

# Cash-In-Lieu of Parking Policy #0060 User Guide

## Where in the City is Cash-In-Lieu (CIL) of parking allowed?

Parking Areas 1, 2 & 3 as per Schedule E of the City's Comprehensive Zoning By-law #97-123.

Notwithstanding, CIL of parking is also permitted for **Affordable Housing** units (defined in Appendix A) **in all parking areas**.

## What building types are eligible for CIL of parking?

Only residential **Apartment Dwellings** (defined in Appendix A), including residential parking spaces in mixed-use developments, are eligible for CIL of parking in applicable areas.

Notwithstanding, CIL of parking may be used for the non-residential parking component for non-residential buildings, or for the non-residential parking component of a mixed-use building, only in Parking Area 1.

CIL of parking may also be used for Single Unit Dwellings, Semi-Detached Dwellings, Street Townhouse Dwellings, Three-Unit Dwellings, Four-Unit Dwellings, and Additional Residential Units (ARUs) in Parking Area 1.

Appendix B provides a CIL of parking eligibility decision tree.

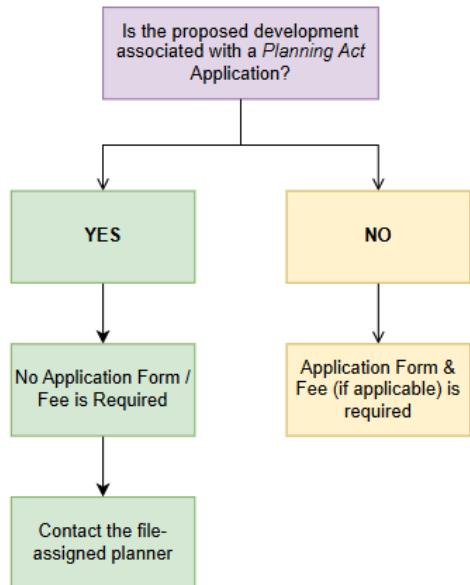
## What parking space types are eligible for CIL of parking?

- Standard residential parking spaces, including visitor parking spaces;
- Non-residential parking spaces, where applicable (only in Parking Area 1); and
- Type B accessible parking spaces, when one of the following conditions are met:
  - The proposal incorporates an accessible drop-off area, or a designated on-street passenger drop-off/pick-up zone is available; or
  - The development proposal includes a car-share program with an accessible vehicle in its fleet; or
  - The development is located within 200 metres of a **Major Transit Hub** (defined in Appendix A).

## What submission materials are needed for a CIL of parking application?

- A complete CIL of Parking Application Form and associated fees, if needed (see below),
- A site plan or sketch of the subject lands including a zoning statistics table,
- Parking Justification Report (PJR), if needed (see Appendix C),
- The CIL of parking fee calculation (see below),
- A complete Owner Authorization Form, if applicable.

## Is a CIL of parking application or application fee needed?



## When is a Parking Justification Report (PJR) Required?

A Parking Justification Report is required in the following instances, based on Parking Area:

### Parking Area 1:

- For non-residential buildings, or the non-residential parking component in a mixed-use building.

### Parking Area 2:

- Developments with 5 to 10 residential units where the approval of a CIL of parking request will result in less than 3 on-site parking spaces (on the same parcel as the residential or mixed-use development), and/or
- Developments with 11 or more residential units where the CIL of parking request exceeds 40% of the parking spaces otherwise required by the **Regulating By-law** (defined in Appendix A).

### Parking Area 3:

- Developments with 5 to 10 residential units where the CIL of parking request resulting in less than 3 on-site residential parking spaces (on the same parcel as the residential or mixed-use development), and/or
- Developments with 11 or more residential units where the CIL of parking request exceeds 40% of the parking spaces otherwise required by the **Regulating By-law** (defined in Appendix A).

**Appendix C** provides a decision tree to determine when a Parking Justification Report is required.

### Who approves a CIL of parking requests?

The City's Director, Planning, Development and Urban Design is the **Approval Authority** (defined in Appendix A) for all CIL of parking requests.

### CIL of parking agreement

Before a Building Permit is issued, a registered agreement (**Cash-In-Lieu of Parking Agreement** [defined in Appendix A] or Site Plan Agreement) is required and shall identify the number of parking spaces paid in lieu.

A more detailed breakdown of the CIL of parking formula(s) and their inputs can be found within the Cash-In-Lieu of Parking Policy #0060.

The 2025/2026 CIL of parking fee per parking space is summarized below. If multiple types of parking spaces apply, the total contribution will be the sum of all relevant costs. The per-space rate applies to all eligible spaces. For example, in Area 3, if 15 standard spaces are seeking CIL of parking, the rate of \$19,833.60 per space applies to each of the 15 spaces.

Total no. of parking spaces seeking CIL	Area 1 & 2	Area 3
Standard parking spaces (including visitor parking spaces)		
1 to 10 parking spaces	\$10,846.5 / space	\$14,875.2 / space
11 to 20 parking spaces	\$15,185.1 / space	\$19,833.6 / space
More than 20 parking spaces	\$19,523.7 / space	\$24,792.0 / space
Non-residential parking spaces		
1 to 10 parking spaces	\$12,396.0 / space	\$14,875.2 / space
11 to 20 parking spaces	\$17,354.4 / space	\$19,833.6 / space
More than 20 parking spaces	\$22,312.8 / space	\$24,792.0 / space
Type B accessible parking spaces		
Any number of parking spaces	\$49,584 / space	\$49,584 / space
Parking spaces for Affordable Housing units		
Any number of parking spaces	\$5,423.25 / space	\$6,198.0 / space
Residential parking spaces for designated heritage buildings		
Any number of parking spaces	\$10,846.5 / space	\$14,875.2 / space

#### Please Note:

- Nothing in the CIL of Parking Policy shall be construed to require Council, or their delegate, to enter into a CIL of Parking Agreement where Council, or their delegate, desires the establishment of physical parking spaces in association with a development, and in accordance with a **Regulating By-law**.

### Example CIL of parking calculation:

An **Apartment Building** is being constructed in Parking Area 3 with a total of 50 residential units. Ten of the 50 units will be **Affordable Housing** units. The **Regulating By-law** requires 0.5 parking spaces per unit, plus 0.10 parking spaces per unit for visitors. Therefore, the following is required:

25 Standard residential parking spaces

(0.5/unit x 50) [5 of which will serve the **Affordable Housing** units]

5 Visitor parking spaces

(0.10/unit x 50)

2 Accessible parking spaces

(1 Type A & 1 Type B)

The subject property can only accommodate 20 on-site parking spaces. The development proposal also includes an accessible drop-off area, making the Type B accessible parking space eligible for CIL of parking. Based on this, the developer will pay CIL for 12 parking spaces (including 1 Type B accessible parking space).

#### CIL of Parking Fee Calculation:

- Parking Spaces for Affordable Housing Units  
5 parking spaces  $\times$  \$5,423.25 = \$27,116.25
- Type B Accessible Parking Space  
1 parking space  $\times$  \$49,584.00 = \$49,584.00
- Standard Parking Spaces (Including Visitor Parking Spaces)  
6 parking spaces  $\times$  \$19,833.60 = \$119,001.60

Total CIL of Parking Fee: \$195,701.85

## Appendix A – CIL of Parking Definitions

For the complete list of definitions related to the CIL of Parking Policy, refer to Policy #0060.

**“Affordable Housing”** – for the purposes of CIL of parking, affordable housing is considered either:

- a building or units within a building that have received funding approval under the Municipal Incentive Program within the City’s Affordable Housing Community Improvement Plan, or any successor program or plan; or
- affordable residential units (rental or ownership) as defined by the market- and income- based thresholds established by the Province of Ontario in accordance with the Development Charges Act (DC Act).

To be eligible, affordable residential units must be secured through City-enabled legal agreements ensuring affordability for a minimum period of 25 years.

**“Apartment Dwelling”** – as defined in the City’s Comprehensive Zoning By-law #97-123 or Regulating By-law.

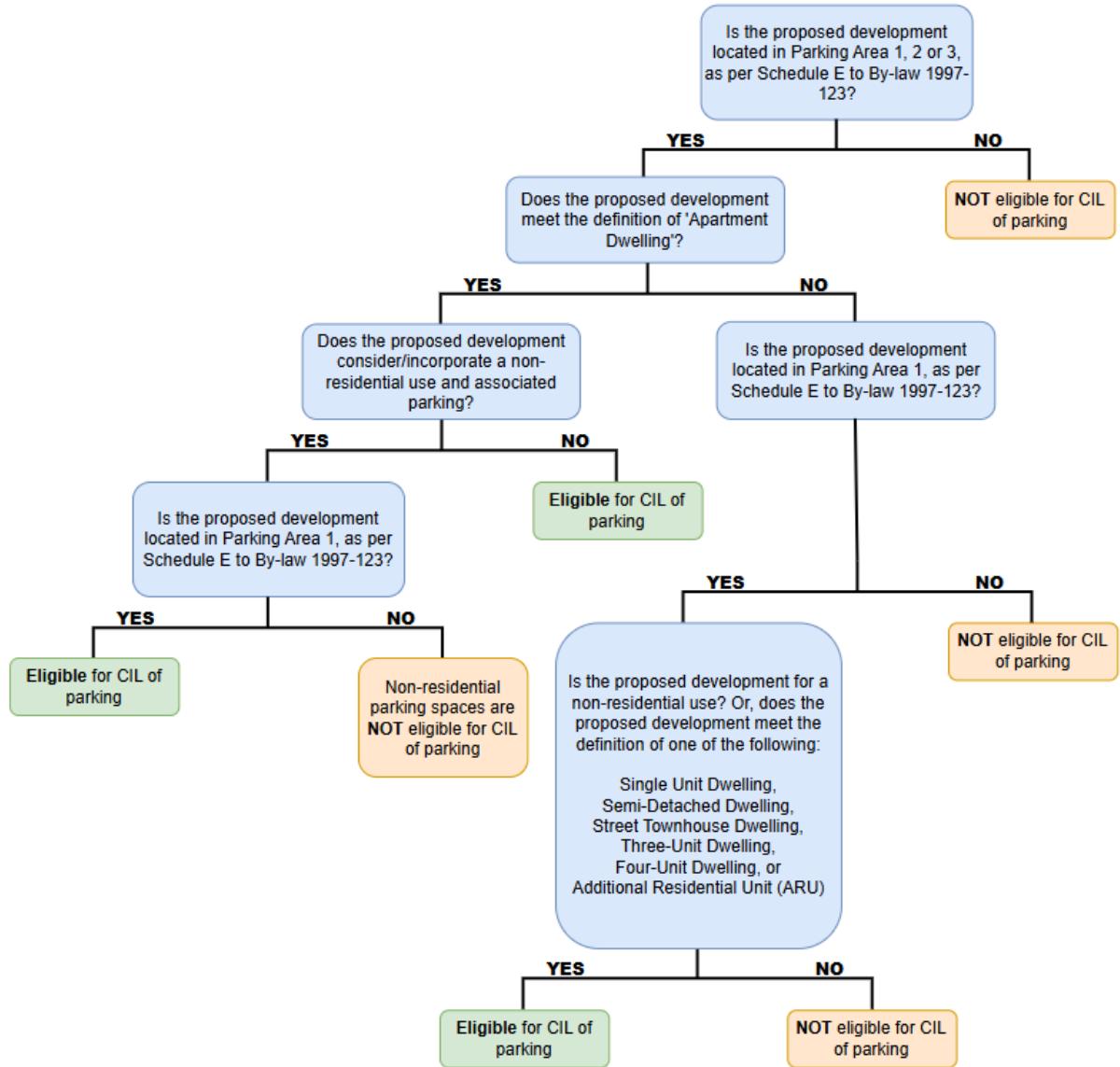
**“Approval Authority”** – refers to City Council or their designate, authorized to make final decisions on a Cash-in-Lieu of Parking application, including determinations of eligibility and the accuracy of the associated CIL of parking calculation.

**“Cash-in-Lieu of Parking Agreement (Agreement)”** – a legal agreement between the City and a property owner, notice of which is registered on title, that relieves the owner or tenant from providing some or all of the on-site parking spaces otherwise required under a Regulating By-law in exchange for a monetary contribution. The agreement sets out the terms and conditions of the CIL of parking, including the amount payable, the calculation method, and any applicable conditions of approval.

**“Major Transit Hub”** – a location with enhanced transit amenities that supports multiple municipal transit routes, allowing for connections, waiting, and seamless transfers.

**“Regulating By-law”** – the City of Peterborough Comprehensive Zoning By-law #1997-123, as amended, or any successor thereto and includes a Community Planning Permit By-law.

## Appendix B - CIL of Parking Eligibility Decision Tree



## Appendix C - Parking Justification Report Decision Tree

