

Planning Application Fees*

Effective: January 1st, 2021 to December 2021

***For a comprehensive list of all Development and Infrastructure fees, please refer to the 2018-2021 Municipal Rate Review.**

Development Planning:

Application Type:	Description:	Fee:
Pre-consultation (Regional Review Fee \$300.00. Application to be submitted to the Region of Waterloo).	Pre-consultation Application for proposed Official Plan & Zoning By-law Amendments, Plans of Subdivision, Plans of Condominium and Site Plan Control.	\$1500.00
	Sanitary Capacity Assessment Application Fee	\$165.00
Official Plan Amendment (Regional Review Fee \$5,750.00, required with submission of complete application. Application to be submitted to the Region of Waterloo).	Minor: Technical amendments and amendments not requiring the review of studies.	\$10,000.00
	Complex/Major: A change from one designation to another which requires the review of supporting studies.	\$18,000.00
Zoning By-law Amendment (Regional Review Fee: \$1,150.00, required with submission of complete application. Application to be submitted to the Region of Waterloo).	Minor: Single detached dwelling unit	\$3,500.00
	Minor: Non-residential and residential with two or more units.	\$8,500.00
	Complex/Major: A change in use or from one zone classification to another.	\$13,000.00

Application Type:	Description:	Fee:
Combined Official Plan and Zoning By-law Amendment (Regional Review fee: \$1,150.00 payable upon submission of application). \$5,750.00 provided with upon submission of the Official Plan Amendment. Application to be submitted to the Region of Waterloo.	Minor: Technical amendments and changes from one official plan designation and zone classification to another that require the limited review of supporting studies.	\$15,000.00
	Complex/Major: Applications that require the review of supporting studies (e.g. submitted for a plan of subdivision).	\$22,000.00
Peer Review Assessment Fee (Complex/Major Applications).	Peer review assessment fee for supporting studies submitted with complex/major Official Plan and/or Zoning By-law Amendments. The deposit will be returned at the end of the planning process should the monies not be used for a peer review.	\$6,000.00
Removal of Holding Symbol	'H' removal by-law for when a property has a (H) symbol in front of the zone (i.e. (H)R4)	\$1,650.00
Committee of Adjustment (Regional Review Fee: \$350.00, for the review of Consent Applications. Application to be submitted to the Region of Waterloo).	Minor Variance	\$1,200.00
	Consent (Severance per new lot) Consent Certificate	\$1,550.00 \$250.00
Site Plan Application Regional Review Fee: \$805.00 to be submitted with the application to the City when adjacent to a Regional Road. Application to be submitted to the Region of Waterloo. Continued on next page.	Standard Application (e.g. one building such as a new industrial or commercial building).	\$6,730.00
	Complex Applications (e.g. multiple residential, mixed use or multiple non-residential buildings).	\$13,460.00

Application Type:	Description:	Fee:
Site Plan Application Regional Review Fee: \$805.00 to be submitted with the application to the City when adjacent to a Regional Road. Application to be submitted to the Region of Waterloo	Site Plan Amendment (amendment to an existing agreement (i.e. addition to an existing building).	\$3,670.00
	Redline Revisions/Minor Site Plans (changes to existing plans that require a very limited review by City or agency staff).	\$1,100.00
	Third and subsequent resubmission for major changes	\$1,020.00
Condominium Application (\$3,150.00 + \$100.00/ residential unit to a maximum fee of \$6,150.00. Application to be submitted to the Region of Waterloo).	Standard or Phased Condominium (requiring no public meeting)	\$4,500.00
	Common Element (requiring public meeting)	\$6,600.00
	Vacant Land Condominium	\$8,700.00
	Condominium Conversion	\$8,700.00
Plan of Subdivision (Regional Fee: \$6,525.00 plus \$250.00 per hectare to a maximum fee of \$15,525.00) upon complete submission. Application to be submitted to the Region of Waterloo.	Base fee	\$9,800.00 Plus \$150.00 per unit or ha whichever is greater.
	Maximum Fee	\$21,000.00
Preparation/Registration of Subdivision Agreement	Fee in addition to the Planning fee.	\$2,100.00
Part Lot Control Exemption	Per unit or Lot Fee	\$550.00

Application Type:	Description:	Fee:
Regional Review Fee: \$525.00. Application to be submitted to the Region of Waterloo.	Maximum Fee	\$10,850.00
Sign By-law Amendment	Fee	\$3,300.00
Sign Variance	Fee	\$1,650.00
Letters of Compliance	<ul style="list-style-type: none"> • Building Permits and compliance with Code • Minimum Standards Compliance • Zoning Classification and Permitted Uses • Compliance of Site Development Specifications • Legal Non Conforming 	
	Flat Fee for all of the above: <ul style="list-style-type: none"> • If recovery of files is required from off-site to provide a response within five (5) business day turnaround. 	\$275.00 \$500.00
Email Response to Inquiry re: Zoning and Permitted Use Compliance and Official Plan Designation	Alternative to completing a compliance request form where an email is sufficient.	\$150.00
LPAT Appeals – Minor Variance and/or Consent	Request for Planner to provide evidence where staff support application.	\$2,500.00
LPAT Appeals – All Other Applications	Request for Planner to provide evidence where staff support application.	\$7,500.00

Policy Planning:

Heritage Impact Assessment	Rate: (for the review of Heritage Impact Assessments (HIA) relating to development applications).	Full \$540.00 Scoped \$330.00
Ontario Heritage Act Designation Inquiry	Written response to an Ontario Heritage Act designation inquiry	\$145.00
Environmental Records Inquiry	Fee	\$145.00