

**2026 User Fees and Charges**  
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**SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>CONSENT</b>						
a)	Creation of New Lot or classification altered	Flat Fee	\$ 3,175.00		N/A	\$ 3,175.00
	2nd & subsequent applications	Flat Fee	\$ 840.00		N/A	\$ 840.00
	All Other Types of Consent Applications	Flat Fee	\$ 1,415.00		N/A	\$ 1,415.00
a)	Validation of Title	Flat Fee	\$ 840.00		N/A	\$ 840.00
a)	Certificate of approval clearance for registration	Flat Fee	\$ 840.00		N/A	\$ 840.00
	Admin Approval Fee - New Lot (Condition)	Flat Fee	\$ 350.00		N/A	\$ 350.00
	Admin Approval Fee - Other (Condition)	Flat Fee	\$ 230.00		N/A	\$ 230.00
	2nd or Additional Public Information Meeting	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Recirculation of File to Agencies	Flat Fee	\$ 840.00		N/A	\$ 840.00
	Change to a Condition of Provisional Approval	Flat Fee	\$ 840.00		N/A	\$ 840.00
h)	Preparation of Development Agreement as Condition	Flat Fee	\$ 2,180.00		N/A	\$ 2,180.00
	Cash-in-lieu of Parkland - Residential	Per Lot	\$ 7,500.00		N/A	\$ 7,500.00
	Cash-in-lieu of Parkland - Commercial/Industrial Unserviced	Per Acre	\$ 4,500.00		N/A	\$ 4,500.00
	Cash-in-lieu of Parkland - Commercial/Industrial Serviced	Per Acre	\$ 6,000.00		N/A	\$ 6,000.00
<b>MINOR VARIANCE</b>						
	Application	Flat Fee	\$ 1,415.00		N/A	\$ 1,415.00
	2nd or Additional Public Information Meeting	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Recirculation of File to Agencies	Flat Fee	\$ 840.00		N/A	\$ 840.00

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<b>ZONING BY-LAW</b>						
a)	Amend to Residential (Lot Type - Single, Semi or Duplex)	Flat Fee	\$ 3,755.00		N/A	\$ 3,755.00
a)	Amend to Multiple Residential or Multiple Residential Zone Classes	Flat Fee	\$ 6,615.00		N/A	\$ 6,615.00
a)	Amend to Mixed Use	Flat Fee	\$ 6,615.00		N/A	\$ 6,615.00
a)	Amend to Commercial	Flat Fee	\$ 6,615.00		N/A	\$ 6,615.00
a)	Amend to Industrial	Flat Fee	\$ 4,935.00		N/A	\$ 4,935.00
a)	Amend to Aggregate	Flat Fee	\$ 36,565.00		N/A	\$ 36,565.00
a)	Amend to Aggregate (Additional Use / Change of Use)	Flat Fee	\$ 7,245.00		N/A	\$ 7,245.00
a)	Amend to Institutional or Open Space	Flat Fee	\$ 4,590.00		N/A	\$ 4,590.00
a)	Amend to Agricultural	Flat Fee	\$ 3,310.00		N/A	\$ 3,310.00
a)	Amend to Waste Management	Flat Fee	\$ 36,565.00		N/A	\$ 33,825.00
a)	Preparation of a Garden Suite Development Agreement	Flat Fee	\$ 1,210.00		N/A	\$ 1,210.00
a)	Temporary Use By-law, inclusive of a Garden Suite	Flat Fee	\$ 3,725.00		N/A	\$ 3,725.00
a)	Extension to Temporary Use By-law, inclusive of a Garden Suite	Flat Fee	\$ 4,440.00		N/A	\$ 4,440.00
	Release of Holding (-h) Symbol (where delegated)	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Release of Holding (-h) Symbol (Council Approval)	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	2nd or Additional Public Meeting	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Recirculation of File to Agencies	Flat Fee	\$ 840.00		N/A	\$ 840.00
<b>OFFICIAL PLAN</b>						
a)	Amend - All Land Use Classifications or Policy exempt from Provincial Approvals	Flat Fee	\$ 18,500.00		N/A	\$ 18,500.00
a)	Establish Secondary Plan	Flat Fee	\$ 25,500.00		N/A	\$ 25,500.00
a)	Establish Secondary Plan with Exemption from Provincial Approval	Flat Fee	\$ 26,780.00		N/A	\$ 26,780.00
	Amend - Minor Adjustments to Existing Policy	Flat Fee	\$ 5,750.00		N/A	\$ 5,750.00
	2nd or Additional Public Information Meeting	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Recirculation of File to Agencies	Flat Fee	\$ 840.00		N/A	\$ 840.00

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**SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>SITE PLAN</b>						
i) & f)	Institutional & Industrial	Flat Fee	\$ 5,500.00		N/A	\$ 5,500.00
b) & f)	Commercial or Mixed Use	Flat Fee	\$ 9,000.00		N/A	\$ 9,000.00
b) & f)	Multiple Residential	Flat Fee	\$ 9,000.00		N/A	\$ 9,000.00
	Exemption from Site Plan Control	Flat Fee	\$ 1,500.00		N/A	\$ 1,500.00
b) & f)	Amendment to Existing Site Plan Agreement	Flat Fee	\$ 2,900.00		N/A	\$ 2,900.00
	Recirculation of File (3rd and additional)	Flat Fee	\$ 840.00		N/A	\$ 840.00
	Administration of Executed Site Plan Control Agreement	Per Hour	\$ 87.52		\$ 11.38	\$ 98.90
<b>PART LOT CONTROL</b>						
	For the 1st Lot / Unit Created	Per Lot Created	\$ 800.00		N/A	\$ 800.00
	Each Additional Lot/Unit Created in Same Block	Per Lot Created	\$ 350.00		N/A	\$ 350.00
	Registration Fee of By-law (where undertaken by Municipality)	Per Lot Created	\$ 950.00		N/A	\$ 950.00
	Extension of Application Fee		\$1,000		N/A	\$ 1,000.00

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>SUBDIVISION</b>						
a)	Plan of Subdivision - Residential & Mixed Use	Flat Fee	\$ 21,800.00		N/A	\$ 21,800.00
a)	Plan of Subdivision - Industrial & Other	Flat Fee	\$ 17,000.00		N/A	\$ 17,000.00
	Plan of Subdivision - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 35.00		N/A	\$ 35.00
	2nd or Additional Public Information Meeting	Flat Fee	\$ 925.00		N/A	\$ 925.00
	Change to a Condition of Draft Plan Approval (where delegated)	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Red-Line Revision to Draft Plan Approval (where delegated)	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Change to a Condition of Draft Plan Approval (Council Approval Required)	Flat Fee	\$ 2,255.00		N/A	\$ 2,255.00
	Red-Line Revision to Draft Plan Approval (Council Approval Required)	Flat Fee	\$ 2,255.00		N/A	\$ 2,255.00
	2nd or Additional Recirculation of Draft Plan to Agencies	Flat Fee	\$ 2,360.00		N/A	\$ 2,360.00
	Registration Release (per phase)	per phase	\$ 3,100.00		N/A	\$ 3,100.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 2,075.00		N/A	\$ 2,075.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 6,660.00		N/A	\$ 6,660.00
c) & e)	Preparation of a Subdivision Agreement	Flat Fee	\$ 7,380.00		N/A	\$ 7,380.00
	Amendment to a Subdivision Agreement/ Pre-Servicing Agreement	Flat Fee	\$ 3,690.00		N/A	\$ 3,690.00
	Administration of Executed Subdivision Agreement	Per Hour	\$ 87.52		\$ 11.38	\$ 98.90
	Cash-in-lieu of Parkland - Residential	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
	Cash-in-lieu of Parkland - Commercial / Industrial/Institutional	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
	Deeming By-law	Per By-law	\$ 2,100.00		N/A	\$ 2,100.00
	Removal of Dedication By-laws on Assumptions or Reserves	Per By-law	\$ 975.00		N/A	\$ 975.00

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<b>CONDOMINIUM</b>						
a)	Plan of Condominium - Residential & Mixed Use	Flat Fee	\$ 17,000.00		N/A	\$ 17,000.00
a)	Plan of Condominium - Industrial & Other	Flat Fee	\$ 13,500.00		N/A	\$ 13,500.00
	Plan of Condominium - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 35.00		N/A	\$ 35.00
	Plan of Condominium - Where previously approved Site Plan Control Agreement	Flat Fee	\$ 5,740.00		N/A	\$ 5,740.00
	2nd or Additional Public Information Meeting	Flat Fee	\$ 950.00		N/A	\$ 950.00
	Change of Condition of Draft Plan Approval / Condo Description (where delegated)	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Red-Line Revision to Draft Plan Approval (where delegated)	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Change to a Condition of Draft Plan Approval (Council Approval Required)	Flat Fee	\$ 2,255.00		N/A	\$ 2,255.00
	Red-Line Revision to Draft Plan Approval (Council Approval Required)	Flat Fee	\$ 2,255.00		N/A	\$ 2,255.00
	2nd or Additional Recirculations of Draft Plan to Agencies	Flat Fee	\$ 2,360.00		N/A	\$ 2,360.00
	Registration Release (per phase)	per phase	\$ 3,100.00		N/A	\$ 3,100.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 1,300.00		N/A	\$ 1,300.00
	Request to Exempt from Draft Plan of Condominium	Flat Fee	\$ 2,255.00		N/A	\$ 2,255.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 2,075.00		N/A	\$ 2,075.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 6,660.00		N/A	\$ 6,660.00
c) & e)	Preparation of a Condominium Agreement	Flat Fee	\$ 7,380.00		N/A	\$ 7,380.00
	Amendment to a Condominium Agreement	Flat Fee	\$ 3,690.00		N/A	\$ 3,690.00
	Administration of Executed Condominium Agreement	Per Hour	\$ 87.52		\$ 11.38	\$ 98.90
	Removal of Dedication By-law on Assumption or Reserves	Flat Fee	\$ 975.00		N/A	\$ 975.00
	Cash-in-lieu of Parkland - Residential	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
	Cash-in-lieu of Parkland - Commercial / Industrial	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>MISCELLANEOUS</b>						
	Green Energy Greater Than (>) 10 kW	Flat Fee	5,725.00		N/A	\$ 5,725.00
	Green Energy Less Than or Equal To (<) or = 10 kW	Flat Fee	480.00		N/A	\$ 480.00
	2nd or Additional Public Meeting - Green Energy	Flat Fee	925.00		N/A	\$ 925.00
	Telecommunications Tower	Flat Fee	5,725.00		N/A	\$ 5,725.00
	2nd or Additional Public Meeting - Telecommunication Tower	Flat Fee	925.00		N/A	\$ 925.00
	Pre-Consultation Fee (Minor Variance)	Flat Fee	115.00		N/A	\$ 115.00
	Pre-Consultation Fee (all other planning applications)	Flat Fee	700.00		N/A	\$ 700.00
	Administration Fee for Research, etc.	Minimum Fee	87.52		\$ 11.38	\$ 98.90
		For Each hour after first 2 hours	76.20		\$ 9.91	\$ 86.11
	OLT Fee (payable to Minister of Finance)	Per Appeal	as per OLT		N/A	as per OLT
	OLT Referral Fee (payable to Township)	Per Appeal	385.00		N/A	\$ 385.00
	Encroachment Agreement	Flat Fee	2,315.00		N/A	\$ 2,315.00
	Letter of Compliance - Zoning	Flat Fee	120.00		N/A	\$ 120.00
d)	Cultural Heritage Impact Assessment (CHIA)	Flat Fee	900.00		N/A	\$ 900.00
	Municipal Plan Review Fee (Planning Act Applications where applicable)	Per Each Applicable Study	Costs plus 11% admin Fee		calculated on cost and admin fee	Costs plus 11% admin Fee

Note: Peer Review deposit for each applicable study will be based on the cost estimate plus 11% administration fee. Deposit to be adjusted as required to cover actual costs incurred by the Municipality plus 11% administration fee

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>REFUNDABLE DEPOSITS</b>						
a)	Standard Planning Applications		\$ 7,000.00		N/A	\$ 7,000.00
a)	Complex Planning Applications		\$ 25,000.00		N/A	\$ 25,000.00
e)	Chargeable Recoveries - Subdivisions / Condominiums	12% value of Public Works			N/A	12% value of Public Works
b)	Site Plan Application Deposits - Commercial, Mixed Use & Multi Res.		\$ 10,000.00		N/A	\$ 10,000.00
d)	CHIA Deposit		\$ 6,200.00		N/A	\$ 5,750.00
f)	Inspection Fees - Site Plans		\$ 1,800.00		N/A	\$ 1,800.00
g)	Administration Processing Fee	11% of Consultant Expense			Y	11% of Consultant
h)	Development Agreement Deposits		\$ 7,000.00		N/A	\$ 6,660.00
i)	Site Plan Application Deposits - Institutional & Industrial		\$ 6,200.00		N/A	\$ 5,500.00
<b>DOCUMENTS</b>						
	Consolidated Official Plan		\$ 50.00		\$ 6.50	\$ 56.50
	General Zoning By-law		\$ 25.00		\$ 3.25	\$ 28.25
	Urban Design Guidelines		\$ 15.00		\$ 1.95	\$ 16.95
	Development Status List		\$ 15.00		\$ 1.95	\$ 16.95
<b>SITE ALTERATION</b>						
<b>A. Site Alteration Fee - Alteration up to 1,000 m3:</b>						
	Application Fee - Note (1)		\$ 1,800.00		N/A	\$ 1,800.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
<b>B. Site Alteration Fee - Alteration up to 1,001 m3: to 20,000 m3:</b>						
	Application Fee - Note (1)		\$ 5,000.00		N/A	\$ 5,000.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
<b>C. Site Alteration Fee - Alteration 20,001 m3 and greater:</b>						
	Application Fee - Note (1)		\$ 5,000.00		N/A	\$ 5,000.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32



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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>REFUNDABLE DEPOSITS - SITE ALTERATION</b>						
a)	Standard Site Alteration		\$ 7,000.00		N/A	\$ 7,000.00
a)	Complex Site Alteration		\$ 25,000.00		N/A	\$ 25,000.00

**NOTES**

- a) The Refundable Deposit is due with the submission of an Official Plan/Secondary Plan/Zoning By-law Amendment, Consent (new lot) or Plan of Subdivision/ Condominium application(s). Township Staff, based upon the type complexity of the matter, will determine whether the deposit will be a "standard" or "complex" amount. If at any time the Deposit held on account by the Township is reduced to a value of less than \$1,500 on a "standard" application, or \$3,000 on a "complex" application, Staff will request the Applicant to top up the Refundable Deposit to a value necessary to complete work on the file(s). All work will cease on the planning application(s) until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. All professional fees and disbursements associated with peer review or internal / external technical services associated with Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar service) shall be withdrawn from the Refundable Deposit Account. The Township shall levy an 11% Administration Processing Fee against the value of all expenses invoiced for peer review or external technical services and withdraw these funds from the Refundable Deposit Account. Once all payments have been completed and the file(s) closed out, the residual of the Deposit Account will be refunded to the Applicant.
- b) & i) The Applicant will provide a Refundable Deposit with the submission of a Site Plan Control Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or internal/external technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services), and, the Administration Processing Fee. Once all payments have been completed and the file is closed out, the residual of the Deposit Account will be refunded to the Applicant. An 11% Administration Processing Fee is applied against the value of all expenses invoice for peer review or external technical services and will be withdrawn from the Refundable Deposit Account.
- c) The Applicant will provide a Refundable Deposit in the amount of \$40,000 with the request to prepare a Subdivision / Condominium Agreement, or, a Pre-Servicing Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or internal / external technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services) and the Administration Processing Fee. The Township will levy an Administration Processing Fee against the value of all expenses invoiced for peer review or external technical services and withdraw these funds from the Refundable Deposit Account. Once all payments have been completed and the file(s) are closed out, the residual of the Deposit Account will be refunded to the Applicant. If at anytime the Deposit held on account by the Township is reduced to a value of \$5,000 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township.



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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
d)	Refundable Deposit is due with the submission of a CHIA in the amount of \$6,000. This deposit will be held on account by the Township to cover expenses associated with peer review services of the CHIA, and, the Administration Processing Fee. If at anytime the Deposit held on account by the Township is reduced to a value of \$1,500 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. The Township will levy an 11% Administration Processing Fee against the value of all expenses invoice for peer review or external technical services and will be withdrawn from the Refundable Deposit Account. Once all payments have been completed and the file(s) are closed out, the residual of the Deposit account will be refunded to the Applicant.					
e)	In the Subdivision / Condominium Agreement, the Township will secure as cash the equivalent of 12% of the value of the "public works" to be held as a Refundable Deposit. The Township will payout all general administration, inspection fees & disbursements incurred by the Municipality through expenses associated with the Township's Legal, Engineering and/or Landscape Architecture consultants or Township Staff associated with the discharge of their duties as outlined in the Agreement. Further, the Township will recover all expenses associated with the four seasons maintenance services of the "public works", hydro-electricity charges incurred with the infrastructure & utility network, and, the time expended by Staff associated with the administration of the Agreement until such time as the Subdivision is assumed, or in the case of a Condominium, all works have been completed and commissioned consistent with the terms of the Agreement. If at anytime the Deposit held on account by the Township is reduced to a value of less than six (6) months of the projected expenses, the Applicant will be required to top up the Deposit Account to a value satisfactory to the Township. The valuation of the top up shall be representative of the projected overhead and the anticipated term left until all aspects of the Agreement have been completed. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.					
f)	In the Site Plan Agreement, the Township will secure as cash a Refundable Deposit. The Township will pay out all inspection fees & disbursements incurred by the Municipality through expenses associated with the Township's Legal, Engineering and/or Landscaped Architecture consultants associated with the discharge of their duties as outlined in the Agreement, and, Staff's time associated with the administration of the Agreement. The Township shall also levy an Administration Processing Fee against all Legal and consultant services expenditures which shall be drawn from the Refundable Deposit Account. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.					
g)	The Administration Processing Fee in the amount of 11% shall be applied against all professional fees and disbursements incurred by the Municipality associated with the processing / approval of a planning application, subdivision / condominium pre-servicing or subdivision / condominium agreement or inspection services rendered for site plan agreements. The Fee levied against expenses incurred, net of HST valuation.					
h)	The Applicant will provide a Refundable Deposit with the submission of a Development Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or internal / external technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services), and, the Administration Processing Fee. If at anytime the Deposit held on account by the Township is reduced to a value of \$1,500 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township.					

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 Total Fee
<b>NOTE 1:</b>	Refundable Deposit is due with the submission of a Site Alteration application(s). Township Staff based upon the type complexity of the matter will determine whether the deposit will be a "standard" (\$7,000 valuation) or "complex" (\$25,000) amount. If at any time the Deposit held on account by the Township is reduced to a value of less than \$1,500 on a "standard" application, or \$3,000 on a "complex" application, Staff will request the Applicant to top up the Refundable Deposit to a value necessary to complete work on the file(s). All work will cease on the Site Alteration application(s) until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. All professional fees and disbursements associated with peer review or external technical services associated with Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration and Landscape Architecture disciplines (and other similar service) shall be withdrawn from the Refundable Deposit Account. The Township shall levy an Administration Processing Fee (value of 11% of invoice amount) against the value of all expenses invoiced for peer review or technical services and withdraw these funds from the Refundable Deposit Account. Once all payments have been completed and the file(s) closed out, the residual of the Deposit Account will be refunded to the Applicant.					
<b>NOTE 2:</b>	Permit Approval: On-going Monitoring & Assessment(Sections 3.3 (c) and 3.4 of By-law 2612-14:					
	Letter of Credit or Equivalent		\$15,000 Minimum			
	Refundable Cash Deposit		\$ 2,500 mud-tracking			
	Refundable Deposit: <input type="checkbox"/>	Peer Review – Monitoring (Value to be determined with review of operational plan included as an Appendix to the Permit.)				

**Rounding of Fees:** Per Canada Revenue Agency : Rounding should only be used on the total amount charged after the calculation of any applicable duties or taxes such as the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). For more information see Phasing out the penny: tax implications for businesses. The GST/HST is calculated on the amount charged for taxable supplies. Rounding should take place after the GST/HST is calculated on the invoice, and **only when the customer is paying the total amount of an invoice in cash or paying the balance of an invoice in cash.**