

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 32-2016**

**A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR PROCESSING APPLICATIONS IN  
RESPECT OF PLANNING MATTERS**

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**BEING A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR PROCESSING APPLICATIONS IN  
RESPECT OF PLANNING MATTERS**

**WHEREAS** Section 69(1) of the *Planning Act*, R.S.O. 1990 Chapter P.13 (as amended) provides that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality, committee of adjustment or planning board; and

**WHEREAS** the Corporation of the Town of Prescott deems that any costs related to the review and processing of applications made in respect of planning matters shall be borne by the applicant(s); and

**WHEREAS** the Corporation of the Town of Prescott deems it advisable to prescribe a tariff of fees for the processing of applications received in respect of Planning matters;

**NOW THEREFORE** the Council of the Corporation of the Town of Prescott enacts as follows:

1. The applicant for a planning matter shall submit, at the time of application, the fee toward such cost in an amount equal to that established in Schedule "A" attached to and forming part of this By-law. No application shall be accepted unless the fee has been paid; and
2. That this by-law shall take effect on the date of final passing thereof; and
3. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ A FIRST AND SECOND TIME THIS 27<sup>th</sup> DAY OF JUNE, 2016.**

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**Mayor**

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**Clerk**

**READ A THIRD AND FINAL TIME AND PASSED THIS 27<sup>th</sup> DAY OF JUNE,  
2016.**

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**Mayor**

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**Clerk**

**SCHEDULE "A"**  
**TO**  
**BY-LAW NO. 32-2016**

**TARIFF OF FEES FOR PLANNING MATTERS**

The fee for processing the following planning applications shall be as prescribed below:

<b>ITEM</b>	<b>TYPE OF APPLICATION</b>	<b>FEE</b>
1.	Official Plan Amendment	\$ 2000
2.	Zoning By-law Amendment	\$ 1500
3.	Temporary Use By-law	\$ 1000
4.	Application for Removal of Holding Symbol	\$ 500
5.	Site Plan Control (minor development)	\$ 750
6.	Site Plan Control (major development)	\$ 1500
7.	Minor Variance	\$ 500
8.	Zoning /Official Plan Compliance Letters	\$ 50.00
9.	Consent Review	
a.	New Lot plus an additional \$300.00 for each new lot to be processed at the same time and on the same lot.	\$ 500

- b. Lot Addition \$ 500  
plus an additional \$300.00 for each lot addition to be processed at the same time and on the same lot.
  
- 10. Plan of Subdivision Review \$ 2000  
per application up to 5 new lots.  
Plus an additional fee of \$100.00 per lot, for each lot over and above 5 new lots.
  
- 11. Condominium Plan \$ 2000  
per application up to 5 units  
plus an additional fee of \$100.00 per unit, for each unit over and above 5 units.
  
- 12. Condominium Exemption \$ 1500
  
- 13. Ontario Municipal Board
  - a. If a matter is appealed to the Ontario Municipal Board in which the Town has supported the application by the passing of a by-law or has granted approval, the Town will require from the applicant a deposit of \$2000 towards the hearing and the preparation thereof, and the applicant will be responsible for all actual costs incurred by the Town at the Ontario Municipal Board in support of the application.
  
  - b. The applicant is responsible for all legal and other professional fees incurred by the municipality for any and all hearings referenced in Subsection 13 a. The choice of whether to actively participate in the hearing and the use of outside professional services or in-house professional services is at the sole and unreviewable discretion of the Town. The fee for the services of in-house staff is \$500.00 per day or partial day of the hearing.
  
- 14. Legal and Professional Costs
  - a. Legal costs incurred by the Town in the preparation of agreements shall be reimbursed by the proponent as a condition of the agreement in question.

- b. Where peer review of technical reports is, in the opinion of the CAO, required for the appropriate review of development applications, a \$1500 deposit shall be provided by the applicant with any additional costs to be paid by the applicant prior to the final approval of the application in question.
  
- c. In the case of a complex official plan amendment, zoning by-law amendment, subdivision or condominium plan or site plan control applications where, in the opinion of the CAO, the use of outside technical professionals is required to ensure appropriate review, the stated fee shall be considered a deposit and the applicant shall be responsible for any additional costs incurred by the Town prior to the final approval of the application in question.