

2024 Planning Application and Service Request Fees

Effective: January 1, 2024 to December 31, 2024

*For a comprehensive list of all 2024 Municipal Fees and Charges, please refer to [By-law 23-123](#).

Application or Service Request Type:	Description:	Fee:
Pre-consultation (Regional Review Fee \$300.00, required with submission of a complete application)	Pre-consultation Application for proposed Official Plan & Zoning By-law Amendments, Plans of Subdivision, Plans of Condominium and Site Plan Control.	\$1,900
Official Plan Amendment (Regional Review Fee \$7,000.00, required with submission of complete application)	Minor: Technical amendments and amendments not requiring the review of studies.	\$20,000
	Complex/Major: A change from one designation to another which requires the review of supporting studies.	\$35,900
Zoning By-law Amendment (Regional Review Fee: \$3,000.00, required with submission of complete application)	Minor 1: Simple request involving a single detached dwelling unit	\$18,000
	Minor 2: Simple request involving non-residential uses and residential with two or more units.	\$18,000
	Complex/Major: A change in use or zone classification, or major change(s) in regulation(s).	\$25,200

Application or Service Request Type:	Description:	Fee:
Combined Official Plan Amendment and Zoning By-law Amendment (Regional Review Fee: \$10,000.00, required with submission of complete application)	Minor: Technical amendments and changes from one Official Plan designation and zone classification to another that require a limited review of supporting studies.	\$28,000
	Complex/Major: Applications that require the review of supporting studies (e.g. submitted for a plan of subdivision).	\$45,000
Peer Review (for Complex/Major Official Plan and/or Zoning By-law Amendment Applications Only)	Flat Rate Deposit Peer review assessment deposit to cover costs for peer review of supporting studies submitted with complex/major Official Plan and/or Zoning By-law Amendments. Any portion of the deposit not used for the peer review of studies will be returned to the Applicant.	\$10,000
	Administrative Fee This fee is collected from the Applicant upon determining whether any supporting studies require a peer review – either before or after deeming an application complete.	\$600 Per Study Peer Review
Applicant Initiated Revision to Official Plan Amendment and/or Zoning By-law Amendment Application	Requiring a Second Statutory Public Meeting	\$6,000
	Not requiring a Second Statutory Public Meeting	\$3,200
Removal of Holding Symbol (Regional Review Fee: \$3000.00 may be required)	Holding removal by-law for when a property has a (H) symbol in front of the zone (i.e. (H)R4)	\$3,500
Committee of Adjustment Applications and Requests	Minor Variance (including Permission to Change a Legal Non-Conforming Use and/or Building) Per Application	\$2,100

Application or Service Request Type:	Description:	Fee:
(Regional Review Fee: \$350.00 , required for the submission of a complete application)	Consent (Severance per new lot), including Validation Certificates	\$2,800
	Consent for Easement (as follow up to approved severance)	\$560
	Applicant Initiated Deferral or Renotification	\$280
	Cancellation Certificate or Changes to Consent Conditions	\$1,200
	Issuance of Certificate of Official	\$300
Site Plan Application (Regional Review Fee: \$805.00 required with the submission of a complete application when property is adjacent to a Regional Road) For a description of Application Types refer to the City's Site Plan Approval webpage: https://www.cambridge.ca/en/build-invest-grow/Site-Plan-Approval-Process.aspx	Major/Complex Site Plan	\$23,000
	Standard Site Plan	\$11,100
	Site Plan Amendment	\$6,000
	Minor Site Plan	\$6,900
	Redline Site Plan	\$1,900
	Third and Subsequent Submission	\$1,700
	Preparation of Amending Site Plan Agreement	\$500
	Preparation of New Site Plan Agreement	\$1,000
	Second and Subsequent Site Inspections for Release of Securities	\$600

Application or Service Request Type:	Description:	Fee:
	Partial Release of Securities	\$600
Condominium Application (Regional Fee: \$3,150.00 + \$100.00/unit to a maximum fee of \$6,150.00. Application to be submitted to the Region of Waterloo).	Standard or Phased Condominium	\$8,000
	Common Element Condominium	\$7,300
	Vacant Land Condominium	\$11,700
	Condominium Conversion	\$9,800
	Condominium Exemption	\$4,000
	Applicant Initiated Revision to Condominium	\$2,500
	Registration Release Per Phase	\$2,000
Plan of Subdivision (Regional Fee: \$6,525.00 plus \$500.00 per hectare to a maximum fee of \$20,000.00) upon complete submission. Application to be submitted to the Region of Waterloo.)	Base fee	\$25,000 Plus \$200 per unit or ha whichever is greater.
	Maximum Fee	\$50,000
Preparation/Registration of Subdivision Agreement	Fee in addition to the Planning fee.	\$2,400
Subdivision Release	To allow registration of the subdivision in whole or part	\$3,000
Applicant Initiated Extension to Subdivision Draft Approval	Fee	\$1,700

Application or Service Request Type:	Description:	Fee:
Applicant Initiated Reactivation Fee - to process files that have been dormant for over 2 years	Requiring a Second Statutory Public Meeting	\$3,330
	Not requiring a Second Statutory Public Meeting	\$1,110
Exemption to Part Lot Control	Per unit or Lot Fee	\$620
	Maximum Fee	\$12,030
Sign By-law Amendment	Fee	\$3,660
Sign Variance	Fee	\$1,830
Letters of Compliance and Other Information Requests	Building Permits and Compliance with Code (confirmation of all building permits)	Per Property Standard: \$300.00 flat rate for any or all of request types Rush: \$560 to provide a response in 5 day turnaround period (does not apply to Legal Non-Conforming Verification)
	Minimum Standards Compliance (confirmation of all by-law enforcement files)	
	Zoning Classification and Permitted Uses (verification of whether specified land use or building type is permitted) 2	
	Compliance of Site Development (verification of zoning regulation compliance): <ul style="list-style-type: none"> - For an existing condition, requires an as-built survey prepared to an OLS prepared within 2 years of the application. - For a proposed condition, requires a development concept with sufficient detail and information, drawn to scale. 	
	Legal Non-Conforming Verification (requires completion of application	

Application or Service Request Type:	Description:	Fee:
	form, and submission of necessary documentation)	
	Official Plan Designation Verification	Per Property \$170
	Variances Authorized by the Committee of Adjustment	Per Property \$170
	Subdivision and/or Site Plan Agreement Compliance	Per Agreement & Per Property \$390
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.	\$170
Ontario Land Tribunal Appeal – Request for Staff to Provide Evidence where staff supported application	Minor Variance and/or Consent Application	\$2,780
	All Other Applications	\$8,320
Ontario Land Tribunal Appeal – Record Preparation	Minor Variance and/or Consent Application	\$240
	All Other Applications	\$560

Policy Planning:		
Heritage Impact Assessment	Rate: (for the review of Heritage Impact Assessments (HIA) relating to development applications).	Full \$600.00 Scoped \$370.00
Ontario Heritage Act Designation Inquiry	Written response to an Ontario Heritage Act designation inquiry	\$160.00
Environmental Records Inquiry	Fee	\$160.00