

The Corporation of the City of Guelph

By-law Number (2024) - 20919

A By-law to establish a tariff of fees for the processing and approval of development applications pursuant to the Planning Act, RSO 1990, c P.13, as amended, and to repeal and replace By-law number (2022)- 20750, as amended.

Whereas Section 69(1) of the Planning Act, RSO 1990, c P.13, as amended authorizes the Council of the Municipality to prescribe a tariff of fees for the processing of development applications made in respect of planning matters.

The Council of the Corporation of the City of Guelph enacts as follows:

1. This By-law may be referred to as the Development Application Fee By-law.
2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law will continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.
3. A Tariff of Fees is hereby established for the processing of development applications made pursuant to the Planning Act, RSO 1990 c P.13 as may be amended from time to time, or any successor thereto, and is set out in Schedule "A" attached, which forms part of this By-law.
4. A Payment-in-Lieu fee schedule is hereby established for applications made pursuant to the Payment-in-Lieu policy and is set out Schedule "B" attached, which forms part of the By-law.
5. The fees provided pursuant to this By-law in Schedule "A" shall be adjusted annually, without further amendment to this By-law, commencing on January 1st of each year, in accordance with the Statistics Canada Consumer Price Index.
6. The fees provided pursuant to this By-law in Schedule "B" shall be adjusted annually, without further amendment to this By-law, commencing on January 1st of each year, in accordance with the Statistics Canada Construction Price Index for Parking spaces.
7. Unless otherwise indicated, the fees required by this By-law do not include applicable taxes, which will be added to the fees.
8. Payment of any fee required by this By-law shall be in Canadian currency, and in a form acceptable to the Corporation of the City of Guelph.
9. Council intends that each new Council shall formally review this By-law no less than once during its term.
10. By-law (2022)-20750 is hereby repealed and replaced.

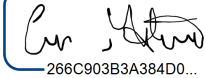
Passed this 20th Day of March, 2024.

Schedules:

Schedule A: Development fees

Schedule B: Other fees (parking)

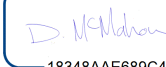
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Cam Guthrie, Mayor

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Dylan McMahon, Deputy City Clerk



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This by-law was approved by Guelph City Council on March 20, 2024. Written approval of the by-law was given by Mayoral Decision 2024-A21 dated March 20, 2024.

Schedule A

Table 1: Proposed Development Fees

Service or Process	January 1 - March 31	April 1	Notes
Official Plan Amendment (OPA)			
Minor OPA - with Pre-Submission Review	\$ 11,015.28	\$ 15,900.00	Site-specific amendment, involves minor policy change or exemption
Minor OPA - without Pre-Submission Review	\$ 16,365.28	\$ 20,650.00	Site-specific amendment, involves minor policy change or exemption
Major OPA - with Pre-Submission Review	\$ 14,528.28	\$ 24,600.00	Land use change or major policy change involves more than one property or large land holdings
Major OPA - without Pre-Submission Review	\$ 19,878.28	\$ 31,450.00	Land use change or major policy change involves more than one property or large land holdings
Revision to Application when requested by Applicant requiring Re-Circulation OPA	N/A	50% of the application fee	New Fee
Zoning By-law Amendment (ZBA)			

Service or Process	January 1 - March 31	April 1	Notes
Minor ZBA - with Pre-Submission Review	\$ 11,015.28	\$ 15,900.00	Minor includes: adding uses to an existing zone, temporary use, no change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Minor ZBA - without Pre-Submission Review	\$ 16,365.28	\$ 20,650.00	Minor includes: adding uses to an existing zone, temporary use, no change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major ZBA - with Pre-Submission Review	\$ 14,528.28	\$ 24,600.00	Major includes: change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major ZBA - without Pre-Submission Review	\$ 19,878.28	\$ 31,450.00	Major includes: change in zoning category Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Revision to Application when requested by Applicant requiring Re-Circulation ZBA	N/A	50% of the application fee	New Fee
Removal of 'H' Symbol – routine	\$ 2,633.70	\$ 3,100.00	

Service or Process	January 1 - March 31	April 1	Notes
Removal of 'H' Symbol (complex plus submission review)	\$ 10,700.00	\$ 12,400.00	
Temporary Use By- law	N/A	\$ 4,800.00	New Fee
Extension of Temporary Use By- law	\$ 3,311.89	\$ 3,800.00	
Part Lot Control Exemption Application fee	\$ 2,633.70	\$ 3,100.00	
Combined Official Plan/Zoning By- law Amendment (ZBA/OPA)			
Minor Combined ZBA/OPA - with Pre- Submission Review	\$ 16,991.39	\$ 23,900.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Minor Combined ZBA/OPA - without Pre-Submission Review	\$ 22,341.39	\$ 31,000.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major Combined ZBA/OPA - with Pre- Submission Review	\$ 21,684.62	\$ 36,900.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.
Major Combined ZBA/OPA - without Pre-Submission Review	\$ 27,034.62	\$ 47,200.00	Additional Development Agreement Fee may be imposed under the User Fee By-law where applicable.

Service or Process	January 1 - March 31	April 1	Notes
Revision to Application when requested by Applicant requiring Re-Circulation ZBA/OPA	N/A	50% of the application fee	New Fee
Plan of Subdivision			
Draft Plan of Subdivision	\$ 47,351.16	\$ 48,000.00	Plus Plan of Subdivision Approval Fee
Plan of Subdivision Approval	\$ 19,846.37	\$ 20,000.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law.
Engineering Review Fee	6% Cost of Work for Services	6% Cost of Work for Services	
Extension of Subdivision Draft Plan Approval	\$ 2,633.70	\$ 3,100.00	
Draft Plan Red-line Revisions Subdivisions	N/A	\$ 4,800.00	New Fee
Revision to Approved Draft Plan of Subdivision Conditions	N/A	\$ 3,100.00	New Fee
Annual Inactive File Holding	\$ 1,070.00	\$ 1,200.00	Applies to applications that have been dormant for one year
Table 1: Development Fees (cont'd)			

Service or Process	January 1 - March 31	April 1	Notes
Service or Process	January 1 - March 31	April 1	Notes
Plan of Condominium			
Draft Plan of Condominium (includes standards, common element, vacant land, leasehold, amalgamated and phased condominium conversion)	\$ 5,709.83	\$ 8,300.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in <ul style="list-style-type: none"> • addition to any fees • imposed by this By- law.
per unit	\$ 138.68	\$ 173.35	
Condominium Registration - initial phase	\$ 1,626.83	\$ 5,000.00	
Condominium Registration - each subsequent phase	N/A	\$ 2,500.00	New Fee
Engineering Review Fee - Vacant Land Condominium	6% Cost of Work for Services	6% Cost of Work for Services	
Condo Agreement fee (if Agreement required)	\$ 1,386.89	\$ 1,500.00	
Extension of Draft Plan Approval Condo	\$ 2,633.70	\$ 3,100.00	
Draft Plan Red-line Revisions Condos	N/A	\$ 1,500.00	New Fee
Revision to Approved Draft Plan of Condominium Conditions	N/A	\$ 3,100.00	New Fee

Service or Process	January 1 - March 31	April 1	Notes
Annual Inactive File Holding	\$ 1,070.00	\$ 1,200.00	Applies to applications that have been dormant for one year
Site Plan Control			
Without Pre-Submission Review Base fee plus variable fee:	\$ 13,274.16	\$ 21,500.00	What constitutes a "Standard" Site Plan has been clearly defined in the "Site Plan User Guide".
With Pre-Submission Review Base fee plus variable fee:	\$ 7,894.16	\$ 13,700.00	What constitutes a "Standard" Site Plan has been clearly defined in the "Site Plan User Guide".
<u>Residential Application</u>			
per unit in excess of 20 units	\$ 183.06	N/A	
per unit	N/A	\$ 200.00	Change to fee structure
<u>Commercial/Office/Institutional Application</u>			
per m2 of GFA in excess of 500 m2	\$ 3.50	N/A	
per m2 of GFA	N/A	\$ 3.80	Change to fee structure
<u>Industrial Application</u>			
per m2 of GFA in excess of 1,000 m2	\$ 2.17	N/A	
per m2 of GFA	N/A	\$ 2.40	Change to fee structure
Without Pre-Submission Review Completed Maximum fee of	\$ 19,735.42	\$ 24,700.00	

Service or Process	January 1 - March 31	April 1	Notes
With Pre-Submission Review Completed Maximum fee of	\$ 14,385.42	\$ 16,900.00	
Minor Site Plan - without Pre- Submission Review	\$ 5,350.00	\$ 7,800.00	What constitutes a "Minor" Site Plan has been clearly defined in the "Site Plan User Guide".
Minor Site Plan - with Pre-Submission Review	\$ 4,826.36	\$ 5,700.00	What constitutes a "Minor" Site Plan has been clearly defined in the "Site Plan User Guide".
Site Plan Agreement	\$ 1,386.89	\$ 1,500.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law.
Amendments to Executed Agreement (Site Plan)	N/A	\$ 800.00	New Fee
Revision fee for 4th and subsequent submission (site Plan)	N/A	\$ 1,400.00	New Fee
Community Block Plan			
Community Block Plan base fee plus	N/A	\$ 14,000.00	New Fee
per gross hectare	N/A	\$ 1,660.00	New Fee

Service or Process	January 1 - March 31	April 1	Notes
Revision to a Block Plan application when requested by applicant requiring re-circulation	N/A	50% of the application fee	New Fee

Table 2: Committee of Adjustment Fees

Service or Process	January 1 - March 31	April 1	Notes
Committee of Adjustment Pre-Consultation	N/A	N/A	
Minor Variances			
Application fee	\$ 1,449.00	\$ 1,900.00	
Consents			
Application fee	\$ 2,889.00	\$ 4,170.00	
Concurrent Lot Creation	\$ 2,889.00	\$ 2,100.00	
Administration fee (new lots) To be paid prior to certificate being issued	\$ 809.00	\$ 630.00	
Administration fee (other than new lots) To be paid prior to certificate being issued	\$ 346.00	\$ 280.00	
Validation certificate/power of sale	\$ 2,215.00	\$ 2,400.00	

Service or Process	January 1 - March 31	April 1	Notes
Request for change of condition	\$ 1,027.00	\$ 1,200.00	
Other Fees			
Special hearing	\$1,936 + application fee	\$1,900 + application fee	
Deferral fee	\$ 453.00	\$ 990.00	
Replacement sign	\$29 + HST	\$31 + HST	
Committee of adjustment agreement – preparation and review	\$436.00 + HST	\$436.00 + HST	
Cancellation certificates	N/A	N/A	

Table 3: Other Fees

Service or Process	January 1 - March 31	April 1	Notes
Development Approval Fee By- law Preparation, Notice of Passing	\$ 1,102.57	N/A	Eliminated. Included in the calculation of the application fee
Site Plan – Additional Site Inspection (beyond 1st)	\$ 693.43	\$ 800.00	
Mandatory Pre- consultation	\$ 3,210.00	\$ 3,500.00	
Pre-Submission Review - Major Site Plan	\$ 5,350.00	\$ 7,800.00	Major Site Plan submission made outside of the formal process

Service or Process	January 1 - March 31	April 1	Notes
Pre-Submission Review - Combined Major ZBA/OPA	\$ 5,350.00	\$ 10,300.00	For each Major ZBA/OPA submission made outside of the formal process
Pre-Submission Review - Major ZBA + OPA	\$ 5,350.00	\$ 13,700.00	
Pre-Submission Review - Major OPA	\$ 5,350.00	\$ 6,850.00	For each Major OPA submission made outside of the formal process
Pre-Submission Review - Major ZBA	\$ 5,350.00	\$ 6,850.00	For each Major ZBA submission made outside of the formal process
Pre-Submission Review - Minor Site Plan	\$ 5,350.00	\$ 2,100.00	For each Minor Site Plan submission made outside of the formal process
Pre-Submission Review - Combined Minor ZBA/OPA	\$ 5,350.00	\$ 7,100.00	For each Minor ZBA/OPA submission made outside of the formal process
Pre-Submission Review - Minor ZBA + OPA	\$ 5,350.00	\$ 9,500.00	
Pre-Submission Review - Minor OPA	\$ 5,350.00	\$ 4,750.00	For each Minor OPA submission made outside of the formal process
Pre-Submission Review - Minor ZBA	\$ 5,350.00	\$ 4,750.00	For each Minor ZBA submission made outside of the formal process
Individual report review	\$ 3,424.00	\$ 4,100.00	For each individual report submission made outside of the Development applications process
Payment-in-lieu of Off-street Parking application fee	N/A	\$ 750.00	Where required, the Payment-in-lieu of Off-Street Parking Agreement fee will also be applicable

Service or Process	January 1 - March 31	April 1	Notes
Payment-in-lieu of Off-street Parking agreement fee	N/A	\$ 400.00	Fee does not include the search and registration costs in the Land Registry Office, which costs are set by the Province of Ontario, and are in addition to any fees imposed by this By-law. Additional Fees may be imposed under the User Fee Bylaw where applicable.

MZO or CIHA Applications	January 1 - March 31	April 1	Notes
Minister's Zoning Order (MZO)	N/A	\$ 24,600.00	Any and all services performed for a MZO or CIHA application, request or regulation issued by the Province
Community Infrastructure and Housing Accelerator (CIHA)	N/A	\$ 24,600.00	Same as above

Schedule B

Other Fees

Estimated cost of a parking space	N/A	\$	60,000.00	
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