

PLAN REVIEW FEE SCHEDULE
(FOR APPLICATIONS AND INQUIRIES MADE UNDER THE PLANNING ACT)

Plan Review Category	As of January 1, 2015	As of January 1, 2018
Proposal Inquiry	\$250	\$275
Minor Variance		
• Minor	\$300	\$325
• Intermediate	\$1,000	\$1,050
• Major	\$1,950	\$2,075
Consent (Severance)		
• Minor	\$375	\$400
• Intermediate	\$1,100	\$1,175
• Major	\$2,050	\$2,175
Zoning By-Law Amendment		
• Minor	\$375	\$400
• Intermediate	\$1,100	\$1,175
• Major	\$2,050	\$2,175
Official Plan Amendment		
• Minor	\$475	\$500
• Intermediate	\$1,200	\$1,325
• Major	\$2,200	\$2,325
Site Plan		
• Minor	\$400	\$425
• Intermediate	\$1,250	\$1,325
• Major	\$4,000	\$4,225
Plan of Subdivision/Condominium		
• Draft Plan Conditions		
○ Minor	\$5,000	\$5,300
○ Major	\$10,000	\$10,600
• Clearance of Conditions	\$1,500/ha	\$1,600/ha
• Draft Plan Extension	\$1,000	\$1,050
• Reactivation	\$1,000	\$1,050
• Revision Fee	\$1,000	\$1,050
Golf Courses/Aggregate Pits	\$5,000	\$5,300
Optional Expedited Review	TBD	TBD
Other Fees		
Additional Technical Review	\$75/hr	\$80/hr
Additional Site Visits	\$75/hr	\$80/hr
Application Amendments	50% of fee to a maximum of \$500	50% of fee to a maximum of \$525
File Reactivation	50% of fee to a maximum of \$500	50% of fee to a maximum of \$525

THE FINE PRINT:

Minor – An application is determined to be “Minor” where there is low risk of impact on a natural hazard or natural features and no technical letters or studies are required. Subdivisions less than 5 hectares in size are determined to be “Minor”.

Intermediate – An application is determined to be “Intermediate” where there is moderate risk of impact on natural hazards or natural features and/or the review of a single technical report/plan (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required.

Major – An application is determined to be “Major” where risk to natural hazard and natural features is high and/or the review of 2 or more technical reports/plans (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required. Subdivisions greater than 5 hectares are determined to be “Major”.

1. Applicants and/or municipalities are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to accompany the application, and to determine the appropriate fee.
2. Application fees are collected in the following fashion and must be paid before Otonabee Conservation review will commence:
 - a. Application fees for Minor Variances, Zoning By-Law Amendments and Site Plan applications are collected by the municipality.
 - b. Fees for Consents (Severance), Plans of Subdivision and Plans of Condominium will be collected by the municipality within the City of Peterborough, the City of Kawartha Lakes and the Municipality of Trent Hills. Fees for Consent (Severance), Plans of Subdivision and Plans of Condominium within the County of Peterborough will be invoiced to applicants directly.
 - c. Fees for Official Plan Amendments will be collected by the municipality within the City of Peterborough, the City of Kawartha Lakes, the Township of Douro-Dummer, the Township of Cavan Monaghan, the Township of Otonabee-South Monaghan and the Municipality of Trent Hills. Fees for Official Plan Amendments will be invoiced to the applicant directly within the Township of Asphodel-Norwood and Selwyn Township.
3. Otonabee Conservation reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment or for applications that have not been included in the above table.
4. Consolidated Planning Act applications will be subject to only the higher of the application fees if submitted within a one year time period.
5. Peer review fees will be recovered when a report contains information that is beyond the scope of Otonabee Conservation’s in-house expertise OR come to a third-party resolution where there is conflict.
6. Otonabee Conservation reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs
7. The net hectare fee required for Clearance of Conditions will exclude lands outside of the development limit (e.g., natural hazards, natural heritage features and buffers). This fee will be capped at \$25,000.
8. Fees for applications requiring technical review are based on the initial submission and two resubmissions. Submissions beyond those three will be reviewed and charged at the hourly technical review rate.
9. Fees for amendments to applications are charged when the proposed development is modified after planning approval has been granted. Application Amendment fees are based on the fee in place at the time the amendment request is made.
10. A File Reactivation fee is charged for applications that have been dormant for over one year. File Reactivation fees are based on the fee in place at the time of reactivation.
11. All studies submitted to Otonabee Conservation for review become the property of the Authority and the information may be used by Otonabee Conservation and its member municipalities. In order for members of the public to view any studies, plans and reports related to a permit, a formal request under the Municipal Freedom of Information Protection and Privacy Act, PRSO 1990, c M. 56 is required. Access is subject to statutory exemptions.