

General Statement of Policy:

7.01 It shall be the policy of Region of Queens Municipality to have guidelines for advertising deposits for rezonings, text amendments, development agreements and variances, and fees for other services provided by the Planning and Development Department.

Policy Regulations:

7.02 The fee for amendments to a planning document shall be the actual cost of advertising, printing of materials and postage as required by the *Municipal Government Act*. Applications for a rezoning or amendment to a planning document shall be accompanied by a deposit of \$750.00. Should the actual costs associated with these processes be greater than the deposit, then the applicant shall be responsible for the outstanding balance. However, if the actual costs are less than the deposit, then the Municipality shall refund the balance to the applicant.

7.03 The fee for a development agreement or substantive amendment to a development agreement, shall be the actual cost of advertising, printing of materials, postage and registry fee as required by the *Municipal Government Act*. Applications for a development agreement shall be accompanied by a deposit of \$850.00. Should the actual costs associated with this processes be greater than the deposit, then the applicant shall be responsible for the outstanding balance. However, if the actual costs are less than the deposit, then the Municipality shall refund the balance to the applicant.

7.04 The fee for applications for subdivision approval shall be \$100.00.

7.05 The fee for a development permit application shall be \$10.00.

7.06 The fee for a zoning confirmation letter shall be \$25.00 per parcel of land.

7.07 The fee for processing a variance application, as described in the *Municipal Government Act*, shall be \$25.00.

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- 7.08 The fee for a site plan approval application, as described in the *Municipal Government Act*, shall be \$25.00.
- 7.09 The fee for a copy of a specific Municipal Planning Strategy and Land Use Bylaw shall be \$25.00.
- 7.10 The fee for a copy of the Region's Subdivision Bylaw shall be \$10.00.
- 7.11 The fee for a copy of the Region's Municipal Services Specification Manual shall be \$10.00.
- 7.12 Copies of all other planning documents not specifically covered by this policy and available at the Region's Planning and Development Department shall be \$5.00 per document.
- 7.13 The fee for photocopies of large maps or plans shall be:
- (i) \$5.00 for copies less than 91.4 cm (36") in length; or
 - (ii) \$10.00 for copies greater than 91.4 cm (36") in length
- 7.14 The fee for colour large format colour printing, utilized for mapping or planning purpose, shall be:
- (i) \$10.00 for copies less than 91.4 cm (36") in length; or
 - (ii) \$10.00 + \$1.00 per lineal foot exceeding 91.4 cm (36") in length
- 7.15 The fee for photocopies of maps up to 27.94 cm (11") 43.18 cm (17") shall be \$1.00 per photocopied page.
- 7.16 Custom maps prepared by the Planning and Development Department, 91.4 cm (36") by 91.4 cm (36"), shall be \$25.00.
- 7.17 The fee to scan large maps or plans to a digital file shall be \$10.00. Customer to supply own portable storage device.

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Policy Procedure (for Sections 7.02, 7.03, 7.04, 7.05 and 7.06):

- 7.18 The applicant is required to fill out the appropriate Region of Queens Municipality's Application form or a letter requesting a particular planning department service, accompanied by a cheque in the appropriate amount. No requests will be processed prior to the payment of fees in total.
- 7.19 The applicant may revoke his / her application at any time during the process and any fees incurred until that time will be payable to the Region. A refund will be given for any fees not incurred prior to the date of the application being revoked.

Approved by Council: September 13, 2022