$ 445	\$ 525
Exemption	\$ 1,230	\$ 1,250
Extension	\$ 845	\$ 510
Part Lot Control Application	\$ 2,450	\$ 2,500
Plus per Lot/Unit/Part	\$ 225	\$ 160
Plus per Unit Finance Fee	\$ 15.0	\$ 15.0
Extension	\$ 1,045	\$ 1,200



**2018—Planning and Growth Management Fee Review  
 City of Hamilton**

**Summary of Recommended Fees - Planning and Growth Management Cont'd**

Planning and Growth Fee Schedule	2018 Fee	Total New Calculated Fees
Consent Application		
Land Division Consent fee		
Fully Served Lot	\$ 2,635	\$ 4,820
Property serviced by well/cistern	\$ 2,775	\$ 5,070
Additional fee plus base fee where no sanitary sewer exists	\$ 355	\$ 375
Recirculation	\$ 215	\$ 190
Deed Certification	\$ 215	\$ 220
Referral or Extension	\$ 60	\$ 65
Validation of Title	\$ 805	\$ 450
Plus per Unit Finance Fee	\$ 15.0	\$ 15
Minor Variance	\$ 1,565	\$ 3,490
Routine Minor Variance	\$ 1,190	\$ 2,620
Variances required after the fact	\$ 1,890	\$ 4,360
Recirculation	\$ 225	\$ 280
Sign Variance	\$ 885	\$ 6,220
Neighbourhood Plan or Modified Neighbourhood Plan Preparation	\$ 2,245	\$ 2,290
Municipal Street Number Request	\$ 335	\$ 360
Street Name Change	\$ 6,400	\$ 2,310
Property Reports	\$ 170	\$ 180
MOECC Environmental Compliance Approval Administration Fee	\$ 2,225	\$ 2,270
Cash in Lieu of Parking Administration Fee	\$ 505	\$ 520
Environmental Sensitive Areas Impact Evaluation Group (ESAIEG)	\$ 375	\$ 390
Record of Site Condition Administration Fee	\$ 385	\$ 400
Peer Review of Special Studies Administration Fee	\$ 2,475	fee + 25%



**2018—Planning and Growth Management Fee Review  
 City of Hamilton**

**Summary of Recommended Fees—Growth Management**

<b>Growth Management Fees</b>	<b>2018 Fee</b>	<b>Recommended Fees</b>
<b>Subdivision Agreement Preparation</b>		
Subdivision Agreement Preparation - New Process	\$ 2,085	\$ 4,200
Subdivision Agreement Preparation - Old Process	\$ 3,560	N/A
Minor Revision to Subdivision Agreement	\$ 225	\$ 500
Major Alteration to Subdivision Agreement	\$ 480	\$ 1,000
Subdivision Agreement Amendment	\$ 1,040	\$ 1,050
<b>Special Agreements</b>		
External Work Agreement Preparation	\$ 4,830	\$ 4,930
Special Sewer Service Agreement	\$ 4,110	\$ 4,200
Special Water Service Agreement	\$ 4,110	\$ 4,200
Joint Sewer/Water Service Agreement	\$ 4,110	\$ 4,200
Consent Agreements	\$ 4,110	\$ 4,200
Consent Agreement with warning clauses only	\$ 2,055	\$ 2,100
Site Alteration Process - review and circulate plans Residential	\$ 235	\$ 1,000
Site Alteration Process - review and circulate plans Residential	\$580 + \$25/ha	\$ 2,770
Site Alteration Process per plan type on 4th submission and thereafter (NEW)		\$ 750
LPAT Appeal (NEW) initiate process		\$ 1,760
Shoring Agreement & Draining Review (NEW)		\$ 8,950
Construction Management Plan (NEW)		\$ 6,570
<b>Lot Grading</b>		
Lot Grading Acceptance inspection per unit	\$ 395	\$ 510
Lot Grading Acceptance inspection per multi-unit block (3-8 units)	\$ 805	\$ 1,040
Lot Grading and Service Connection Applications (NEW)		\$ 4,140
Site Inspections (NEW)		\$ 3,700
Lot grading re-inspection fees (3rd and subsequent) NEW		\$ 250
Pre-Service Agreements	\$ 4,110	\$ 4,200
Additional Cost per Unit	\$ 35	\$ 35
Pre-Grading Agreement	\$ 4,110	\$ 4,200
Phased / Staged Construction	\$ 2,145	\$ 2,200

### ***Fee Comparisons***

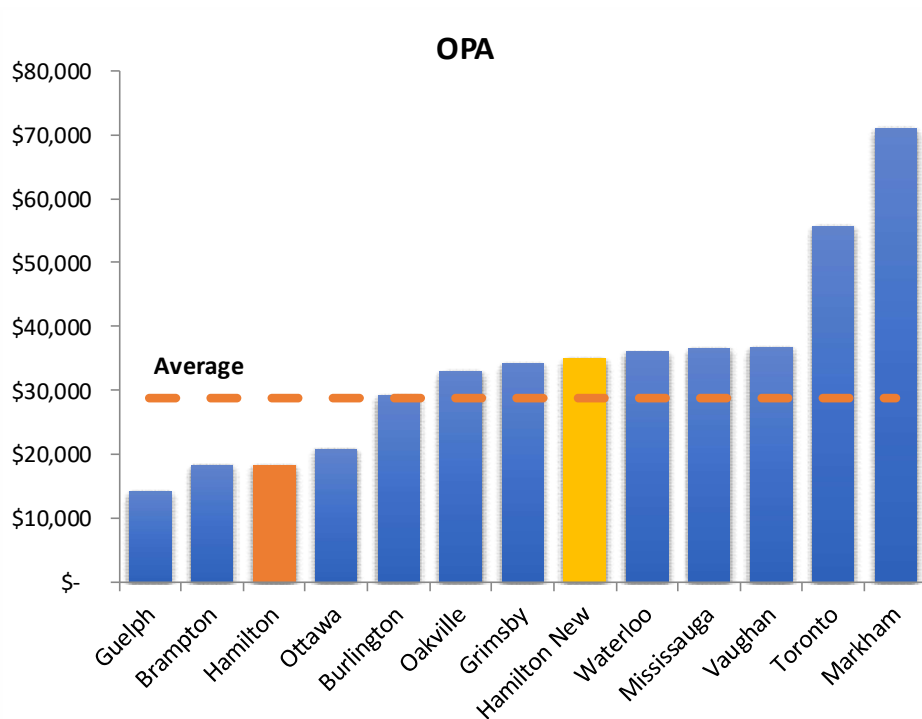
A fee comparison was made of several neighbouring and mid-large size municipalities. The fees for two-tier municipalities includes both the local and the regional fees. As mentioned earlier in the report, every municipality has unique processes and therefore fees are not always directly comparable. Further, the comparison of fees does not take into account any service level differences that may exist in terms of, for example, the time taken to process an application or the level of customer service provided to the applicant. Municipalities may also have different levels of cost recovery which will impact the fee for service.

For some fees, municipalities may have a flat fee or a base fee plus a per unit fee (e.g. Plan of Subdivision and Site Plan). In these cases, scenarios were developed to provide a more accurate reflection of the actual cost to the applicant using a typical type of planning application.

It should be noted that a number of municipalities are currently reviewing fees to reflect:

- A movement toward full cost recovery principles and a desire to reduce the level of tax subsidy required related to planning and growth projects.
- Changes in the complexity of the applications being processed. Similar to the City of Hamilton, a number of municipalities are now seeing more complex applications involving infill, renovation and redevelopment which take more staff time to review and process application as well as enhanced public consultation requirements.

**Official Plan Amendment**

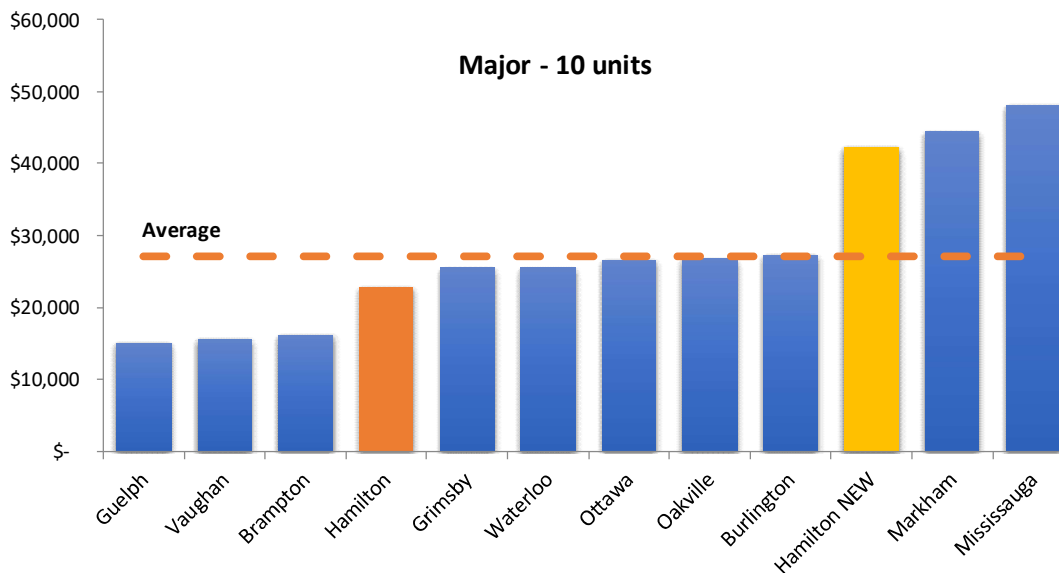


As shown above, the City’s existing Official Plan Amendment fee is amongst the lowest in the survey and the recommended fee places the City slightly above the peer average. Recommended fees at full cost recovery levels would remain below Toronto, Waterloo, Vaughan, Mississauga and Markham and close to the fees in Grimsby and Oakville.

Note: The fees for two-tier municipalities includes both the local and the regional fees.



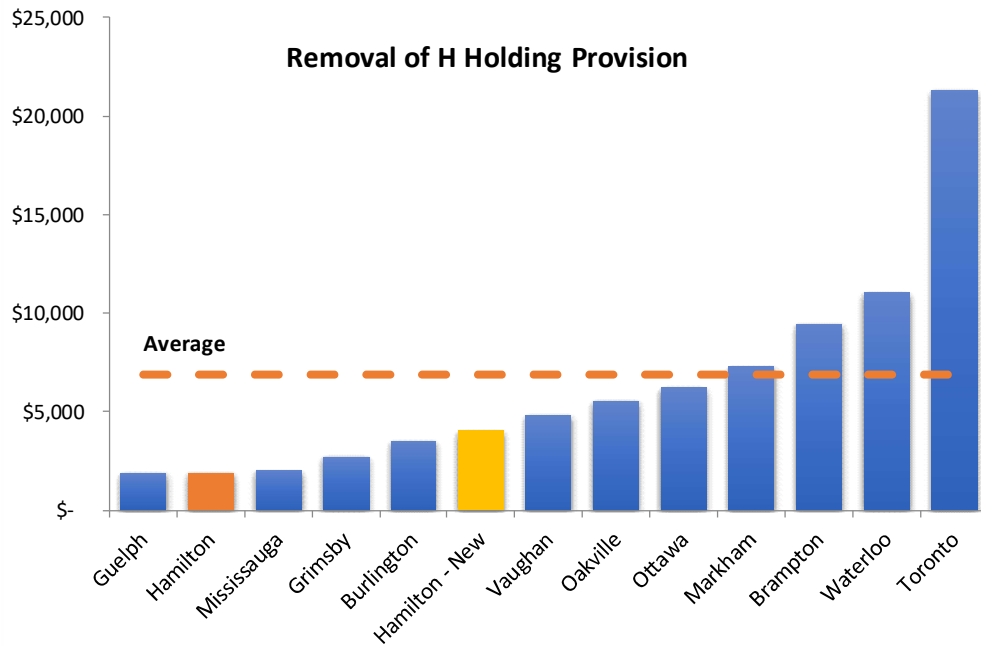
**Zoning Amendment**



The graph above reflects a comparison of a major zoning amendment with 10 units. As shown above, the City’s existing fees are amongst the lowest the survey and the recommended fees place the City’s major application fee above the survey average.

Note: The fees for two-tier municipalities includes both the local and the regional fees.

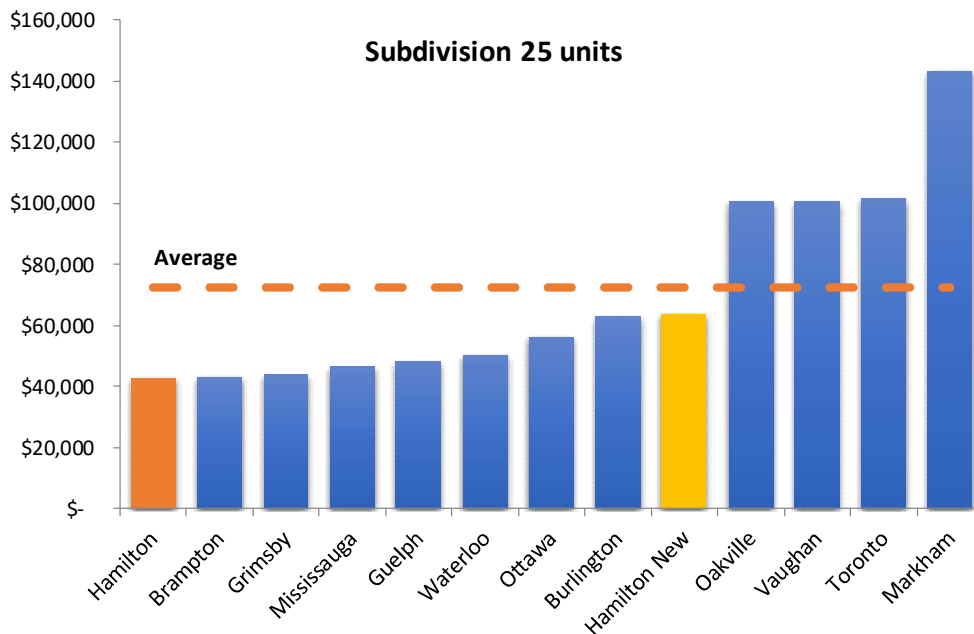
**Removal of H Holding Provision**



As shown above, the City’s existing removal of H Holding Provision fee is amongst the lowest in the survey and the recommended fee continues to be well below the survey average.

Note: The fees for two-tier municipalities includes both the local and the regional fees.

**Plan of Subdivision Application Fee Comparison (25 lots)**

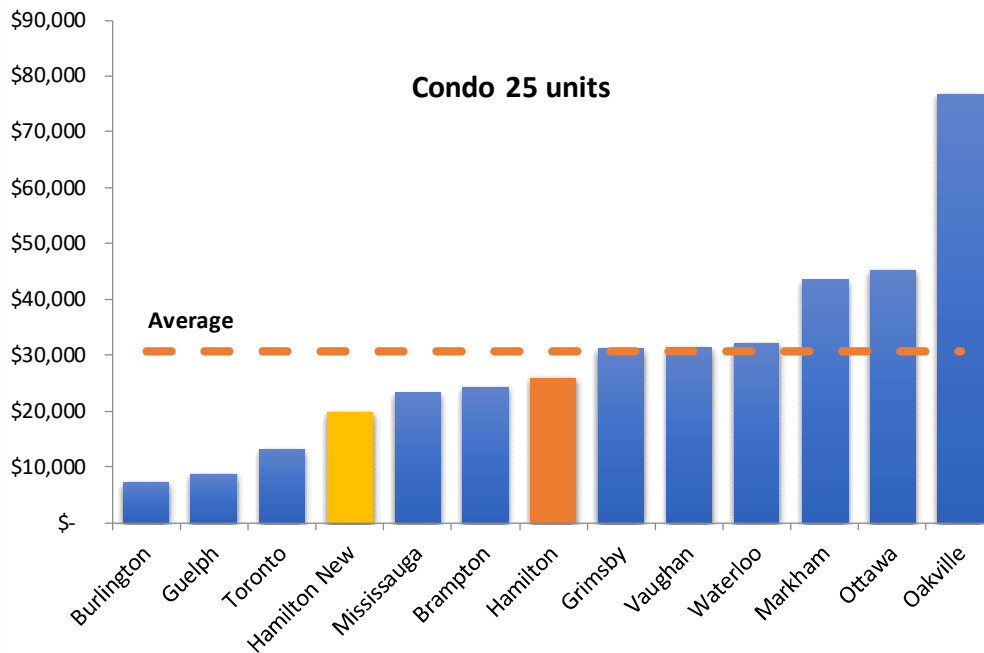


The application fee for a subdivision includes two components; a base fee as well as a per unit fee to reflect the increased level of effort for larger subdivisions. The existing fee is the lowest in the survey of peer municipalities. The recommended fee continues to be lower than the survey average.



**2018—Planning and Growth Management Fee Review  
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**Plans of Condominium Fee Comparison (25 units)**



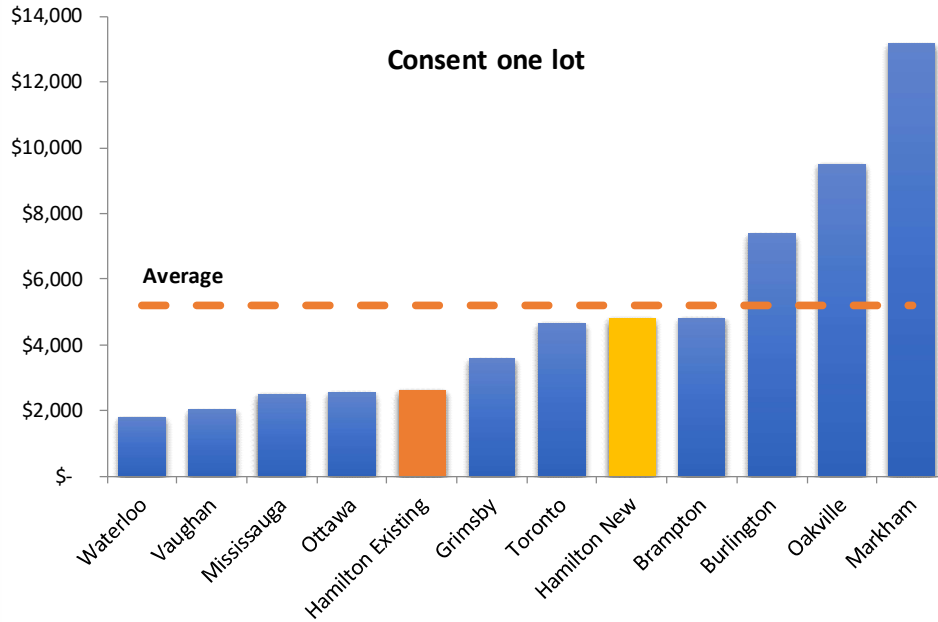
As shown above, the recommended condominium fee is currently lower than the average and the recommended fee is lower than the existing fee.

**Site Plan Application Fee Comparison (10 units)**



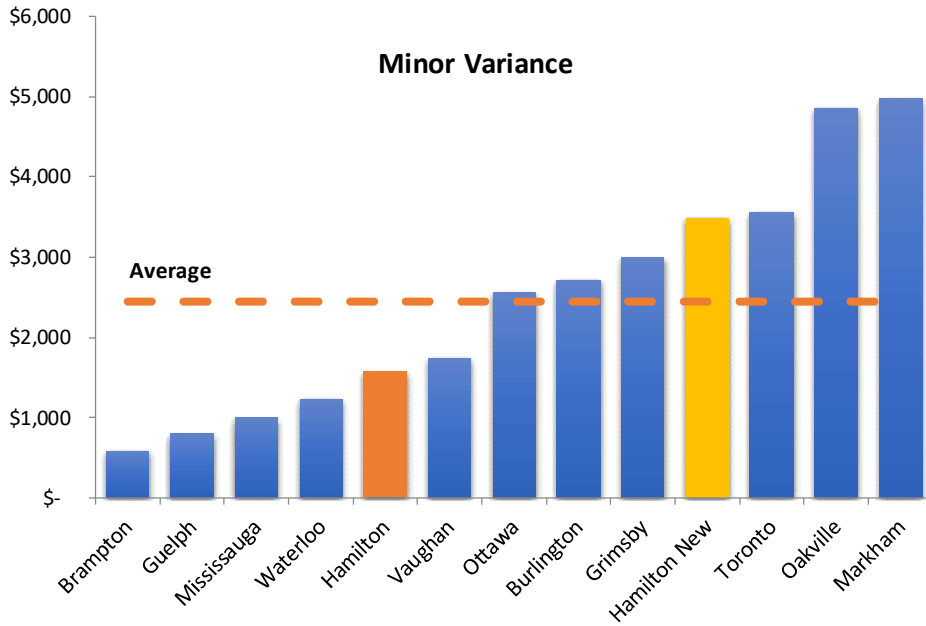
The Site Plan application fee includes a base fee as well as a per unit fee, consistent with the practice in a number of other municipalities, to reflect the work required to undertake a site plan of varying size. The City’s existing fee is below the survey average and the recommended fee is above the survey average. As shown above, there is a wide range of Site Plan fees across the survey.

**Consent Application Fee Comparison**



As shown above, there is a wide range in the application fees across the survey. The recommended fee for Hamilton is below the survey average.

**Minor Variance Fee Comparison**



The Minor Variance application fee is currently below the survey average. Based on process mapping, the recommended fee will be above the survey average.

<b>Tariff of Fees for Planning and Engineering Development Applications (Effective February 1, 2019)</b>	
<b>1. Official Plan Amendment and/or Zoning Bylaw Amendment to establish a New Pit or Quarry</b>	\$138,330
<b>2. Pit or Quarry - Expansion</b>	\$55,340
<b>3. Official Plan Amendment (Rural or Urban)<sup>1</sup></b>	\$26,915
a) Phase 1 - Services up to City Council Report	\$15,898
b) Phase 2 - Services subsequent to Council Resolution approval	\$11,023
c) Recirculation with no advertising required	\$853
d) Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$853
e) Advertising (minimum charge, if applicable)	\$1,325
f) Amended application with public consultation	\$3,573
g) New Non-Profit Affordable Housing <sup>5</sup> (subject to eligibility as outlined on application form)	Fees Waived
<b>4. Rezoning Application<sup>1 2</sup></b>	
a) Routine	\$18,625
b) Complex (comprised of Phase 1 and 2 fee)	\$29,930
i. Complex Phase 1 - Services up to City Council Report	\$20,173
ii. Complex Phase 2 - Services subsequent to Council Resolution approval	\$9,757
iii. Residential Per Unit Fee (NEW),	\$300
iv. Non-Residential per m2 fee (NEW)	\$4.00
c) Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$853
d) Advertising (minimum charge, if applicable)	\$1,325
e) Severance of Surplus Farm Dwelling	\$7,540
f) Amended application with Circulation	\$1,788
g) Recirculation	\$1,788
h) Removal of a 'H' Holding Provision	\$3,018



i)	Removal of a 'H' Holding Provision (Downtown NEW)	\$3,130
j)	Supplementary Report Fee (NEW)	\$2,500
k)	New Non-Profit Affordable Housing <sup>5</sup> (subject to eligibility as outlined on application form)	Fees Waived
<b>5. Site Plan Control</b>		
a)	Full Application	\$17,765
i.	Agricultural Uses - 1/2 of Applicable Fee	\$8,885
b)	Amendment to an Approved Site Plan	\$8,885
i.	Agricultural Uses - 1/2 of Applicable Fee	\$4,450
c)	Minor Application	\$7,988
i.	Agricultural Uses - 1/2 of Applicable Fee	\$3,998
d)	Preliminary Site Plan Review	\$7,300
e)	Resubmission fee per plan type on 4th submission and thereafter	\$375
f)	Site Plan Approval Extension	
i.	3 month extension	\$195
ii.	6 month extension	\$390
iii.	9 month extension	\$583
iv.	12 month extension	\$1,555
g)	1 & 2 Family Residential on the Hamilton Beach Strip	\$6,245
h)	1 & 2 Family Residential within or contiguous to Major Open Space areas	1/2 applicable fee
i)	Plus per unit Residential charge for first 10 units	\$785
j)	Plus per unit Residential charge for additional units (11-50 units to a max of 50 units)	\$473
k)	Plus per m2 new gross floor area for non-residential developments	\$6.75 m <sup>2</sup>
l)	Ancaster Minor Development Application	\$2,320
m)	New Non-Profit Affordable Housing <sup>5</sup> (subject to eligibility as outlined on application form)	Fees Waived
n)	Plus per unit residential charge for the first 10 units	\$570 / Unit

o)	Plus per unit residential charge for additional units (11 - 50 units to the max of 50 units)	\$345 / Unit
p)	Per m2 new gross floor area for non-residential developments prior to the issuance of final site plan approval to a maximum of 5,000 m2 for industrial and 50,000 m2 for commercial approval	\$5.00/m2
Note: Fee amount shall be based on fees that are in effect on date of final approval.		
Note: Vertical development capped at \$35,000		
<b>6. Plans of Subdivisions<sup>1</sup></b>		
a)	Subdivision application	\$44,115
i.	Plus Addition per unit charge (0-25 units NEW)	\$378
ii.	26-100 units N/A	\$150
iii.	101+ units N/A	\$120
iv.	Plus Addition per block charge	\$763
b)	Recirculation of revisions	\$1,478
c)	Revision - Draft Plan approved	
i.	Minor Revisions	\$1,180
ii.	Major Revisions	\$33,080
d)	Extension - Draft Plan approved	\$510
e)	Maintenance	\$473
f)	Advertising (minimum charge, if applicable)	\$1,325
g)	Amended application with public consultation	\$5,638
h)	New Non-Profit Affordable Housing <sup>5</sup> (subject to eligibility as outlined on application form)	Fees Waived
i)	Street Lighting Review and Evaluation	\$3,567
<b>7. Plan of Condominium<sup>1</sup></b>		
a)	New Construction - with Public Process	\$18,000
i.	Plus Addition per unit charge	\$75
b)	New Construction - without Public Process	\$14,993

i. Plus Addition per unit charge	\$75
c) Condominium Conversions	\$26,140
i. Plus Addition per unit charge	\$100
d) Recirculation	\$1,110
e) Revision	\$1,195
f) Maintenance Fee	\$460
g) Exemption	\$1,265
h) Extension	\$870
i) New Non-Profit Affordable Housing <sup>5</sup> (subject to eligibility as outlined on application form)	Fees Waived
<b>8. Part Lot Control Application</b>	\$2,525
i. Plus per Lot/Unit/Part	\$230
ii. Plus per Unit Finance Fee	\$18
iii. Extension	\$1,075
<b>9. Consent Application</b>	
a) Land Division Consent fee	
i. Fully Serviced Lot	\$2,786
ii. Property serviced by well/cistern	\$2,860
iii. Additional fee plus base fee where no sanitary sewer exists	\$370
b) Recirculation	\$190
c) Deed Certification	\$220
d) Deferral or Extension	\$63
e) Validation of Title	\$450
f) Plus per Unit Finance Fee	\$15
<b>10. Formal Consultation</b> (fee will be credited to any required future application) <sup>3</sup>	\$1,200

<b>11. Minor Variance</b>	\$2,550
a) Routine Minor Variance (Note: applies to pools, decks, sheds, accessory buildings, porches, eave projections and recognizing legal non-complying situations)	\$1,190
b) Variances required after the fact	\$3,153
c) Recirculation	\$255
<b>12. Sign Variance</b>	\$3,565
<b>13. Neighbourhood Plan or Modified Neighbourhood Plan Preparation</b>	\$2,290
<b>14. Municipal Street Number Request</b>	\$353
<b>15. Street Name Change</b>	\$2,310
<b>16. Property Reports</b>	\$178
<b>17. MECP Environmental Compliance Approval Administration Fee</b>	\$2,270 + HST
<b>18. Cash in Lieu of Parking Administration Fee</b>	\$520 + HST
<b>19. Environmental Sensitive Areas Impact Evaluation Group (ESAIEG)</b>	\$388
<b>20. Record of Site Condition Administration Fee</b>	\$398
<b>21. Peer Review of Special Studies Administration Fee</b>	Consultant fee + HST
<b>22. Subdivision Agreement Preparation</b>	
a) Subdivision Agreement Preparation - New Process	\$3,175
b) Subdivision Agreement Preparation - Old Process	\$3,665
c) Minor Revision to Subdivision Agreement	\$365
d) Major Alteration to Subdivision Agreement	\$748
e) Subdivision Agreement Amendment	\$1,050
<b>23. Special Agreements</b>	
a) External Work Agreement Preparation	\$4,930
b) Special Sewer Service Agreement	\$4,200
c) Special Water Service Agreement	\$4,200

d)	Joint Sewer/Water Service Agreement	\$4,200
e)	Consent Agreements	\$4,200
f)	Consent Agreement with warning clauses only	\$2,100
g)	Site Alteration Process - review and circulate plans Residential	\$620
h)	Site Alteration Process - review and circulate plans Non-residential	\$2,770
i)	Site Alteration Process per plan type on 4th submission and thereafter (NEW)	\$375
j)	LPAT Appeal (NEW) initiate process <i>In addition to the fees set out above, the total fees payable shall include all fees associated with supporting an applicant at a hearing where the application was approved by City Council including City legal fees, City staff fees, outside legal counsel and consultant/witness fees where required, but excluding the cost of the Planning and Economic Development Department staff. These additional fees shall be collected through the process set out in a cost acknowledgement agreement which must be signed and submitted as part of the applications identified.</i>	\$880
k)	Shoring Agreement & Draining Review (NEW)	\$4,475
l)	Construction Management Plan (NEW)	\$3,285
<b>24. Lot Grading</b>		
a)	Lot Grading Acceptance inspection per unit	\$458
i.	Lot Grading Acceptance inspection per multi-unit block (3-8 units)	\$935
b)	Lot Grading and Service Connection Applications (NEW)	\$2,070
c)	Site Inspections (NEW)	\$1,850
d)	Lot grading re-inspection fees (3rd and subsequent) NEW	\$125
e)	Pre-Service Agreements	\$4,200
f)	Additional Cost per Unit	\$35
g)	Pre-Grading Agreement	\$4,200
h)	Phased / Staged Construction	\$2,200
<b>25. Tree Protection</b>		
a)	General Vegetation Inventory Review	\$365

b) Tree Protection Plan Review	\$605
<b>26. Other Fees</b>	
a) Records Search <sup>4</sup>	\$25 plus HST
b) Photocopying Fee	\$ 0.50 /page, plus HST

1 **Joint Application** – Where applications are made for an Official Plan Amendment, Zoning By-law Amendment, Approval of a Draft Plan of Subdivision or Condominium Description, or any combination thereof, the total fees will be reduced by 25%.

2 **Rezoning** - For the purposes of fees, there are two (2) types of rezoning applications: Routine and Complex. When an application is submitted, the following guidelines are used to determine the type of application.

**Routine**

- Applications to add one specific use (i.e. that does not change the zoning district); or
- Applications to reduce yard requirements or modify other district or zone requirement (i.e. only one requirement); or
- Applications to rezone three (3) single detached dwelling lots or less; or
- Applications to extend a "temporary use".

**Complex**

- All other Applications.

3 Formal Consultation fee is not credited towards Minor Variance or Consent application fees.

4 Records Search fee is charged at a rate of \$25 plus HST per 15 minutes with a minimum charge of 25 plus HST.

5 Fees or payments required by any Conditions of Approval remain in effect.

**Note:**

This list is a summary of development fees. Additional fees may be required, such as for the cancellation and/or recirculation of a Public Meeting, Ontario Municipal Board appeals, Conservation Authority Plan Reviews, etc. Please call the Planning and Economic Development Department at 905-546-2424 Ext. 1355 or 2799 for additional information.

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Official Plan Amendment and/or Zoning Bylaw Amendment to establish a New Pit or Quarry	139,685	138,330	-1,355	N/A	N/A				
Pit or Quarry Expansion	55,880	55,340	-540	N/A	N/A				
Official Plan Amendment (Rural or Urban)	18,970	34,860	15,890	26,915	30,888	22	766,920	679,525	592,130
Phase 1 - Services up to City Council Report	11,205	20,590	9,385	15,898	18,244	15	308,850	273,656	238,463
Phase 2 - Services subsequent to Council Resolution approval	7,765	14,280	6,515	11,023	12,651				

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Recirculation with no advertising required	495	1,210	715	853	1,031				
Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	495	1,210	715	853	1,031				
Advertising (minimum charge, if applicable)	1,150	1,500	350	1,325	1,413				
Amended application with public consultation	2,975	4,170	1,195	3,573	3,871				
<b>Rezoning Application</b>									
Routine	11,770	25,480	13,710	18,625	22,053	13	331,240	286,683	242,125
Complex (comprised of Phase 1 and 2 fee)	23,525	36,335	12,810	29,930	33,133				



Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Complex Phase 1 - Services up to City Council Report	15,855	24,491	8,636	20,173	22,332	25	612,275	558,300	504,325
Complex Phase 2 - Services subsequent to Council Resolution approval	7,670	11,844	4,174	9,757	10,801	25	296,100	270,013	243,925
Residential Per Unit Fee (NEW)		600	600	300	450	750	450,000	337,500	225,000
Non-Residential per m2 fee (NEW)		9	9	4	6				
Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	495	1,210	715	853	1,031				

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Advertising (minimum charge, if applicable)	1,150	1,500	350	1,325	1,413				
Severance of Surplus Farm	5,880	9,200	3,320	7,540	8,370				
Amended application with circulation	1,490	2,085	595	1,788	1,936	5	10,425	9,681	8,938
Recirculation	1,490	2,085	595	1,788	1,936				
Removal of a 'H' Holding Provision	1,955	4,080	2,125	3,018	3,549	10	40,800	35,488	30,175
Removal of a 'H' Holding Provision (Downtown NEW)		6,260	6,260	3,130	4,695				
Supplementary Report Fee (NEW)		5,000	5,000	2,500	3,750				

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
<b>Site Plan Control</b>									
Full Application	9,800	25,730	15,930	17,765	21,748	47	1,209,310	1,022,133	834,955
Agricultural Uses - 1/2 of Application Fee	4,905	12,865	7,960	8,885	10,875	9	115,785	97,875	79,965
Amendment to and Approved Site Plan	2,370	15,400	13,030	8,885	12,143	43	662,200	522,128	382,055
Agricultural Uses - 1/2 of Application Fee	1,190	7,710	6,520	4,450	6,080	7	53,970	42,560	31,150
Minor Application	1,215	14,760	13,545	7,988	11,374	53	782,280	602,809	423,338
Agricultural Uses - 1/2 of Application Fee	610	7,385	6,775	3,998	5,691	17	125,545	96,751	67,958
Preliminary Site Plan Review	2,370	12,230	9,860	7,300	9,765	6	73,380	58,590	43,800
Resubmission fee per plan type of 4th submission and thereafter		750	750	375	563				

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
3 month extension		390	390	195	293	N/A	N/A	N/A	N/A
6 month extension		780	780	390	585	N/A	N/A	N/A	N/A
9 month extension		1,165	1,165	583	874	N/A	N/A	N/A	N/A
12 month extension		1,555	N/A	1,555	N/A				
1 & 2 Family Residential of the Hamilton Beach Strip	2,290	10,200	7,910	6,245	8,223	8	81,600	65,780	49,960
1 & 2 Family Residential within or contiguous to Major Open Space Areas	1/2 applicable fee	1/2 application fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Plus per unit Residential charge for first 10 units	570	1,000	430	785	893	160	160,000	142,800	125,600

<b>Application Type</b>	<b>Current Fee (January 1, 2019 Indexing)</b>	<b>Proposed New Fee</b>	<b>Dollar Increase of New over Current</b>	<b>50% of the Proposed Fee</b>	<b>75% of the of the Proposed Fee</b>	<b>Projected Number of Applications By Type</b>	<b>Projected Revenue (New Fee) 100%</b>	<b>Projected Revenue (New Fee) 75%</b>	<b>Projected Revenue (New Fee) 50%</b>
Plus per unit Residential charge for additional units (11-50 units to a max of 50 units)	345	600	255	473	536				
Plus per m2 new gross floor area for non-residential developments	5 m2	8.50 m2	1.75 m2	6.75 m2					
Ancaster Minor Development Application	5,150	2,320	-2,830	2,320					
<b>Plans of Subdivision</b>									
Subdivision Application	37,860	50,370	12,510	44,115	47,243	12	604,440	566,910	529,380
Plus Addition per unit charge (0-25 units NEW)	230	525	295	378	451	240	126,000	108,300	90,600

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
26-100 units		300	300	150	225				
101+ units		240	240	120	180				
Plus Addition per block charge	665	860	195	763	811	16	13,760	12,980	12,200
Recirculation of revisions	1,055	1,900	845	1,478	1,689				
<b>Revision - Draft Plan Approved</b>									
Minor Revisions	4,945	1,180	-3,765	N/A	N/A				
Major Revisions	28,390	37,770	9,380	33,080	35,425	2	75,540	70,850	66,160
Extension - Draft Plan approved	840	510	-330	N/A	N/A				
Maintenance	445	500	55	473	486				
Advertising (minimum charge, if applicable)	1,150	1,500	350	1,325	1,413				

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Amended application with public consultation	2,975	8,300	5,325	5,638	6,969				
Street Lighting Review and Evaluation		7,135		3,567	5,351				
<b>Plan of Condominium</b>									
New Construction - with Public Process	24,740	18,000	-6,740	N/A	N/A				
Plus Addition per unit charge	75	75	0	75	75	10	750	750	750
New Construction - without Public Process	18,155	14,993	-3,162	N/A	N/A				
Plus Addition per unit charge	75	75	0	N/A	N/A	300	22,500	N/A	N/A
Condominium Conversions	26,140	26,140	0	N/A	N/A	2	52,280	52,280	52,280





Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Fully Serviced Lot	2,712	2,860	148	2,786	2,823	95	271,700	268,185	264,670
Property serviced by well/cistern	2,860	2,860	0	N/A	N/A	10	28,600	N/A	N/A
Additional fee + base fee where no sanitary sewer exists	365	375	10	370	373	N/A	N/A	N/A	N/A
Recirculation	220	190	-30			5	950	N/A	N/A
Deed Certification	220	220	0	N/A	N/A	79	17,380	N/A	N/A
Referral or Extension	60	65	5	63	64	N/A	N/A	N/A	N/A
Validation of Title	830	450	-380	N/A	N/A	2	900	N/A	N/A
Plus per Unit Finance Fee	18	15	-3	N/A	N/A	N/A	N/A	N/A	N/A
Minor Variance	1,610	3,490	1,880	2,550	3,020	283	987,670	854,660	721,650
Routine Minor Variance	1,225	1,190	-35	N/A	N/A	N/A	N/A	N/A	N/A

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Variances req'd after the fact	1,945	4,360	2,415	3,153	3,756	75	327,000	281,719	236,438
Recirculation	230	280	50	255	268	5	1,400	1,338	1,275
Sign Variance	910	6,220	5,310	3,565	4,893	10	62,200	48,925	35,650
Signs erected, located and/or displayed without a permit	1,265								
Neighbourhood Plan or Modified Neighbourhood Plan Preparation	2,310	2,290	-20	N/A	N/A	N/A	N/A	N/A	N/A
Municipal Street Number Request	345	360	15	353	356	N/A	N/A	N/A	N/A
Street Name Change	6,590	2,310	-4,280	N/A	N/A	N/A	N/A	N/A	N/A
Property Reports	175	180	5	178	179	N/A	N/A	N/A	N/A



Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Subdivision Agreement Preparation - New Process	2,150	4,200	2,050	3,175	3,688	11	46,200	40,563	34,925
Subdivision Agreement Preparation - Old Process	3,665	3665	N/A	N/A	N/A	4	14,660	N/A	N/A
Minor Revision to Subdivision Agreement	230	500	270	365	433	1	500	365	365
Major Alteration to Subdivision Agreement	495	1,000	505	748	874	1	1,000	874	748
Subdivision Agreement Amendment	1,070	1,050	-20	N/A	N/A	3	3,150	N/A	N/A
<b>Special Agreements</b>									
External Work Agreement Preparation	4,975	4,930	-45	N/A	N/A	11	54,230	N/A	N/A
Special Sewer Service	4,235	4,200	-35	N/A	N/A	5	21,000	N/A	N/A



Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Non-residential									
Site Alteration Process per plan type on 4th submission and thereafter (NEW)		750	750	375	563	N/A	N/A	N/A	N/A
LPAT Appeal (NEW) initiate process		1,760	1,760	880	1,320	N/A	N/A	N/A	N/A
Shoring Agreement & Draining Review (NEW)		8,950	8,950	4,475	6,713	N/A	N/A	N/A	N/A
Construction Management Plan (NEW)		6,570	6,570	3,285	4,928	N/A	N/A	N/A	N/A
<b>Lot Grading</b>									
Lot Grading Acceptance inspection per unit	405	510	105	458	484	44	22,440	21,285	20,130

Application Type	Current Fee (January 1, 2019 Indexing)	Proposed New Fee	Dollar Increase of New over Current	50% of the Proposed Fee	75% of the of the Proposed Fee	Projected Number of Applications By Type	Projected Revenue (New Fee) 100%	Projected Revenue (New Fee) 75%	Projected Revenue (New Fee) 50%
Lot Grading Acceptance inspection per multi-unit block (3-8 units)	830	1,040	210	935	988	2	2,080	1,975	1,870
Lot Grading and Service Connection Applications (NEW)		4,140	4,140	2,070	3,105	N/A	N/A	N/A	N/A
Site Inspections (NEW)		3,700	3,700	1,850	2,775	N/A	N/A	N/A	N/A
Lot grading re-inspection fees (3rd and subsequent) (NEW)		250	250	125	188	N/A	N/A	N/A	N/A
Pre-Service Agreements	4,235	4,200	-35	N/A	N/A	N/A	N/A	N/A	N/A
Additional Cost per Unit	35	35	0	N/A	N/A	68	2,380	N/A	N/A
Pre-Grading Agreement	4,235	4,200	-35	N/A	N/A	N/A	N/A	N/A	N/A

<b>Application Type</b>	<b>Current Fee (January 1, 2019 Indexing)</b>	<b>Proposed New Fee</b>	<b>Dollar Increase of New over Current</b>	<b>50% of the Proposed Fee</b>	<b>75% of the of the Proposed Fee</b>	<b>Projected Number of Applications By Type</b>	<b>Projected Revenue (New Fee) 100%</b>	<b>Projected Revenue (New Fee) 75%</b>	<b>Projected Revenue (New Fee) 50%</b>
Phased / Staged Construction	2,210	2,200	-10	N/A	N/A	4	8,800	N/A	N/A