



Hamilton

Planning & Engineering Development Fee Review



2018



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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 m² 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 4th 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
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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
OPA (all types)	17	19	23	27	41	25	22
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	-
ZBA (all types)	72	50	59	67	87	67	61
Condo Conversion	5	2	1	1	-	2	2
Conventional Condo	16	12	18	15	12	15	14
Condos (all types)	21	14	19	16	12	16	16
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
Site Plans (all types)	242	161	186	192	234	203	202
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
Subdivision (all types)	14	11	17	18	10	14	20
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
TOTAL	1,074	1,014	1,061	1,167	1,265	1,116	1,050

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.



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
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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



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 Serviced 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%



Summary of Recommended Fees—Growth Management

Growth Management Fees	2018 Fee	Recommended Fees
Subdivision Agreement Preparation		
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
Special Agreements		
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
Lot Grading		
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

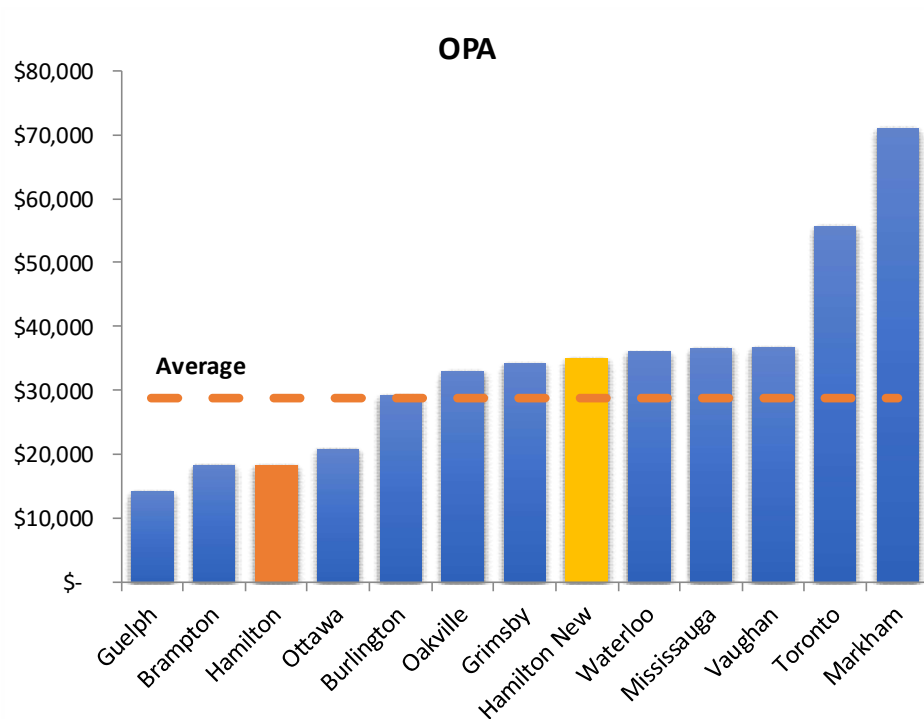
A fee comparison was made of several neighbouring and mid-large size municipalities. The fees for two-tier municipalities includes both the local and the regional fees. As mentioned earlier in the report, every municipality has unique processes and therefore fees are not always directly comparable. Further, 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.

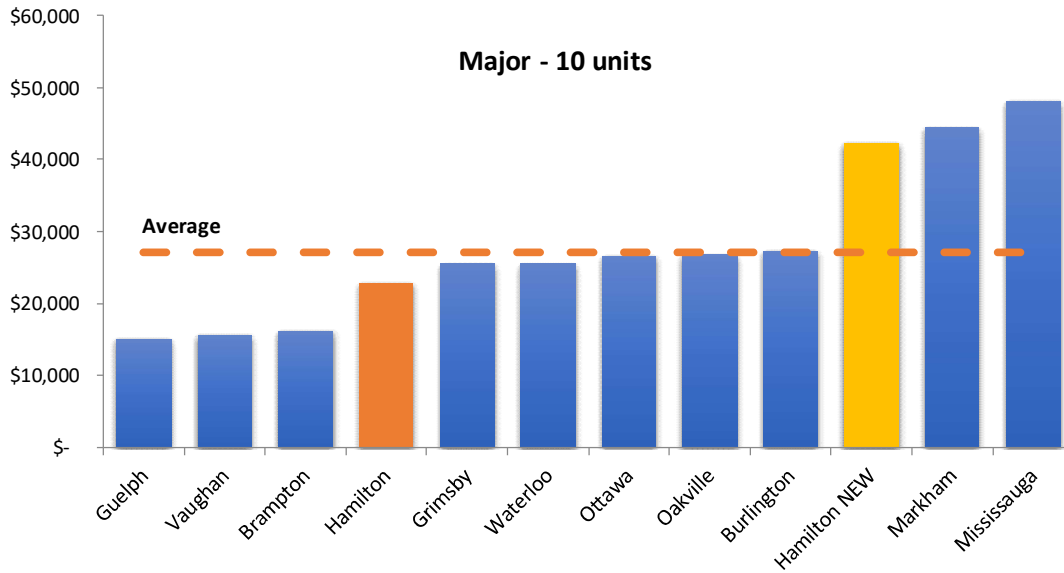
Official Plan Amendment



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.

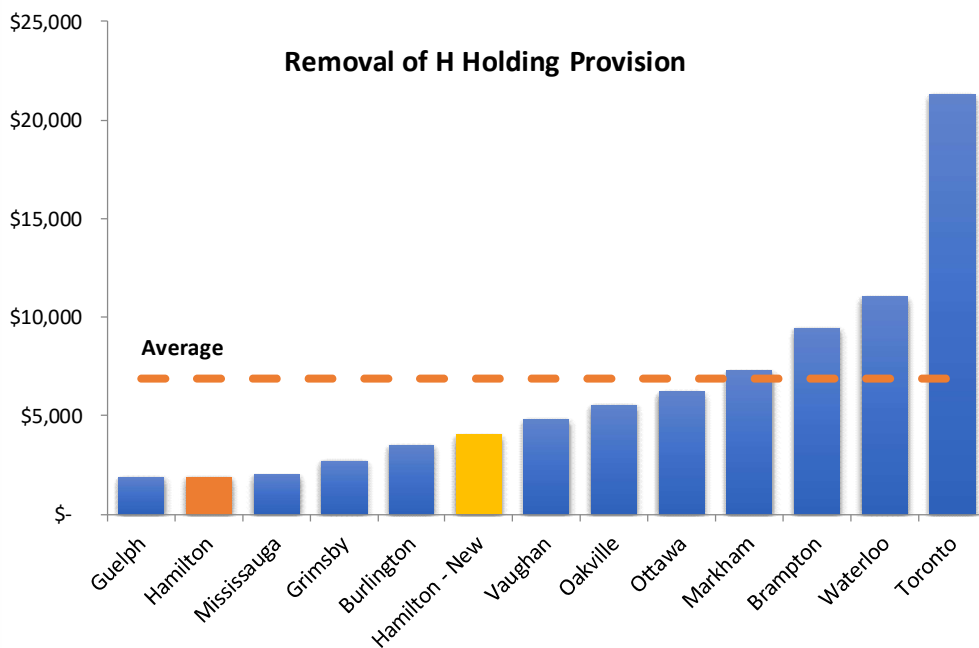
Zoning Amendment



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.

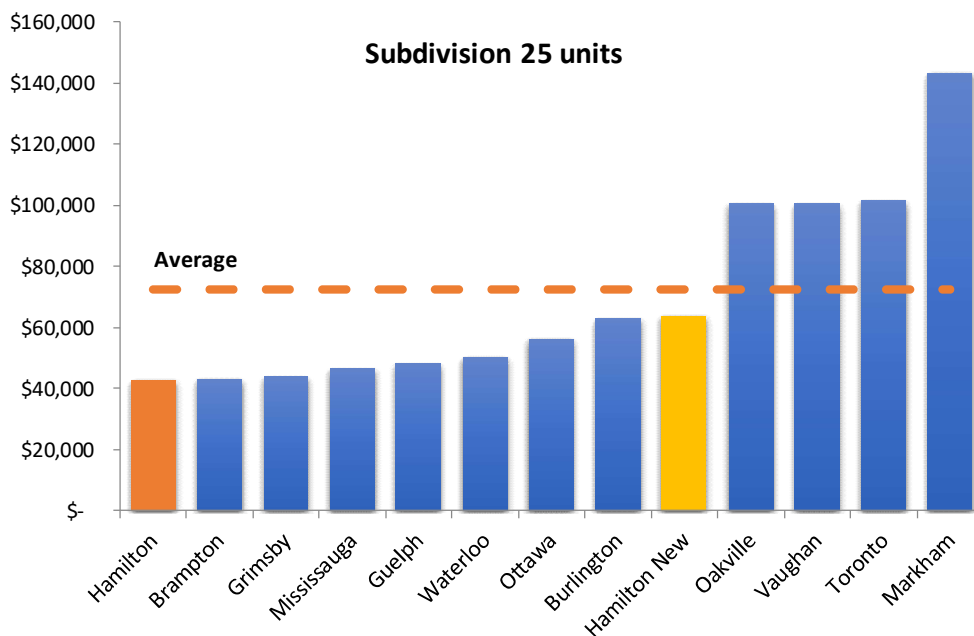
Removal of H Holding Provision



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.

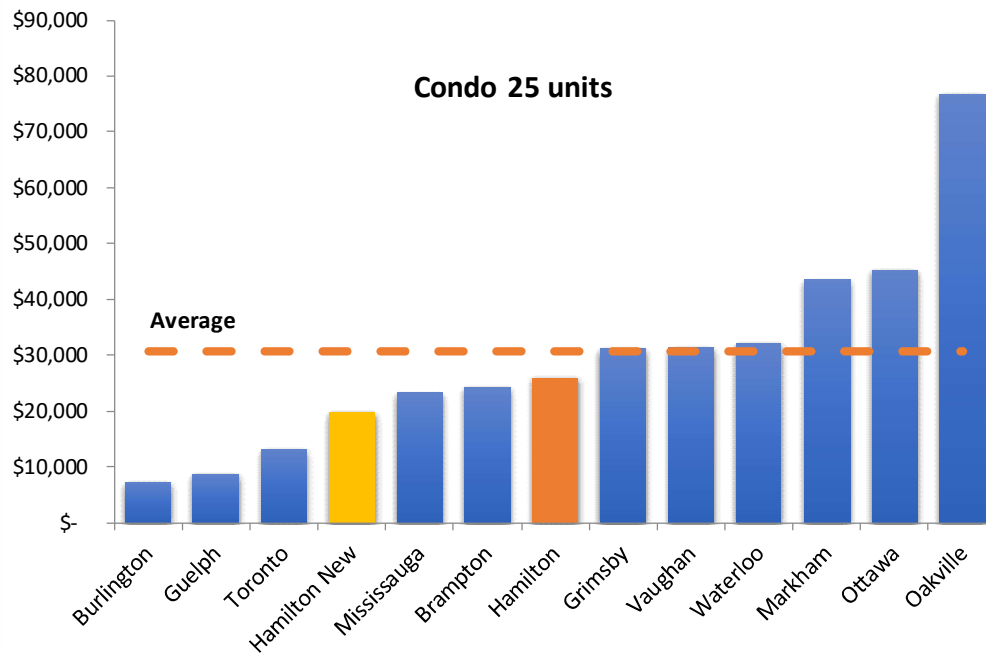
Note: The fees for two-tier municipalities includes both the local and the regional fees.

Plan of Subdivision Application Fee Comparison (25 lots)



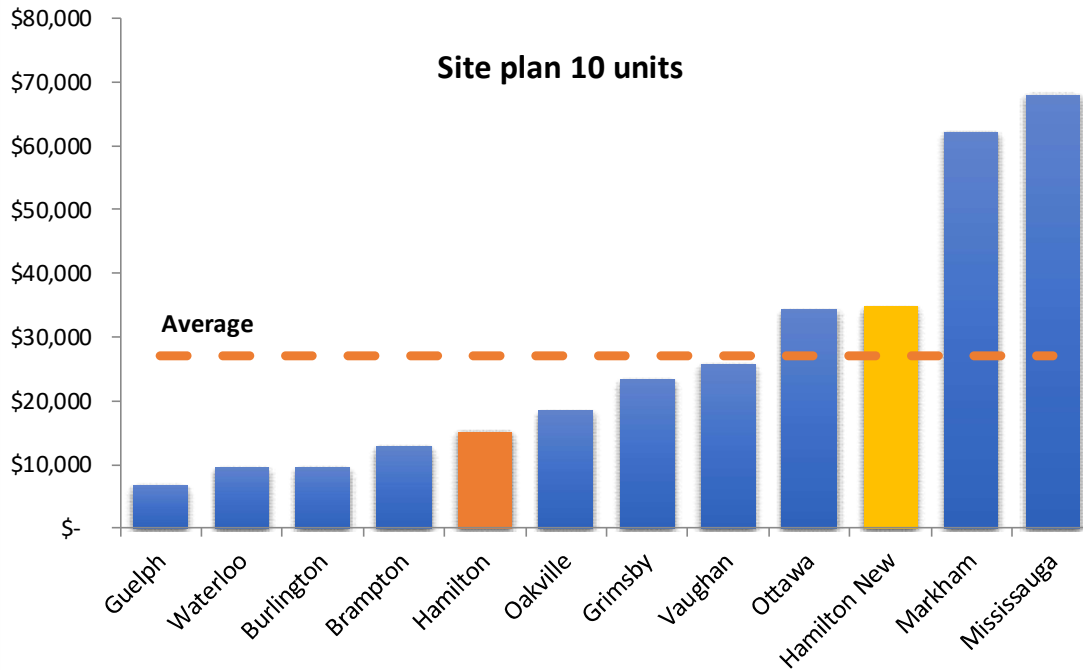
The application fee for a subdivision includes two components; a base fee as well as a per unit fee to reflect the increased level of effort for larger subdivisions. The existing fee is the lowest in the survey of peer municipalities. The recommended fee continues to be lower than the survey average.

Plans of Condominium Fee Comparison (25 units)



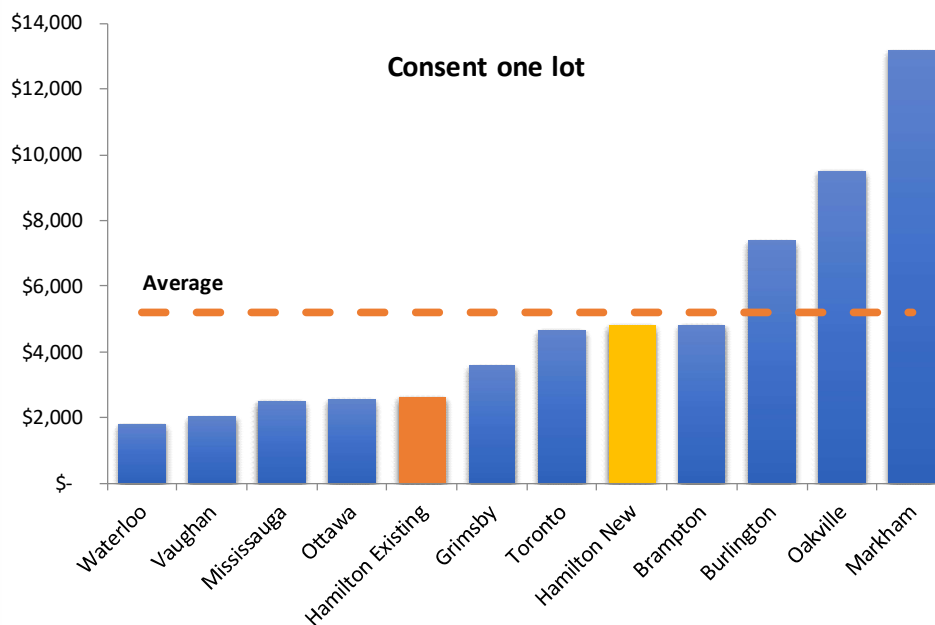
As shown above, the recommended condominium fee is currently lower than the average and the recommended fee is lower than the existing fee.

Site Plan Application Fee Comparison (10 units)



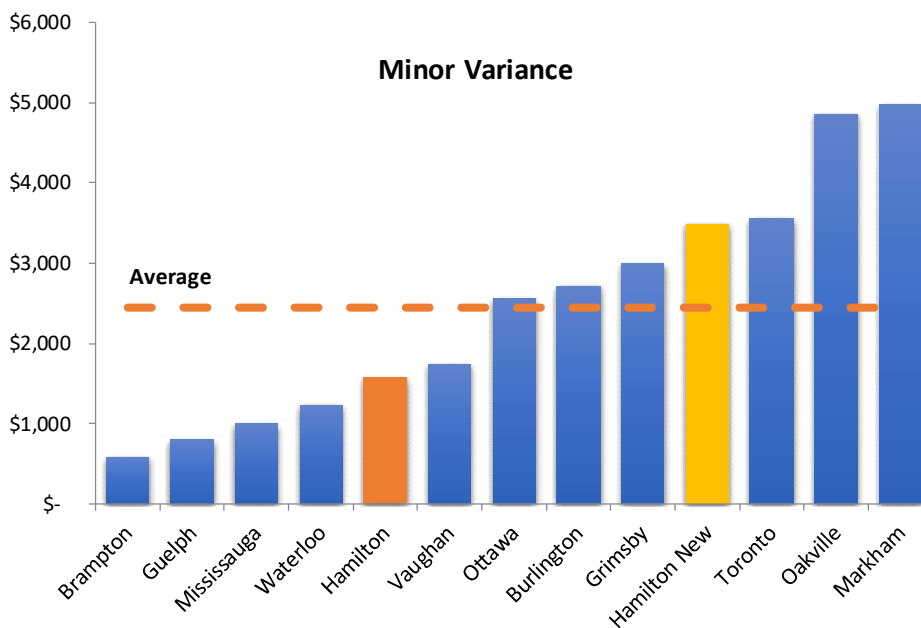
The Site Plan application fee includes a base fee as well as a per unit fee, consistent with the practice in a number of other municipalities, to reflect the work required to undertake a site plan of varying size. The City’s existing fee is below the survey average and the recommended fee is above the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