

# Development Permit

## Fees



<b>Development Type</b>	<b>Fee</b> (Please refer to guidance notes)
<b>Residential</b>	
E.g. single family, duplex, rowhouse and multi-unit	
Up to 1000 sq.ft dwelling	\$100.00 (single dwelling only)
Over 1000 sq.ft dwelling	\$0.35 per square foot (per unit)
Extension (finished)	\$0.35 per square foot
Extension (unfinished)	\$50.00
Accessory building	\$0.20 per square foot
Any other structure or addition	\$50.00
<b>Non-Residential</b>	
<b>Commercial</b>	
E.g. retail, offices, accommodation, professional, personal services, food outlets	\$3.00 per \$1000.00 Value of Construction Min \$100.00
<b>Institutional</b>	
E.g. Educational, community, nurseries, caregiving	\$3.50 per \$1000.00 Value of Construction Min \$100.00
<b>Industrial</b>	
E.g. fabrication, manufacturing, assembly	\$2.00 per \$1000.00 Value of Construction Min \$100.00
<b>Recreational</b>	
E.g. parks, playgrounds, athletic facilities, campgrounds	\$3.00 per \$1000.00 Value of Construction Min \$100.00
<b>Resource type 1</b>	
Agriculture, Forestry, Aquaculture	\$0.20 per square foot of built footprint Max \$250.00
<b>Resource type 2</b>	
Excavation Pits	Application/renewal of registration certificate (corporation) \$150.00
	Application/renewal of registration certificate (individual) \$75.00
<b>Other Proposals</b>	
<b>Demolition</b>	
Where not part of a new development proposal	\$50.00

<b>Signage</b>	
One or more signs	\$50.00
<b>Subdivision</b>	
Minor/Major	Up to 5 lots \$250
	5 lots and above \$250 + \$35.00 per lot
Severance/Consolidation	Up to 5 lots \$250
	5 lots and above \$250 + \$35.00 per lot
Attached dwellings	\$250 per unit
<b>Variances</b>	
Up to 10%	\$150.00
Over 10%	\$250.00
<b>Changes of Use</b>	
	\$ Equivalent to development being proposed, exclusive of rezoning fee (if applicable)
<b>Administrative</b>	
Development Bylaw/Official Plan Amendment	\$350.00
Zoning Enquiries	\$75.00 per property (PID) + HST
Development Agreement	Applicant to bear own and Town's legal costs
Minor amendment to approved development	\$25.00
Printed copy of Official Plan	\$25.00 + HST
Printed copy of Development Bylaw	\$25.00 +HST
Printed copy of a zoning map at 'D' size	\$20.00 +HST
Printed copy of application documents	\$10.00 +HST
Electronic copies of print version	No charge

## Guidance Notes for Applicants

The examples below reflect the most commonly seen types of proposals. They are intended to guide applicants in calculating their fee amounts. The online fee calculator will soon be available for applicants to estimate their development fees, which will be confirmed upon submission. A member of the planning department will be available to respond to enquiries and assist if required.

### Residential Fee Calculations

Residential development fees are normally calculated on a per sq.ft basis. How that measurement is taken is dependant on the type of development being proposed. New dwellings are calculated as follows:

For a single family dwelling of 1000 sq.ft or less total footprint:

- A flat fee applies. This will include decks covered porches, and attached garage spaces as measured by their ground cover eg 'footprint'

For single family, duplex and rowhouse residential dwellings fees:

- The square footage shall include decks covered porches, and attached garage spaces as measured by their ground cover eg 'footprint'

For multi-unit dwellings, including multi-storey apartments:

- Fees are calculated cumulatively on the interior space of each unit, exclusive of communal hallways and exterior features such as external decking and open porches.

### Fee Calculation Examples

Example 1		
Proposal	Fee category	Total fee
A single-family dwelling with a total footprint (including a deck and porch) of 846sq.ft	Residential: Up to 1000 sq.ft dwelling	\$100.00

Example 2		
Proposal	Fee category	Total fee
An 1800sq.ft single family dwelling with 500sq.ft deck. The total footprint is 2300 sq.ft.	Residential: Over 1000 sq.ft dwelling	2300 x \$0.35 per square foot (per unit) = \$805.00

Example 3		
Proposal	Fee category	Total fee
A two-storey apartment block of 8 x 900 sq.ft. units. The total unit area is 7200 sq.ft	Residential: Over 1000 sq.ft dwelling	7200 x \$0.35 per square foot (per unit) = \$2520.00

Extensions and alterations to existing dwellings fall under three different categories that include finished, unfinished and other structures & additions. A finished extension fee is treated the same as a new dwelling proposal and will be levied at the cumulative footprint created. The latter two categories are levied with a flat fee and a single proposal can include multiple elements within one submission. It could include items such as a porch, deck and pool and the fee remains the same flat rate.

Example 4		
Proposal	Fee category	Total fee
Open porch to side elevation and 550sq.ft of decking to rear of dwelling	Residential: Any other structure or addition	\$50.00

Example 5		
Proposal	Fee category	Total fee
A dwelling extension to include a 120 sq.ft utility room and a 256 sq.ft sunroom (376 sq.ft total)	Residential: Extension (finished) \$0.35 per square foot	376 x \$0.35 = \$131.60

Example 6		
Proposal	Fee category	Total fee
A dwelling extension to include a 50 sq.ft utility room and two ground mounted solar arrays	Residential: Extension (finished) \$0.35 per square foot & Any other structure or addition \$50.00	50 x \$0.35 = \$17.50 + \$50.00 =\$67.50

#### Commercial, Institutional, Industrial and Recreational Fee Calculation Examples

The fees for these types of development are calculated from the value of construction of the project, which is often referred to as the VoC. The VoC is declared in section 3 of the application form and from this value the fee is calculated. Applicants should note that VoC values, which are unexpectedly low (or high) may be subject to additional vetting before an application is registered.

Example 7		
Proposal	Fee category	Total fee
Office development. VoC is \$684,000	Commercial \$3.00 per \$1000.00 Value of Construction (Min \$100.00)	684 x \$3.00 = \$2052.00

Example 8		
Proposal	Fee category	Total fee
2-bay car repair workshop (1025 sq.ft). VoC is \$17,000	Commercial \$3.00 per \$1000.00 Value of Construction (Min \$100.00)	\$100.00 minimum applies

Example 9		
Proposal	Fee category	Total fee
Parking attendant's booth at an institutional premises. VoC is \$10,000	Institutional \$3.50 per \$1000.00 Value of Construction (Min \$100.00)	\$100.00 minimum applies

### Fee Definitions

Extension is: The creation of additional enclosed floorspace to a dwellinghouse completed to a finished or unfinished standard.

Extension (finished) is:

- An extension to a dwelling that will be completed to a habitable standard, such as a bedroom, sunroom, enclosed porch, basement addition and similar.

Extension (unfinished) is:

- An extension to a dwelling that is not intended for habitation such as an attached garage, carport, log-store, crawlspace or similar.

Accessory building is:

- Any detached building located within a dwelling lot such as detached garages, garden suites and sheds.

Any other structure or addition is:

- Ground mounted solar array, swimming pool, deck, dormer, open porch, garden structures (pergola, gazebo, arbour, fence) and changes to grade and similar.