

The Corporation of the City of Kingston

Planning, Building & Licensing Department

Planning Division

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Fax Number: 613-542-9965
Location: 1211 John Counter Boulevard

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Mailing Address: 216 Ontario Street, Kingston ON K7L 2Z3

2019 Planning Application Fees

Effective January 1, 2019, 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 Division through our online Development and Services Hub (DASH).
 Please Note: Additional fees may be charged by other City of Kingston Departments and/or Government Agencies for the review of Planning Applications. In the event of a discrepancy between this schedule and By-Law 2005-10, refer to the by-law.

	Total	Base Fee	PN Fee	Eng Fee	Legal/ Other Fee
Public Meeting Notices:					
Public Meeting Notice (PN)	\$227.75	\$227.75			
Concurrent Applications PMN (per Application Deposit)	\$346.76				
All Planning Apps (except City wide apps, see PMND)					
Notice to Cancel Public Meeting	\$419.50	\$419.50			
Remailing of Public Meeting Notice	\$419.50	\$419.50			
Public Notice (PN-COA) COA Apps	\$136.75	\$136.75			
Official Plan Amendment					
Basic Fee	\$7,383.35	\$7,043.50	\$227.75	\$112.10	
Developments in Excess of 3000 square metres of Floor Area or 50 dwelling units	\$12,518.10	\$12,178.25	\$227.75	\$112.10	
Letter of Compliance	\$106.00	\$106.00			
Zoning By-Law Amendment					
Minor Application	\$3,810.60	\$3,470.75	\$227.75	\$112.10	
Basic Fee	\$7,383.35	\$7,043.50	\$227.75	\$112.10	
Developments in Excess of 3000 square metres of Floor Area or 50 dwelling units	\$11,839.85	\$11,500.00	\$227.75	\$112.10	
Application submitted concurrently with Official Plan Amendment	\$3,810.60	\$3,470.75	\$227.75	\$112.10	
Removal of Holding Symbol 'H'					
Basic Fee	\$2,143.75	\$2,143.75			
Temporary Use By-Law					
Basic Fee	\$7,383.35	\$7,043.50	\$227.75	\$112.10	
Developments in Excess of 3000 m2 of Floor Area or 50 dwelling units	\$11,181.35	\$10,841.50	\$227.75	\$112.10	
Applications to Extend Approval	\$2,381.60	\$2,041.75	\$227.75	\$112.10	
Removal of Part Lot Control					
Basic Fee (All Applications)	\$4,099.40	\$3,164.50		\$934.90	
Plan of Subdivision:					
Note: Additional Fees will be charged by the Engineering Dept as per the Engineering Fee Schedule					
Draft Approval: less than 50 Units	\$5648.25 +/lot or unit cost	\$5420.50 plus \$117.00 per lot or unit	\$227.75		
Draft Approval: 50 Units or more	\$9722.50 +/lot or unit cost	\$9,494.75 plus \$130.50 per lot or unit	\$227.75		
Request to Amend Conditions of Draft Approval	\$1,829.00	\$1,829.00			
Subdivision Agreement	\$13,913.50	\$12,126.50			\$1,787.00 *
Request to Amend Subdivision Agreement	\$2,629.75	\$2,041.75			\$588.00 *
Request for Pre-Servicing Agreement	\$2,629.75	\$2,041.75			\$588.00 *
Request for Model Home Agreement	\$1,200.50	\$612.50			\$588.00 *
Letter of Compliance	\$106.00	\$106.00			
Plans of Condominium					
Draft Approval: Less than 50 Units	\$4,270.50 +/unit cost	\$4042.75 plus \$80.00/ unit	\$227.75		
Draft Approval: 50 Units or more	\$5,647.75 +/unit cost	\$5,420.00 plus \$102.00/ unit	\$227.75		
Request to Amend Conditions of Draft Approval	\$2,041.75	\$2,041.75			
Final Plan and Condominium Agreement	\$5,376.75	\$4,042.75			\$1,334.00 *
Request to Amend Condominium Agreement	\$2,629.75	\$2,041.75			\$588.00 *

Request to Amend Condominium Description and/or Declaration	\$476.00	\$476.00			
Letter of Compliance	\$106.00	\$106.00			
Site Plan Control:					
Minor Site Plan Control Application (see note below for minor applications)	\$1,082.60	\$970.50		\$112.10	
Modification to Minor Application	\$398.50	\$398.50			
Site Plan Control Other:					
3 to 10 units	\$3,793.15	\$2,858.25		\$934.90	
11-50 units	\$4,711.90 +/unit cost	\$3,777.00 plus \$102.00/ unit		\$934.90	
Over 50 units	\$5,222.40 +/unit cost	\$4287.50 plus \$112.00 /unit		\$934.90	
All Other Development less than 3000 sq. m. of floor area	\$4,711.90 +/floor area	\$3777.00 plus \$117.00 per 100 sq. m of gross floor area		\$934.90	
All Other Development in excess of 3000 sq. m. of floor area	\$5,222.40	\$4,287.50 plus \$123.25 per 100 sq. m of gross floor area		\$934.90	
Modification to Plans, Conditions or Agreement					
Amending agreement required	\$2,700.10	\$2,000.00		\$112.10	\$588.00 *
Amending agreement not required	\$826.85	\$714.75		\$112.10	
Letter of Compliance (per Agreement)	\$106.00	\$106.00			
Preparation of Site Plan Control Agreement	\$588.00 * reg fee	\$581.00			plus registry fee
Above ground Utilities Infrastructure containing less than 300 m2 of floor space	\$2,167.50	\$1,939.75	\$227.75		
Request for Security Reduction/Release	\$500.00	\$500.00			
Request for Final Security Release	\$0.00	\$0.00			
Radiocommunication Facilities:					
Review of radiocommunication facilities (plus third party review fees charged by CRINS-SINRC)	\$1,939.75	\$ 1,939.75			
Committee of Adjustment Consents					
Consents (non-technical)	\$2,612.10	\$2,500.00	\$136.75	\$112.10	
Technical/Delegated Authority Consents	\$2,030.85	\$1,918.75	\$136.75	\$112.10	
(See Notes Below)					
Consents filed concurrently with a Minor Variance	\$1,269.60	\$1,020.75	\$136.75	\$112.10	
Resubmission of Application within 3 months of Lapsing of approval of original application	\$1,286.60	\$1,174.50		\$112.10	
Change Conditions of Consent	\$1,130.60	\$581.75	\$436.75	\$112.10	
Minor Variances					
All other Minor Variances - Category 1	\$2,290.60	\$2,041.75	\$136.75	\$112.10	
Minor Variances - Category 2	\$654.60	\$405.75	\$136.75	\$112.10	
Category 2 Fee will be applicable for the following minor variance applications: 1. Urban residential - Accessory Uses (ie. swimming pools, sheds, detached garages, air conditioners, pool equipment) 2. Rural - Accessory Uses to a principal use (ie. storage barn, drive shed, detached garage). Permission to vary the height, setbacks, lot coverage, and floor area. 3. Covered or uncovered porches, deck and stairs from 0m to 1.2m in height from finished garage to finished floor.					
Other Miscellaneous Committee of Adjustment Fees					
Notice to Cancel Public Hearing	\$436.75	\$436.75			
Recirculation of Public Hearing Notice (Due to amended application or rescheduling of hearing)	\$436.75	\$436.75			
Letter of Compliance	\$106.00	\$106.00			
Community Improvement Plans					
Basic Fee - New Area or Project Plan	\$12,406.00	\$12,178.25	\$227.75		
Community Improvement Plan Amendment	\$7,043.50	\$7,043.50			

Deeming By-law					
Basic Fee (All applications)	\$2,020.75	\$2,020.75			
Cash-in-Lieu of Parking					
Basic Fee (All applications)	\$2,020.75	\$2,020.75			
Civic Addressing:					
Civic Address Change (Owner request)	\$387.50	\$387.50			
Site Alteration Permit					
Permit	\$451.75	\$399.78			HST - 13% \$51.97
Site Alteration Permit Renewal	\$225.15	\$199.25			HST - 13% \$25.90
(Valid only if Site Alteration Permit is renewed 30 days before original expiry date)					
Tree Permit Fee					
(Includes Administration Fee and 3 hours of Staff Review/Inspection)					
1 - 5 Trees	\$97.50	\$97.50			
6-15 Trees	\$195.00	\$195.00			
More than 15 Trees	\$389.75	\$389.75			
Tree Permit Renewal Fee:					
(Valid only if a Tree Permit is renewed 30 days before original expiry date)					
1 - 5 Trees	\$32.25	\$32.25			
6-15 Trees	\$65.00	\$65.00			
More than 15 Trees	\$129.75	\$129.75			
Pre-Application Fee					
Pre-Application Fee	\$300.00	\$300.00			
Renewable Energy Projects - Completion of a Municipal Consultation Form					
Projects 10 KW and less	\$202.35	\$179.07			HST - 13% \$23.28
Projects greater than 10 KW and less than 1 MW	\$1,064.55	\$942.08			HST - 13% \$122.47
Projects 1 MW and greater	\$4,703.60	\$4,162.48			HST - 13% \$541.12
Plus per 1 MW	\$135.00	\$119.47			HST - 13% \$15.53
Administration Fees					
Administration Fee	\$408.50	\$408.50			
Photocopies/Printing of Documents - BW/pg	\$0.35	\$0.31			HST - 13% \$0.04
Photocopies/Printing of Documents - Colour/pg	\$1.20	\$1.06			HST - 13% \$0.14
Information Search	\$77.50	\$77.50			
Heritage Planner					
Heritage Information - Confirmation Letter (Heritage Status)	\$106.00	\$106.00			
Volumes - Buildings of Architectural Significance	\$76.75	\$67.92			HST - 13% \$8.83
Notes:					
The term " Minor Application " shall apply to: (i) the rezoning of a residential building with four units or less which conforms to the Official Plan and will be contained within the walls of an existing structure; or, (ii) the rezoning involving a change in non-residential use which conforms to the Official Plan and will be contained within the walls of an existing structure.					
The term " Minor Site Plan Control Application " shall include applications regarding 1 and 2 family dwellings, group homes, and applications with less than 300 m ² of floor area that result from an approval of a rezoning request.					
The term " Technical Consent " shall apply to: (i) an application for the creation of a new lot, which complies with the Zoning By-Law and Official Plan; (ii) an application along a common party wall of an existing building provided no minor variances are required; or (iii) an application to create or extend a right-of-way or easement; or (iv) an application to adjust a lot boundary or facilitate a simple lot addition; or (v) an application for consent to a power of sale or mortgage; or (vi) an application for consent to a lease in excess of 21 years; and (vii) an application for validation of title.					
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.					