

# **The Corporation of the City of Guelph**

## **By-law Number (2024 – 21003)**

A By-law to establish a tariff of fees for the processing and approval of development applications pursuant to the Planning Act, RSO 1990, c P.13, Subsection 114 as amended, and to repeal and replace By-law number (2024)- 20919, as amended.

Whereas Section 69(1) of the Planning Act, RSO 1990, c P.13, as amended authorizes the Council of the Municipality to prescribe a tariff of fees for the processing of development applications made in respect of planning matters.

### **The Council of the Corporation of the City of Guelph enacts as follows:**

1. This By-law may be referred to as the Development Application Fee By-law.
2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law will continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.
3. A Tariff of Fees is hereby established for the processing of development applications made pursuant to the Planning Act, RSO 1990 c P.13 as may be amended from time to time, or any successor thereto, and is set out in Schedule "A" attached, which forms part of this By-law.
4. The fees provided pursuant to this By-law in Schedule "A" shall be adjusted annually, without further amendment to this By-law, commencing on January 1<sup>st</sup> of each year, in accordance with the Statistics Canada Consumer Price Index.
5. Unless otherwise indicated, the fees required by this By-law do not include applicable taxes, which will be added to the fees.
6. Payment of any fee required by this By-law shall be in Canadian currency, and in a form acceptable to the Corporation of the City of Guelph.
7. Council intends that each new Council shall formally review this By-law no less than once during its term.
8. By-law (2024)- 20919 is hereby repealed and replaced.

**Passed this 27<sup>th</sup> Day of November, 2024.**

### **Schedules:**

Schedule A: Development Application Fees November 2024

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**Cam Guthrie, Mayor**

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**Dylan McMahon, Deputy City Clerk**

## Schedule A: Development Application Fees November 2024

**Table 1: Development application fees** effective November 27, 2024

<b>Service or Process</b>	<b>Fee (\$)</b>	<b>Notes</b>
<b>Official Plan Amendment (OPA)</b>		
Minor OPA - with Pre-Submission Review	15,900.00	Site-specific amendment, involves minor policy change or exemption.
Minor OPA - without Pre-Submission Review	20,650.00	Site-specific amendment, involves minor policy change or exemption.
Major OPA - with Pre-Submission Review	24,600.00	Land use change or major policy change involves more than one property or large land holdings.
Major OPA – without Pre-Submission Review	31,450.00	Land use change or major policy change involves more than one property or large land holdings.
Revision to Application when requested by Applicant requiring Re-Circulation OPA	50% of the application fee	
<b>Zoning By-law Amendment (ZBA)</b>		
Minor ZBA - with Pre-Submission Review	15,900.00	Minor includes: adding uses to an existing zone, temporary use, no change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Minor ZBA – without Pre-Submission Review	20,650.00	Minor includes: adding uses to an existing zone, temporary use, no change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major ZBA - with Pre-Submission Review	24,600.00	Major includes: change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major ZBA – without Pre-Submission Review	31,450.00	Major includes: change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Revision to Application when requested by Applicant requiring Re-Circulation ZBA	50% of the application fee	
Removal of 'H' Symbol – routine	3,100.00	
Removal of 'H' Symbol - complex plus submission review	12,400.00	
Temporary Use By-law	4,800.00	

<b>Service or Process</b>	<b>Fee (\$)</b>	<b>Notes</b>
Extension of Temporary Use By-law	3,800.00	
Part Lot Control Exemption Application	3,100.00	
Combined Official Plan/Zoning By-law Amendment (ZBA/OPA)		
Minor Combined ZBA/OPA - with Pre-Submission Review	23,900.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Minor Combined ZBA/OPA - without Pre-Submission Review	31,000.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major Combined ZBA/OPA - with Pre-Submission Review	36,900.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major Combined ZBA/OPA - without Pre-Submission Review	47,200.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Revision to Application when requested by Applicant requiring Re-Circulation ZBA/OPA	50% of the application fee	
<b>Plan of Subdivision</b>		
Draft Plan of Subdivision	48,000.00	Plan of Subdivision Approval Fee
Plan of Subdivision Approval	20,000.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law.
Engineering Review Fee	6% Cost of Work for Services	
Extension of Subdivision Draft Plan Approval	3,100.00	
Draft Plan Red-line Revisions Subdivisions	4,800.00	
Revision to Approved Draft Plan of Subdivision Conditions	3,100.00	
Annual Inactive File Holding	1,200.00	Applies to applications that have been dormant for one year.
<b>Plan of Condominium</b>		

<b>Service or Process</b>	<b>Fee (\$)</b>	<b>Notes</b>
Draft Plan of Condominium (includes standards, common element, vacant land, leasehold, amalgamated and phased condominium conversion)	8,300.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in <ul style="list-style-type: none"> <li>• addition to any fees</li> <li>• imposed by this By-law.</li> </ul>
per unit	173.35	
Condominium Registration - initial phase	5,000.00	
Condominium Registration - each subsequent phase	2,500.00	
Engineering Review Fee - Vacant Land Condominium	6% Cost of Work for Services	
Condo Agreement fee (if Agreement required)	1,500.00	
Extension of Draft Plan Approval Condo	3,100.00	
Draft Plan Red-line Revisions Condos	1,500.00	
Revision to Approved Draft Plan of Condominium Conditions	3,100.00	
Annual Inactive File Holding	1,200.00	Applies to applications that have been dormant for one year.
<b>Site Plan Control</b>		
Without Pre-Submission Review Base fee plus variable fee:	21,500.00	What constitutes a Standard Site Plan has been clearly defined in the Site Plan User Guide.
With Pre-Submission Review Base fee plus variable fee:	13,700.00	What constitutes a Standard Site Plan has been clearly defined in the Site Plan User Guide.
<u>Residential Application</u>		
per unit	200.00	
<u>Commercial/Office/Institutional Application</u>		
per m2 of GFA	3.80	
<u>Industrial Application</u>		
per m2 of GFA	2.40	

<b>Service or Process</b>	<b>Fee (\$)</b>	<b>Notes</b>
Without Pre-Submission Review Completed Maximum fee of	24,700.00	
With Pre-Submission Review Completed Maximum fee of	16,900.00	
Minor Site Plan - without Pre-Submission Review	7,800.00	What constitutes a Minor Site Plan has been clearly defined in the Site Plan User Guide.
Minor Site Plan - with Pre-Submission Review	5,700.00	What constitutes a Minor Site Plan has been clearly defined in the Site Plan User Guide.
Site Plan Agreement	1,500.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law.
Amendments to Executed Agreement (Site Plan)	800.00	
Revision fee for 3 <sup>rd</sup> and subsequent submission (Site Plan)	1,400.00	Just a revision of when this is charged
Applicant initiated Minor Revision fee	1400.00	New - Charge this fees for 3 <sup>rd</sup> and subsequent revisions instead of 4 <sup>th</sup> revision
<b>Applicant initiated Major Revision</b>	50% of the application fee	New Fee
<b>Community Block Plan</b>		
Community Block Plan base fee plus	14,000.00	
per gross hectare	1,660.00	
Revision to a Block Plan application when requested by applicant requiring re-circulation	50% of the application fee	

**Table 2: Other Fees**

<b>Service or Process</b>	<b>Fees (\$)</b>	<b>Notes</b>
Development Approval By- law Preparation, Notice of Passing	N/A	Eliminated. Included in the calculation of the application fee.
Site Plan – Additional Site Inspection (beyond 1st)	800.00	
Initial meeting	1000.00	New Fees - May apply to preliminary development proposals requiring circulation for staff review.

<b>Service or Process</b>	<b>Fees (\$)</b>	<b>Notes</b>
Pre-consultation	3,500.00	
Pre-Submission Review - Major Site Plan	7,800.00	Major Site Plan submission made outside of the formal process.
Pre-Submission Review - Combined Major ZBA/OPA	10,300.00	For each Major ZBA/OPA submission made outside of the formal process.
Pre-Submission Review - Major ZBA + OPA	13,700.00	
Pre-Submission Review - Major OPA	6,850.00	For each Major OPA submission made outside of the formal process.
Pre-Submission Review - Major ZBA	6,850.00	For each Major ZBA submission made outside of the formal process.
Pre-Submission Review - Minor Site Plan	2,100.00	For each Minor Site Plan submission made outside of the formal process.
Pre-Submission Review - Combined Minor ZBA/OPA	7,100.00	For each Minor ZBA/OPA submission made outside of the formal process.
Pre-Submission Review - Minor ZBA + OPA	9,500.00	
Pre-Submission Review - Minor OPA	4,750.00	For each Minor OPA submission made outside of the formal process.
Pre-Submission Review - Minor ZBA	4,750.00	For each Minor ZBA submission made outside of the formal process.
Individual report Review	4,100.00	For each individual report submission made outside of the Development applications process.
Payment-in-lieu of Off-street Parking application fee	750.00	Where required, the Payment-in-lieu of Off-Street Parking Agreement fee will also be applicable.
Payment-in-lieu of Off-street Parking agreement fee	400.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law.  Additional Fees may be imposed under the User Fee Bylaw where applicable.
<b>MZO or CIHA Applications</b>	<b>Fees (\$)</b>	
Minister's Zoning Order (MZO)	24,600.00	Any and all services performed for a MZO or CIHA application, request or regulation issued by the province.
Community Infrastructure and Housing Accelerator (CIHA)	24,600.00	Same as above

<b>Service or Process</b>	<b>Fees (\$)</b>	<b>Notes</b>
<b>Other Parking related Fees</b>	<b>Fees (\$)</b>	
Estimated cost of a parking space	60,000.00	