

**THE CORPORATION OF THE CITY OF KINGSTON
PLANNING AND DEVELOPMENT DEPARTMENT**

Planning: 613-546-4291, Ext. 3180
Fax No. 613-542-9965

Engineering: 613-546-4291, Ext. 3130
Fax No. 613-542-7880

LOCATION:
1211 John Counter Boulevard

MAILING ADDRESS:
216 Ontario Street, Kingston Ontario, K7L 2Z3

PLANNING APPLICATION FEES

Effective **January 1, 2012** the following municipal fee information is relevant for Planning Applications (By-Law 2005-10, as amended). Unless specified otherwise, applications are to be submitted to the Planning and Development Department at the above location or mailing address. **PLEASE NOTE:** Additional fees may be charged by other City of Kingston Departments and/or Government Agencies for the review of Planning Applications.

PUBLIC MEETING NOTICES:

Public Notice (PN)

All Planning Applications (except City-wide applications, see PMND) \$185.00

Public Meeting Notice Deposit (PMND)

City-wide applications or applications concerning large geographical area requiring newspaper advertisement pursuant to the Planning Act \$742.00 **Deposit**

Concurrent Applications (PMND) (applies to City-wide applications) \$742.00 + \$282.00

(\$742.00 for the first application and \$282.00 for each application thereafter) per application **Deposit**

Notice to Cancel Public Meeting \$436.70

Remailing of Public Meeting Notice \$341.00

Public Notice (PN-COA) Committee of Adjustment Applications \$111.00

OFFICIAL PLAN AMENDMENT:

Basic Fee \$5,727.00 + (PN OR PMND) + \$91.15*

Developments in Excess of 3000 m² of Floor Area or 50 dwelling units \$9,902.00 + (PN OR PMND) + \$91.15*

Letter of Compliance \$62.00

ZONING BY-LAW AMENDMENT:

Minor Application \$2,822.00 + (PN OR PMND) + \$91.15*

Basic Fee \$5,727.00 + (PN OR PMND) + \$91.15*

Developments in Excess of 3000 m² of Floor Area or 50 dwelling units \$8,815.00 + (PN OR PMND) + \$91.15*

Application submitted concurrently with an Official Plan Amendment ... \$2,822.00 + (PN OR PMND) + \$91.15*

REMOVAL OF HOLDING SYMBOL 'H':

Basic Fee \$1,743.00

TEMPORARY USE BY-LAW:

Basic Fee \$5,727.00 + (PN OR PMND) + \$91.15*

Developments in Excess of 3000 m² of Floor Area or 50 dwelling units .. \$8,815.00 + (PN OR PMND) + \$91.15*

Applications to Extend Approval \$1,660.00 + (PN OR PMND) + \$91.15*

REMOVAL OF PART LOT CONTROL:

Basic Fee (All Applications) \$2,573.00 + \$760.15*

PLAN OF SUBDIVISION:

Note: Additional Fees will be charged by the Engineering Division as per the Engineering Fee Schedule attached.

Draft Approval (Less than 50 Units)	\$4,407.30 + \$95.00 per lot or unit + (PN OR PMND)
Draft Approval (50 Units or More)	\$7,702.00 + \$106.00 per lot or unit + (PN OR PMND)
Request to Amend Conditions of Draft Approval	\$1,487.00
Final Plan and Subdivision Agreement	\$9,860.00 + \$1,446.11**
Request to Amend Subdivision Agreement	\$1,660.00 + \$480.00**
Request for Pre-Servicing Agreement	\$1,660.00 + \$480.00**
Request for Model Home Agreement	\$498.00 + \$480.00**
Letter of Compliance	\$62.00

PLANS OF CONDOMINIUM:

Draft Approval (Less than 50 Units)	\$3,287.00 + \$65.00 per unit + (PN OR PMND)
Draft Approval (More than 50 Units)	\$4,407.00 + \$83.00 per unit + (PN OR PMND)
Request to Amend Conditions of Draft Approval	\$1,660.00
Final Plan and Condominium Agreement	\$3,287.00 + \$1,087.70**
Request to Amend Condominium Agreement	\$1,660.00 + \$480.00**
Request to Amend Condominium Description and/or Declaration	\$387.00
Letter of Compliance	\$62.00

SITE PLAN CONTROL:

Minor Application (see note below for minor applications)	\$789.00 + \$91.15*
Modification To Minor Application	\$324.00
Other Residential Development	
3 to 10 units	\$2,324.00+ \$760.15*
11 to 50 units	\$3,071.00+ \$83.00 per unit + \$760.15*
Over 50 Units	\$3,486.00+ \$91.00 per unit + \$760.15*
All Other Development (less than 3000 sq. m of floor area)	\$3,071.00 + \$95.00 per 100 sq. m of gross floor area, + 760.15*
All Other Development (3000 sq. m of floor area or greater)	\$3,486.00 + \$100.00 per 100 sq m of gross floor area, + \$760.15*
Modification to Plans, Conditions or Agreement	
Amending agreement required	\$1,320.00 + \$91.15* + \$480.00**
Amending agreement not required	\$581.00 + \$91.15*
Letter of Compliance	\$62.00
Preparation of Site Plan Control Agreement	\$480.00** plus Registry Fee
Above ground Utilities Infrastructure containing less than 300 m ² of floor space	\$1,577.00
Request for Security Reduction/Release	\$332.00
Request for Final Security Release	\$ 0.00

COMMITTEE OF ADJUSTMENT:

Consents:

Consents (non-technical)	\$1,862.15 (\$1,660.00+PN-COA+\$91.15*)
Technical/Delegated Authority Consents [See Notes Below]	\$1,651.15 (\$1,560.00+\$91.15*)
Technical/Delegated Authority Consents if bumped up to Committee ..	\$1,762.15 (\$1,560.00+PN-COA+\$91.15*)
Consents Filed Concurrently with a Minor Variance	\$1,032.15 (\$830.00+PN-COA+\$91.15*)
Resubmission of Application Within Three (3) Months of Lapsing of Approval of Original Application	\$1,157.15 (\$955.00+PN-COA+\$91.15*)
Change Conditions of Consent (includes recirculation fee).....	\$1,030.15 (\$473.00+PN-COA+\$91.15*+\$355.00)

Minor Variances:

Minor Variances **\$1,862.15** (\$1,660.00+PN-COA+\$91.15*)

Other Miscellaneous Committee of Adjustment Fees:

Notice to Cancel Public Hearing	\$ 355.00
Recirculation of Public Hearing Notice	\$ 355.00
(Due to Amended Application or Rescheduling of Hearing)	
Letter of Compliance	\$ 62.00

COMMUNITY IMPROVEMENT PLANS:

Basic Fee – New Area or Project Plan	\$9,902.00 plus PN OR PMND
Community Improvement Plan Amendment	\$5,727.00

DEEMING BY-LAW:

Basic Fee (All Applications)	\$1,643.00
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CASH-IN-LIEU OF PARKING:

Basic Fee (All Applications)	\$1,643.00
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CIVIC ADDRESSING:

Civic Address Change (Owner request)	\$315.00
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SITE ALTERATION PERMIT: \$325.00+HST

Site Alteration Permit Renewal	
Valid only if Site Alteration Permit is renewed 30 days before original expiry date	\$162.00+HST

TREE PERMIT FEE:

(Includes Administration Fee and 3 Hours of Staff Review/Inspection)

1 – 5 Trees	\$ 79.25
6 – 15 Trees	\$158.50
More than 15 Trees	\$316.75
Review / Inspection in excess of 3 hours	\$53.00/hour

TREE PERMIT RENEWAL FEE:

(Valid only if a Tree Permit is renewed 30 days before original expiry date)

1 – 5 Trees	\$ 26.25
6 – 15 Trees	\$ 52.75
More than 15 Trees	\$105.50

ADMINISTRATION FEES:

Where any of the Above Applications are Withdrawn Prior to Processing	\$332.00
Charge for staff to fold plans (per plan)	\$7.00
Photocopying (per page)	\$0.27+HST
Electronic File Transfer (per PDF file)	\$10.00
Information Search (per hour – first hour free)	\$63.00

OMB RELATED LEGAL FEES:

Attend OMB on behalf of applicant to defend Official Plan or Zoning By-Law or Zoning By-Law Amendment, Temporary Use By-Law, Plan of Subdivision, Condominium Plan, Site Plan Control Approval and Committee of Adjustment.....	Half Day	\$3,589.56**
.....	Full Day	\$6,334.51**

NOTES:

The term "Minor Application" shall apply to: (i) the rezoning of any residential building containing four (4) units or less; or (ii) any rezoning application involving a change in use which conforms to the City's Official Plan and will be contained within the walls of an existing structure; or (iii) any rezoning application that results from a condition of consent for residential purposes.

The term "**Minor Site Plan Control Application**" shall include applications regarding 1 and 2 family dwellings, group homes, and applications with less than 300 m² of floor area that result from an approval of a rezoning request.

The term "**Technical Consent**" shall apply to: (i) an application along a common party wall of an existing building provided no minor variances are required; or (ii) an application to create or extend a right-of-way or easement; or (iii) an application to adjust a lot boundary or facilitate a simple lot addition; or (iv) an application for consent to a mortgage; or (v) an application for consent to a lease in excess of 21 years.

Dormant Files that have remained inactive for three years for Committee of Adjustment Applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any fees paid in the past.

* **Engineering Review Fees** will be charged as per the Engineering Fee Schedule according to the individual application requirements and payment is required at the time of application submission.

** **Legal Fees** will be invoiced at the time documentation is executed.