

BY-LAW NO. 2023 -

A by-law of the City of Ottawa to impose fees for planning applications and to repeal By-law No. 2023-139.

The Council of the City of Ottawa enacts as follows:

DEFINITIONS

1. In this by-law,

“City” means the City of Ottawa;

“Confederation Line” means the Confederation Line system as described in the 2013 Confederation Line Proximity Study Guidelines;

“Development Zone of Influence” means the area identified in Annex 2 of the Official Plan for the City of Ottawa;

“Do it Yourself Agreement” means an agreement where the applicant will be doing work within a highway under the jurisdiction of the City;

“General Manager” means the General Manager of the Planning, Real Estate and Economic Development Department;

“minor zoning by-law amendment application” means an application for a zoning by-law amendment that seeks only one or more of the following:

- (i) modifications to performance regulations only,
- (ii) the extension of a zoning boundary to reflect the addition of lands to existing property,
- (iii) the establishment of an accessory apartment or a special needs/group home,
- (iv) the lifting of interim control for one use only,
- (v) temporary amendment,
- (vi) any zoning changes required as a condition of severance,
- (vii) A change in use that is wholly contained within an existing buildings envelope, where no building permit has been issued within the previous two years to increase the size of the building and which is not located within a residential zone, as defined by Zoning By-law 2008-250, to introduce one new

non-residential use. No additional amendments to performance standards may be sought and the change in use cannot result in the establishment of any of the following uses:

- a. Amusement centre or Amusement Park;
- b. Automobile body shop;
- c. Automobile dealership;
- d. Automobile rental establishment;
- e. Automobile service station;
- f. Heavy equipment and vehicle sales, rental and servicing;
- g. Drive-through facility;
- h. Bar;
- i. Kennel;
- j. Nightclub;
- k. Payday Loan Establishment;

“on-site sign” means the information sign that is required to be posted on the property that is the subject of the planning application and “on-site signs” has a similar meaning;

“rural area” means in respect to land inside the area of Schedule B9 of the Official Plan for the City of Ottawa;

“staff” means the planner in the Planning, Real Estate and Economic Development Department to whom the planning application has been assigned;

“undertaking” means an undertaking to pay the legal costs in respect of preparation for an attendance at an Ontario Land Tribunal hearing, including disbursements of the City where,

- (i) the application is site specific,
- (ii) there are no city-wide policy implications, and
- (iii) the City and the applicant substantially agree on the proposed amendment.

OFFICIAL PLAN AMENDMENTS

2. The fee for an application to amend the Official Plan of the City of Ottawa shall be in accordance with Schedule “A”.

ZONING BY-LAW AMENDMENTS

3. The fees for an application to amend the Zoning By-law of the City of Ottawa shall be in accordance with Schedule “B”.

APPROVAL OF A PLAN OF SUBDIVISION

4. The fees for an application for approval of a plan of subdivision shall be in accordance with Schedule “C”.

SITE PLAN APPROVAL

5. The fees for an application for site plan approval shall be in accordance with Schedules “D” or “E”, as applicable.

APPROVAL OF A PLAN OF CONDOMINIUM

6. The fees for an application for approval of a plan of condominium shall be in accordance with Schedule “F”.

PART LOT CONTROL EXEMPTIONS

7. The fees for an application for an exemption from part lot control shall be in accordance with Schedule “G”.

DEDICATION/RECONVEYANCE OF 30 CENTIMETRE RESERVE

8. The fees for an application for the dedication or re-conveyance of a 30 cm reserve shall be in accordance with Schedule “G”.

DEMOLITION CONTROL

9. The fees for an application in respect of demolition control shall be in accordance with Schedule “G”.

COMMITTEE OF ADJUSTMENT

10. The planning review fees relating to matters that arise before the Committee of Adjustment shall be in accordance with Schedule “G”.

LEGAL NON-CONFORMING RIGHTS

10.1 The fee associated with an application to establish legal non-conforming or legal non-complying rights shall be in accordance with Schedule “G”.

DEVELOPMENT APPLICATION GATEWAY FEATURE

10.2 The fees associated with an application for a gateway feature shall be in accordance with Schedule “G”.

HISTORIC LAND USE INVENTORY

10.3 The fee associated with a request for a historical land use inventory shall be in accordance with Schedule "G".

FRONT ENDING AGREEMENT

10.4 The fees for an application for the initiation of a front ending agreement shall be in accordance with Schedule "G".

PRE-CONSULTATION

10.5 The fee for an application for pre-consultation shall be in accordance with Schedule "G".

APPLICATION REVISIONS REQUIRING CIRCULATION FEE

10.6 The fee for the revision circulation of an application, other than an application under Schedule "C", shall be in accordance with Schedule "G".

ROAD MODIFICATION DETAILED DESIGN REVIEW FEE

10.7 The fee for review of road modification detailed designs shall be in accordance with Schedule "G".

PROXIMITY STUDY FEE

10.8 The fees to be submitted with studies for development in proximity to the Confederation Line as part of an application for plan of subdivision approval or site plan approval shall be in accordance with Schedule "G".

RURAL PARK DEVELOPMENT FEE

10.9 The fee for rural park development shall be in accordance with Schedule "G".

RETAIL BUSINESS HOLIDAYS ACT EXEMPTION APPLICATION

10.10 The fee for an application requesting an exemption by-law associated with the *Retail Business Holidays Act* shall be in accordance with Schedule "G".

SITE REVIEW – HERITAGE PROPERTY

11. The fees for a review of the site elements in an application to alter a property designated pursuant to the provisions of the *Ontario Heritage Act* shall be in accordance with Schedule "H".

HERITAGE CONFIRMATION

11.1 The fee for a heritage confirmation letter shall be in accordance with Schedule "H".

STREET/LANE OPENING/CLOSURE

12. The fees for an application for a street opening, not including the dedication of a 0.3 metre reserve, or for an application for a road closing shall be in accordance with Schedule "I".

ON-SITE SIGNS

13. The fees for on-site signs shall be in accordance with Schedule "K".

REVIEW OF ANTENNA SYSTEMS

14. The fees for an application associated with a municipal review of antenna systems shall be in accordance with Schedule "L".

MAPPING AND GRAPHICS FEES

15. The mapping and graphics fees in respect of miscellaneous planning applications shall be in accordance with Schedule "M".

JOINT APPLICATIONS FEE REDUCTION POLICY

16. (1) Where two or more planning applications, as identified with this By-law are submitted at the same time for the same property, the planning fee imposed for such applications shall be reduced by 10%.
- (2) Planning fee, as referenced within this Section of the By-law, includes the planning, legal and on-site sign fees.

REQUEST FOR MAILING LISTS

17. In addition to the fees imposed by Sections 2 to 13 of this By-law, where any person is directed by the Ontario Land Tribunal to circulate notices of a prehearing or hearing and is required to obtain a circulation mailing list from the City of Ottawa, such person shall pay to the City a fee of \$1.00 per address label provided by the City.

MISCELLANEOUS LEGAL FEES

18. In addition to the fees imposed by Sections 2 to 13 of this By-law, where any of the items set forth in Column "A" of Schedule "J" are required, a fee in the amount

set forth in Column "B" of Schedule "J" shall be paid to the City prior to the earliest of the execution of the document by the City or the registration of the document.

UNDERTAKING

19. (1) Where an undertaking to pay the City's costs of a hearing is required pursuant to Schedules "A" or "B", or the participation of the City is requested by the applicant for a plan of subdivision and an undertaking is required, the maximum payable pursuant to such an undertaking shall be \$3,000.00 for a minor zoning by-law amendment application and \$10,000.00 for official plan amendments, plans of subdivision and all other zoning by-law amendment applications.
- (2) The hourly rate to be paid pursuant to the undertaking shall be \$160.00 in the instance of a solicitor who is an employee of the City and, in the instance of a solicitor who is not an employee of the City, the actual rate invoiced by such solicitor to the City.

REFUND POLICY

20. (1) Where an application is made subject to the fees in Schedules "A" to "H", 75% of the planning component of the application fee and 100% of the legal component of the application fee, if applicable, will be refunded where the application is withdrawn and a request for a refund is received by the Planning, Real Estate and Economic Development Department prior to the preparation of the technical circulation and public notification.
- (2) Where an application is made subject to the fees in Schedules "A" to "H", 33.3% of the planning component of the application fee and 100% of the legal component of the application fee, if applicable, will be refunded where the application is withdrawn and a request for a refund is received by the Planning, Real Estate and Economic Development Department prior to the preparation of the memorandum, in the instance of an approval delegated to staff, or the report to the Planning and Housing or Agriculture and Rural Affairs Committee where the approval is with the Standing Committee or City Council.
- (3) Where the entering into of an agreement is not a condition of the approval for plan of subdivision revisions, a plan of condominium, site plan control approval, or a permit for demolition control, the legal component of the application fee will be refunded at the request of the applicant.
- (4) Where an application is made under one of Schedules "A" or "C" or "F", or "L" for the same lands as an application under Section 18 of Schedule "G" and within 12 months of paying a fee under Section 18 of Schedule "G", the fee under Section 18 of Schedule "G" will be refunded upon request to the

Planning, Real Estate and Economic Development Department.

- (5) Planning component, as referenced within this Section of the By-law, includes the planning, on-site sign and initial design review and inspection fees.
- (6) Section 20 (4) does not apply where an application is made under one of Schedules “A” to “F”, or “L” and the related application under Section 18 of Schedule “G” was made on or after the day upon which this by-law comes into force.
- (7) Where an application is made under one of Schedules “B”, “D” or “E” and a decision is not rendered by the City in accordance with, as applicable, Sections 34 (11) or 41 (12) of the Planning Act, the fees paid at the time of formal submission shall be refunded in accordance with, as applicable, Sections 34 (10.12) or 41 (11.1) of the Planning Act

HARMONIZED SALES TAX

21. All legal and engineering fees to be collected pursuant to this By-law will be subject to Harmonized Sales Tax (H.S.T.) or any successor sales tax program thereto, where applicable.

REPEAL

22. By-law No. 2023-XXX entitled “A by-law of the City of Ottawa to impose fees for planning applications and to repeal By-law No. 2022-239”, as amended, is repealed.

SHORT TITLE

23. This by-law may be cited as the Planning Fees By-law.

EFFECTIVE DATE

24. This by-law shall come into force and take effect on XXX2023

ENACTED AND PASSED this day of 2023.

DEPUTY CITY CLERK

MAYOR

SCHEDULES**SCHEDULE "A"**

Official Plan Amendment

TABLE 1

Column "A" – Application	Column "B" – Fee
Official Plan Amendment	\$26,187.00

1. The fee in respect of an application to amend the Official Plan for the City of Ottawa as outlined in Table 1, shall be paid at the time of the submission of the application.
2. At the time of the submission of the application, the applicant shall be required to sign an undertaking.

SCHEDULE "B"

Zoning By-law Amendment

TABLE 2

Column "A" - Application	Column "B" – Fee
Zoning By-law Amendment - Major	\$22,340.00
Zoning By-law Amendment - Minor	\$11,477.00
Lifting Holding By-law	\$7,909.00
Zoning By-law Amendment - Severance of Surplus Farm Dwelling	\$4,728.00

1. The fees in respect of an application for a zoning by-law amendment, as outlined in Table 2, must be paid at the time of formal submission of the application submission, once a notice has been issued after the required pre-consultation process have concluded as detailed in Schedule G.
2. At the time of the formal submission of the application for a zoning by-law amendment, the applicant shall be required to sign an undertaking.

SCHEDULE "C"

Plan of Subdivision

1. Subject to the other provisions of this Schedule, the fees due for draft and final approval of a plan of subdivision are that set forth in Table 3 of this Schedule.

TABLE 3

Type of Development	Application for Draft Approval	Final Planning Fee, payable at the registration of each phase	Legal Fee, payable at the registration of each phase
1 to 40 dwelling units	\$46,170.00	\$10,119.00	\$4,652.00
41 to 250 dwelling units	\$82,534.00	\$11,937.00	\$7,152.00
More than 250 dwelling units	\$100,467.00	\$14,812.00	\$9,827.00
Non-residential uses	\$38,468.00	\$5,014.00	\$1,797.00
Residential and non-residential uses	the fee applicable to the number of dwelling units plus \$10,118.00	n/a	n/a
Revisions requiring circulation	\$5,014.00	n/a	\$1,071.00
Extension of Draft Plan Approval	\$4,634.00	n/a	n/a

2. Subject to Sections 7 and 8 of this Schedule, the Draft Approval fee set forth in Table 3, is payable upon the submission of the application, and the Final Planning fee and Legal fee are to be paid prior to the registration of each phase of the plan of subdivision.

3. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed in each phase of a plan of subdivision and 2.25%

+ HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed in each phase of a plan of subdivision are payable prior to the final approval of the plan of subdivision.

4. Where the entire works being installed for each phase of a plan of subdivision have a construction value of less than or equal to \$300,000.00, an initial fee for review, approval, inspection and release of security of \$5,000.00 is payable at the time of application.

5. Where the entire works being installed for each phase of a subdivision have a construction value of more than \$300,000.00, an initial fee for review, approval, inspection and release of security of \$10,000.00 is payable at the time of application.

6. In all cases, the amount collected at the application stage pursuant to Section 4 or 5 of this Schedule shall be credited against the ultimate fees to be collected under Section 3 herein.

7. Where a revision involving a recirculation is required for a plan of subdivision, the fee is payable prior to the recirculation or revision as set out in Table 3 of this Schedule.

8. The fee for the extension for Draft Plan Approval is payable at the time of application for the extension of draft plan approval.

9. Where an application under this Schedule includes the development of a park, a fee for the final review and inspection of the park equal to 4% + HST of the estimated value of the park works is payable prior to the final approval of the plan of subdivision.

SCHEDULE “D”

Site Plan Control Approval

1. Subject to the other provisions of this Schedule, the fees due for site plan control approval are those set forth in Table 4 of this Schedule and such fees are payable at the time of formal application submission, once a notice has been issued after the required pre-consultation meeting(s) have concluded as detailed in Schedule G.

TABLE 4

Type of Site Plan Application	Planning Fee	Legal Fee
Complex	\$47,335.00	\$2,882.00
Standard, non-rural area	\$16,705.00	\$2,882.00
Standard, rural area	\$13,994.00	\$2,882.00
Street townhouse, not previously approved through the subdivision process	\$7,451.00	n/a
Rural Small, rural area	\$905.00	n/a
Revision – Complex	\$32,581.00	\$1,447.00
Revision – Standard, non-rural area	\$7,451.00	\$1,447.00
Revision – Standard, rural area	\$905.00	n/a
Extension – non-rural area	\$4,181.00	n/a
Extension – rural area	\$905.00	n/a

2. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed within the lands subject to the application for site plan approval and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed within the lands subject to the application for site plan approval are payable at the time of site plan control approval.
3. Where the entire works being installed have a construction value of less than or equal to \$50,000.00, an initial fee for review, approval, inspection and release of security of \$1,000.00 is payable at the time of application.
4. Where the entire works being installed have a construction value of more than \$50,000.00 but less than or equal to \$300,000.00, an initial fee for review, approval, inspection and release of security of \$5,000.00 is payable at the time of application.
5. Where the entire works being installed have a construction value of more than \$300,000.00, an initial fee for review, approval, inspection and release of security of \$10,000.00 is payable at the time of application.
6. In all cases, the amount collected at the application stage pursuant to Section 3, 4 or 5 of this Schedule shall be credited against the ultimate fees to be collected under Section 2 herein.

SCHEDULE "E"**Master Site Plan Control Approval**

1. Subject to the other provisions of this Schedule, the fees due for master site plan control approval shall be that set forth in Table 5 of this Schedule. Such fees are payable at the time of formal application submission, or in the case of the Final Approval and Legal Fee, at the time of registration, once a notice has been issued after the required pre-consultation meeting(s) have concluded as detailed in Schedule G.

TABLE 5

Type of Application	Planning Fee for Draft Approval	Planning Fee for Final Approval	Legal Fee
Master	\$36,383.00	\$2,255.00	\$2,882.00

2. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed within the lands subject to the application for site plan approval and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed within the lands subject to the application for site plan approval are payable at the time of site plan control approval.

3. Where the entire works being installed have a construction value of less than or equal to \$50,000.00, an initial fee for review, approval, inspection and release of security of \$1,000.00 is payable at the time of application.

4. Where the entire works being installed have a construction value of more than \$50,000.00 but less than or equal to \$300,000.00, an initial fee for review, approval, inspection and release of security of \$5,000.00 is payable at the time of application.

5. Where the entire works being installed have a construction value of more than \$300,000.00, an initial fee for review, approval, inspection and release of security of \$10,000.00 is payable at the time of application.

6. In all cases, the amount collected at the application stage pursuant to Section 3, 4 or 5 of this Schedule shall be credited against the ultimate fees to be collected under Section 2 herein.

SCHEDULE "F"

Plan of Condominium

1. Subject to the other provisions of this Schedule, the fees due for a Plan of Condominium shall be that set forth in Table 6 of this Schedule, and such fees shall be payable at the time of the application.

TABLE 6

Type of Application	Application Fee	Legal Fee
New Standard, Common Elements, Phased or Leasehold Condominium	\$16,554.00	\$2,500.00
New Vacant Land Condominium	\$40,761.00	\$2,500.00
Condominium – Revision or Extension	\$3,019.00	\$1,071.00

2. Despite Table 6, where the application for approval of a vacant land condominium is submitted concurrently with an application for site plan approval, the fee for the application for approval of a vacant land condominium is \$16,554.00 plus a legal fee of \$2,500.00, and such fee is payable at the time of application.

3. Where the entire works being installed for the vacant land condominium have a construction value of less than or equal to \$300,000.00, an initial fee for review, approval, inspection and release of security of \$5,000.00 is payable at the time of application.

4. Where the entire works being installed for the vacant land condominium have a construction value of more than \$300,000.00, an initial fee for review, approval, inspection and release of security of \$10,000.00 is payable at the time of application.

5. Sections 3 and 4 of this Schedule do not apply to an application for approval of a vacant land condominium submitted concurrently with an application for site plan approval.

6. In all cases, the amount collected at the application stage pursuant to Sections 3 or 4 shall be credited against the ultimate fees to be collected under Section 7 herein.

All Condominium Applications

7. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed in each phase of a plan of condominium and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed in each phase of a plan of condominium are payable prior to the final approval of the plan of condominium.

SCHEDULE "G"

Miscellaneous Planning Applications and Review Fees

Part Lot Control

1. A fee of \$7,349.00, plus a legal fee of \$719.00 in respect of the first part lot control exemption by-law for a plan of subdivision, is payable at the time of the application for exemption from part lot control where draft approval of the plan of subdivision was given by The Regional Municipality of Ottawa-Carleton or its successor municipality and the application for draft approval of the plan of subdivision was made on or after May 22, 1996.
2. A fee of \$940.00, plus a legal fee of \$531.00 is payable at the time of the application for an extension of the time limit for a part lot control exemption.
3. A legal fee of \$531.00 is payable at the time of the application for the second or subsequent part lot control exemption by-law in respect of a plan of subdivision.

Lifting 30 Centimetre Reserve

4. A fee of \$1,512.00, plus a legal fee of \$392.00, is payable upon the submission of an application for the dedication or re-conveyance of a 30 cm reserve.
5. A fee of \$757.00, plus a legal fee of \$392.00, is payable upon the submission of an application for the dedication or re-conveyance of a 30 cm reserve where such reserve is in place in the rural area, on a per lot basis, to ensure compliance with findings of a previously approved hydrogeological study.

Demolition Control

6. The fees payable at the time of an application in respect of demolition control are as follows:
 - (1) for an application under Part IV of the Demolition Control By-law, being By-law 2012-377, as amended, the fee shall be the same as the fee for a permit to demolish under the Building By-law, being By-law No. 2014-220, as amended;
 - (2) for an application under Part V of the Demolition Control By-law the fee shall be \$2,363.00, plus a legal fee of \$430.00.
- 6.1 The penalty payable for a failure to complete a new building in the time specified in a demolition permit for a residential property as per subsection 33(7) of the *Planning Act* is \$6,492.00 for each dwelling unit contained in the residential property.

Engineering Design and Review Fees

7. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed as a result of applications pursuant to Sections 1, 2, 3, 4, and 5 inclusive of this Schedule and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed as a result of applications pursuant to Sections 1, 2, 4, and 5 inclusive of this Schedule are payable prior to the final approval of the application.

8. A fee of \$3,246.00 is payable for the review of the fourth submission and each subsequent engineering submission in respect of a planning application as part of the engineering fees to be paid at the time of registration of the plan or agreement, or such fee is payable upon invoice by the City.

9. A fee of \$234.00 is payable in respect of an application for a sewer permit.

Committee of Adjustment

10. A fee of \$494.00 for the planning review of minor variance applications is payable at the time of an application for a minor variance to the Committee of Adjustment.

11. A fee of \$826.00 for the planning review of severance/consent applications is payable at the time of an application for a severance/consent to the Committee of Adjustment.

12. A fee of \$952.00 for the planning review of a combined severance/consent and minor variance application is payable at the time of a combined application to the Committee of Adjustment.

Legal Non-Conforming Rights

13. A fee of \$690.00 for review of an application to determine legal non-conforming or legal non-complying rights associated with a property. Such fee is payable upon the application for such a determination.

Development Application Gateway Feature

14. The fees payable for a gateway feature are:

- (1) A fee of \$36,016.00 per gateway feature is payable prior to the registration of a plan of subdivision.
- (2) Where the cost of construction of a gateway feature exceeds \$100,000.00, in addition to the fee payable under subsection (1), an amount equal to 15% of the value of the feature above \$100,000.00

is payable at the same time as the fee set out in subsection (1).

Historic Land Use Inventory

15. A fee of \$136.00 is payable for each property with respect to which a list of the historical land uses is requested. Such fee is payable upon request for such review.

Front Ending Application

16. An application fee of \$11,062.00 and a legal fee of \$7,384.00 are payable upon application to initiate a Front Ending Agreement.

17. Fees for the final review, approval, and inspection equal to 4.5% + HST of the value of construction costs for the Front Ending Agreement application are payable prior to the execution of the agreement by the City and commence work issuance to proceed with the works that are the subject of the Front Ending Agreement, and in accordance with the following:

- (1) Where the entire works being installed have a construction value of less than or equal to \$50,000.00, an initial fee for review, approval, inspection and release of security of \$1,000.00 is payable at the time of application.
- (2) Where the entire works being installed have a construction value of more than \$50,000.00 but less than or equal to \$300,000.00, an initial fee for review, approval, inspection and release of security of \$5,000.00 is payable at the time of application.
- (3) Where the entire works being installed have a construction value of more than \$300,000.00, an initial fee for review, approval, inspection and release of security of \$10,000.00 is payable at the time of application.
- (4) In all cases, the amount collected at the application stage pursuant to Section 17 (1), (2) or (3) of this Schedule shall be credited against the ultimate fees to be collected under Section 17 herein.

Pre-Consultation

18. A fee of \$679.00 is payable at the time of submission of an application for each phase of a required pre-consultation with respect to an application for:

- (1) official plan amendment;
- (2) zoning by-law amendment described in Rows 1 and 2 of Table 2 in

Schedule "B";

- (3) site plan control;
- (4) draft approval of a plan of subdivision;
- (5) draft approval of a vacant land condominium;
- (6) municipal review of an antenna system.

19. The fee(s) payable under Section 18 of this Schedule are

1) Non-refundable; and

20. only valid for 12 months following the date of the pre-consultation meeting.

Application Revisions Requiring Circulation Fee

21. A fee of \$4,329.00 is payable prior to the re-circulation of any of the following applications:

- (1) official plan amendment;
- (2) demolition control;
- (3) draft approval of a vacant land condominium.

Road Modification Detailed Design Review Fee

22. A separate process fee of \$2,830.00 for the review of road modification detailed designs is payable at the time of site plan control approval where proposed road modification works have not been accepted by the City at the time of approval.

Proximity Studies Fee

23. Where a study identified in Table 7 is required to be submitted as part of an application for plan of subdivision approval or site plan approval, the fee due for such study shall be, subject to Section 24, that set forth in column II, III, or IV of Table 7 of this Schedule and is payable at the same time as, and in addition to any fee payable under Schedules "C", "D", or "E" of this by-law.

24. The application fee under Table 7 is determined in accordance with the following:

- (1) The level 1 fee in column II is payable when the application is to permit development within the Development Zone of Influence and staff conclude there to be minimal anticipated impact on Confederation Line structures;

- (2) The level 2 fee in column III is payable when the application is to permit development within the Development Zone of Influence and staff conclude there to be substantial anticipated impact on Confederation Line structures anticipated;
- (3) The level 3 fee in column IV is payable when the application is to permit development on top of, or within 1 metre of a Confederation Line structure.

Re-Applications for Site Plan Control and/or Zoning Bylaw Amendments

25. An application for Zoning By-law Amendment or Site Plan Control that has been withdrawn and re-applied for within a 60 day time frame, in an effort to resolve circulation or City comments:

- (a) may re-apply for a reduced fee of \$4,329.00 and the fee is payable prior to a new circulation of the re-application; and
- (b) must pay the applicable legal fees for the subject application type as per the provisions of this By-law.

TABLE 7

Column I Technical Study/Report/Plan	Column II Level 1 Fee	Column III Level 2 Fee	Column IV Level 3 Fee
Shoring – Design & Monitoring Plan	\$586	\$2,342	\$4,685
Excavation Support System	n/a	\$586	\$1,757
Geotechnical Hydrogeological Analysis	n/a	\$1,171	\$1,171
Groundwater Control Plan	\$586	\$2,342	\$2,342
Waterproofing System	n/a	\$586	\$1,171
Structural Analysis – Loading	n/a	\$2,342	\$2,342
Fire Ventilation	n/a	\$586	\$1,171
Station Ventilation	n/a	\$586	\$1,171
Access Requirements (including AODA)	\$586	\$586	\$878
Noise and Vibration Study	\$586	\$1,171	\$2,342
EMI/Stray Current	n/a	\$586	\$586
Construction Coordination Protocols	\$586	\$1,757	\$3,514
Pre-Post Construction Surveys	\$586	\$586	\$1,757
Set-Back Requirements from Structures in the Zone of Influence	\$586	\$1,171	\$1,757
Fire/Smoke Dispersion Analysis	n/a	\$1,757	\$2,342
Crane Swing and Lifting Loads	\$586	\$1,171	\$1,757
Insurance Requirements	n/a	\$586	\$586
Property – M&L Requirements	n/a	\$586	\$1,171
Utility relocations and Installations	\$586	\$1,171	\$1,757
Entrance Connection Agreement	n/a	\$4,685	\$5,856
Security Plan	n/a	\$1,757	\$1,757
Construction As-Built Drawings	n/a	\$586	\$1,757

Rural Park Development Fee

26. A fee of \$2,561.00 per lot is payable where an agreement as part of a plan of subdivision approval provides for the payment of a rural park development contribution.

27. The fee set out in Section 25 of this Schedule shall be payable upon the initial conveyance of each lot.

Retail Business Holidays Act Exemption Application

28. A fee of \$2,720.00 is payable for an application requesting an exemption by-law associated with the *Retail Business Holidays Act*. The fee is payable at the time of the application.

SCHEDULE "H"

Heritage Applications

1. The following fees are payable for delegated heritage permits and major heritage applications:

- (1) Delegated Authority Permits – Alterations: \$279.00;
- (2) Delegated Authority Permits – Additions: \$837.00;
- (3) Minor Alterations (that require Built Heritage Committee/Council approval): \$2,340.00;
- (4) Major Alterations (that require Built Heritage Committee/Council approval): \$8,930.00;
- (5) Demolition – Part IV/Grade 1/Contributing: \$13,954.00;
- (6) Demolition – Grade 2/Non-Contributing: \$2,791.00;
- (7) New Construction in a Heritage Conservation District – Small Scale:
\$3,349.00;
- (8) New Construction in a Heritage Conservation District – Medium Scale: \$5,581.00;
- (9) New Construction in a Heritage Conservation District – Large Scale:
\$8,930.00.

2. A fee of \$222.00 is payable at the time of an application for a heritage confirmation letter.

SCHEDULE "I"

Street/Lane Opening and Closure

1. A fee of \$16,554.00, plus a legal fee of \$1,686.00, is payable at the time of an application for a street or lane opening.
2. If a "Do it Yourself Agreement" is not required by the City, \$500 of the legal fee payable under Section 1 of this Schedule will be refunded.
3. The fees payable for a street or lane closure are as follows:
 - (1) A fee of \$12,191.00, plus a legal fee of \$280.00, payable at the time of the application, for the closing of a travelled or untravelled arterial road.
 - (2) A fee of \$5,577.00, plus a legal fee of \$280.00, payable at the time of application, for the closing of any other travelled or untravelled road or lane.
4. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed as a result of an application for street opening or road closing and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed as a result of an application for street opening or road closing are payable prior to the final approval of the application.

SCHEDULE "J"

Miscellaneous Legal Fees

TABLE 8

Column "A" - Application/Agreement	Column "B" - Fee Payable
Easement	\$674.00
Encroachment	\$674.00
Encroachment, simple and/or assignment	\$275.00
Conveyance as a condition of development approval	\$275.00
Postponement Agreement	\$275.00
Partial Discharge of Mortgage	\$275.00
Maintenance and Liability Agreement	\$583.00
Amending Maintenance and Liability Agreement	\$275.00
Do it Yourself Construction Agreements	\$1,345.00
Watermain Agreements	\$275.00
Inhibiting Orders – routine	\$275.00
Inhibiting Orders – complex	\$834.00

Release of Inhibiting Order – routine	\$186.00
Release of Inhibiting Order – complex	\$834.00
Early Servicing Agreement - Subdivision	\$5,420.00
Release of Deferral Agreement	\$275.00
Communal Water/Wastewater Agreements	\$5,420.00
Private Roadway Agreement	\$674.00
Release of Easement	\$453.00
Release of Site Plan Agreement	\$453.00
Pre-Servicing Agreement – Site Plan	\$702.00
Agreements arising from Consent Application	\$1,718.00
Agreements arising from Minor Variance	\$674.00
Well Agreement	\$274.00
Other Agreements arising from Committee of Adjustment Applications	\$453.00
Amending Site Plan Agreement Not Covered by Development Application Fee	\$1,272.00
Amending Subdivision Agreement Not Covered by Development Application Fee	One-half of Primary Agreement Legal Fee

Miscellaneous Agreement Arising from Development Application	\$739.00
Release of Miscellaneous Agreements Arising from Development Applications	\$275.00
Traffic Signal Agreement	\$275.00
Municipal Covenant Agreement	\$275.00
Consolidation Agreement	\$275.00
Community Improvement Plan (Development Assistance) Grant Agreement	\$275.00
Road Modification Agreement	\$739.00
Other Agreements – complex	\$834.00
Other Agreements – Simple	\$275.00
Limiting Distance Agreement	\$347.00
Section 37 Bonus Agreement	\$275.00
Brownfield Agreement	\$275.00
Municipal Responsibility Agreement	\$1,655.00
Cost Sharing Agreement	\$1,655.00

1. In this Schedule,

“routine inhibiting order” means where conditions contained in the inhibiting order can be fulfilled at the time of registration of the plan of subdivision; and

“complex inhibiting order” means an inhibiting order where conditions contained in the inhibiting order will not be fulfilled until after the plan of subdivision is registered.

2. Fees for the final review, approval, inspection and release of security equal to 4.5% + HST of all hard servicing works (e.g. roads, sewers, watermains, sidewalks, curbs, stormwater, etc.) being installed as a result of a Do It Yourself Construction Agreement for roads, sewers and traffic signals and 2.25% + HST of all soft servicing works (e.g. lot grading, sodding, driveway treatment, etc.) being installed as a result of a Do it Yourself Construction Agreement for roads, sewers and traffic signals are payable prior to the execution of the agreement by the City.

SCHEDULE "K"

On-Site Sign Fees

1. A fee of \$679.00, plus HST is payable at the time of an application for an official plan amendment, a zoning by-law amendment, draft approval of a plan of subdivision, a site plan control complex, revision complex and master application, draft approval of a vacant land condominium, a demolition control application, or an application for a road closure, for a travelled road or lane, for two on-site signs on the property subject to the application.
2. Despite Section 1 of this Schedule, the fee payable at the time of application for a zoning by-law amendment related to the severance of a surplus farm dwelling shall be \$338.00, plus HST for one on-site sign on the property subject to the application.
3. Should the General Manager determine that more than two (2) on-site signs are required for the applications set out in Section 1 of this Schedule, or that more than one (1) on-site sign is required for the application set out in Section 2 of this Schedule, the applicant shall be invoiced in the amount of \$338.00, plus HST for each additional on-site sign.
4. No planning application described in this Schedule will be processed by the approval authority unless and until the applicable fees described herein are paid in full.

SCHEDULE "L"

Municipal Review of Antenna Systems

1. A fee of \$3,928.00 is payable at the time of an application for Municipal Review of an Antenna System, where such application is required pursuant to the Council- approved Municipal Concurrence and Public Consultation Process for Antenna systems for an antenna system as defined under that process.
2. A fee of \$439.00 is payable at the time of an application for Municipal Review of an Antenna system, where such application is required pursuant to the Council- approved Municipal Concurrence and Public Consultation Process for Antenna systems for a residential use antenna system as defined under that process.
3. No application described in Sections 1 or 2 of this Schedule will be processed by the City unless and until the fee described in Sections 1 or 2 is paid in full.

SCHEDULE “M”

Miscellaneous Fees Related to Planning Applications

1. The fees to be collected pursuant to Table 9 are subject to Harmonized Sales Tax (H.S.T.) or any successor sales tax program thereto, where applicable.

TABLE 9

Column “A”	Column “B”
Fence Viewer Fee	\$420.00
Administration / Research Fee (per street segment)	\$89.00
Customization Fees/Electronic File Translation:	
Production of Customized Map, Data or Engineering Plan (hourly rate)	\$124.00
Aerial photography, base mapping, and LiDAR	
Aerial Base Vector Mapping	\$155.00
Aerial Ortho-Imagery	\$155.00
Aerial LIDAR	\$155.00
3D Building (Production of customized fee might apply)	\$155.00
Engineering, UCC Central Registry Plans, Thematic and Cartographic Maps	
Engineering plans - pdf	\$16.50
Engineering plans CAD or GIS file	\$48.00
Central Registry Plans - CAD	\$152.00
Central Registry Plans - pdf	\$48.00

General land use maps and online store maps - print copy	\$16.50
General land use maps - pdf	\$124.00
Water / Wastewater Distribution / Collection Plans:	
1:2500 scale - .pdf	\$48.00
Water/Wastewater - CAD/GIS files 1:2000	\$152.00
Engineering / Geotechnical Reports/Studies:	
Cost per digital report	\$36.00

BY-LAW NO. 2023 - 139

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A by-law of the City of Ottawa to impose fees for planning applications and to repeal By-law No. 2022-239.

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Enacted by City Council at its meeting of March 22, 2023.

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LEGAL SERVICES
TCM/AM – G04-01-14-FEE

COUNCIL AUTHORITY:
City Council – March 1, 2023 Budget
motion 2023 - 09/03