

Schedule K – Planning Processing Fees and Charges
To
2024 Fees and Charges Overarching Report
Staff Report to Council

**TOWN OF NEWMARKET
2024 USER FEES
Planning Processing**

Effective Date: January 1, 2024

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2023 FEE BEFORE TAX	2024 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Department: <u>Planning</u>							
Official Plan and Zoning By-law Amendments							
Official Plan Amendment	Each	Y	\$28,482.47	\$29,450.87	\$3,828.61	\$33,279.48	3.4%
Zoning By-law Amendment	Each	Y	\$22,908.75	\$23,687.65	\$3,079.39	\$26,767.04	3.4%
Removal of Holding (H)	Each	Y	\$4,269.80	\$4,414.97	\$573.95	\$4,988.92	3.4%
Plans of Subdivision							
Subdivision - Residential	Base fee	Y	\$83,503.53	\$86,342.65	\$11,224.54	\$97,567.19	3.4%
	Plus per unit	Y	\$216.19	\$223.54	\$29.06	\$252.60	3.4%
Subdivision - Commercial	Base fee	Y	\$89,593.15	\$92,639.32	\$12,043.11	\$104,682.43	3.4%
	Plus per hectare	Y	\$1,657.36	\$1,713.71	\$222.78	\$1,936.49	3.4%
Subdivision - Industrial	Base fee	Y	\$92,079.26	\$95,209.95	\$12,377.29	\$107,587.24	3.4%
	Plus per hectare	Y	\$414.33	\$428.42	\$55.69	\$484.11	3.4%
Subdivision - Institutional	Base fee	Y	\$91,249.38	\$94,351.86	\$12,265.74	\$106,617.60	3.4%
	Plus per hectare	Y	\$828.68	\$856.86	\$111.39	\$968.25	3.4%
Revision of Draft Plan Approval Requiring Circulation	Each application	Y	\$3,223.04	\$3,332.62	\$433.24	\$3,765.86	3.4%
Revision to Conditions of Draft Approval	Each application	Y	\$3,223.04	\$3,332.62	\$433.24	\$3,765.86	3.4%
Extension of Draft Approval	Each application	Y	\$1,611.51	\$1,666.30	\$216.62	\$1,882.92	3.4%
Registration of each Phase of a Plan	Each	Y	\$1,611.51	\$1,666.30	\$216.62	\$1,882.92	3.4%
Part Lot Control	Each	Y	\$2,022.97	\$2,091.75	\$271.93	\$2,363.68	3.4%
Draft Approval and Final Registration Coordination Fee (payable at time of draft approval)							
Industrial Subdivisions		Y	\$23,428.01	\$24,224.56	\$3,149.19	\$27,373.75	3.4%
Residential Subdivisions (more than 30 lots)		Y	\$23,440.06	\$24,237.02	\$3,150.81	\$27,387.83	3.4%
All other Subdivisions		Y	\$17,571.88	\$18,169.32	\$2,362.01	\$20,531.33	3.4%

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Coordination Fee for Engineering Drawing Submissions beyond 4th Submission (payable at time of 5th submission)							
Industrial Subdivisions		Y	\$5,743.01	\$5,938.27	\$771.98	\$6,710.25	3.4%
Residential Subdivisions (more than 30 lots)		Y	\$5,743.01	\$5,938.27	\$771.98	\$6,710.25	3.4%
All Other Subdivisions		Y	\$2,871.49	\$2,969.12	\$385.99	\$3,355.11	3.4%
Prepare Sales Office Agreement		Y	\$1,269.67	\$1,312.84	\$170.67	\$1,483.51	3.4%
Site Plan Approval							
Residential or residential and other uses	Each	Y	\$42,907.58	\$44,366.44	\$5,767.64	\$50,134.08	3.4%
Per residential unit	Plus per unit	Y	\$216.19	\$223.54	\$29.06	\$252.60	3.4%
GFA of other uses	Per additional m2	Y	\$7.61	\$7.87	\$1.02	\$8.89	3.4%
Industrial, Commercial, Institutional	First 1,800 m ² of gross floor area	Y	\$14,040.52	\$14,517.90	\$1,887.33	\$16,405.23	3.4%
	Per additional m2	Y	\$7.61	\$7.87	\$1.02	\$8.89	3.4%
Single-detached or Semi-detached Lot (leading agreement)	Per lot	Y	\$866.77	\$896.24	\$116.51	\$1,012.75	3.4%
Single-detached or Semi-detached Lot (amending agreement)	Per lot	Y	\$1,271.26	\$1,314.48	\$170.88	\$1,485.36	3.4%
All Other	Each	Y	\$13,773.48	\$14,241.78	\$1,851.43	\$16,093.21	3.4%
Technical resubmission after the third submission	Each	Y	\$1,040.38	\$1,075.75	\$139.85	\$1,215.60	3.4%
Minor revisions to approved plans	Each	Y	\$563.75	\$582.92	\$75.78	\$658.70	3.4%
Commercial roof top patios	Each	Y	\$563.75	\$582.92	\$75.78	\$658.70	3.4%
Plans of Condominium							
Condominium - Residential	Each	Y	\$38,457.81	\$39,765.38	\$5,169.50	\$44,934.88	3.4%
	Plus per unit	Y	\$216.19	\$223.54	\$29.06	\$252.60	3.4%
Condominium - All Other	Each	Y	\$9,650.06	\$9,978.16	\$1,297.16	\$11,275.32	3.4%
Condominium Exemption Request	Each	Y	\$4,203.63	\$4,346.55	\$565.05	\$4,911.60	3.4%

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Committee of Adjustment							
Consent - Severance	Each	Y	\$7,191.51	\$7,436.02	\$966.68	\$8,402.70	3.4%
Consent - Other	Each	Y	\$4,794.91	\$4,957.94	\$644.53	\$5,602.47	3.4%
Minor Variance	Each	Y	\$1,607.99	\$1,662.66	\$216.15	\$1,878.81	3.4%
Committee of Adjustment Re-circulation Fee Due to Applicant's Revisions or Applicant's Deferrals		Y	\$1,066.38	\$1,102.64	\$143.34	\$1,245.98	3.4%
Special Committee of Adjustment Meeting for Emergent Issues	Each	Y	\$1,104.16	\$1,141.70	\$148.42	\$1,290.12	3.4%
Other Matters							
Telecommunications Tower	Each	Y	\$13,577.20	\$14,038.82	\$1,825.05	\$15,863.87	3.4%
Application Reactivation Fee	Each	Y	\$728.34	\$753.10	\$97.90	\$851.00	3.4%
Tree Preservation, Protection, Replacement and Enhancement Policy Compensation	Refer to Public Works Services Fees below for amount of compensation per tree.						
Peer Review and/or External Consulting Fees	Actual cost	Y			13%		
Planning Administrative Fee for Checking Consultants' Invoices	15% of consultant's fee	Y			13%		
Town of Newmarket fee for matters appealed to Ontario Land Tribunal	Each	N	\$188.38	\$194.78	\$0.00	\$194.78	3.4%
Zoning Confirmation Letter	Each	Y	\$98.29	\$101.63	\$13.21	\$114.84	3.4%
Zoning Compliance Letters	Each	Y	\$180.77	\$186.92	\$24.30	\$211.22	3.4%
Preconsultation Deposit; Refundable if a complete application is submitted within 12 months of the preconsultation	Each	N	\$512.50	\$529.93	\$0.00	\$529.93	3.4%
Site Plan Agreement - Security Release Inspection After the First Inspection	Each	Y	\$465.48	\$481.31	\$62.57	\$543.88	3.4%
Owner Request for Change of Address	Each	Y	\$184.36	\$190.63	\$24.78	\$215.41	3.4%

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Department: <u>Engineering Services</u>							
Development Services							
Subdivision Design Standard Manual	Each	Y	\$103.87	\$107.40	\$13.96	\$121.36	3.4%
Site Alteration Permit	Owner Occupied Residential	N	\$279.82	\$289.33	\$0.00	\$289.33	3.4%
	All Other Types of Property	N	Site Alteration Permit fee (\$2,080) plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law with HST	Site Alteration Permit fee (\$2,150) plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law with HST	\$0.00	Site Alteration Permit fee (\$2,150) plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law with HST	3.4%
Engineering Checking & Inspection (40% collected at submission of application and the balance collected at execution of agreement)							
Site Plans handled fully in house	9% of the value of all site works and services outside of the buildings	Y	min. \$1,471	min. \$1,521	min. \$197.73	min. \$1,718.73	3.4%
Site Plans and Projects in which the Town's Checking Consultant is providing the design review and field monitoring services	5% Admin Fee of the value of all site works and services outside of the buildings plus checking consultant fees	Y	min. \$1,471	min. \$1,521	min. \$197.73	min. \$1,718.73	3.4%
Subdivisions	5% Admin Fee plus checking consultant fees	Y	5% Admin Fee plus checking consultant fees	5% Admin Fee plus checking consultant fees	13%	5% Admin Fee plus checking consultant fees+HST	N/A
Overhead incurred for checking Consultant Invoicing	15% Admin fee	Y	15% Admin Fee	15% Admin Fee	13%	15% Admin Fee +HST	N/A

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Other Services							
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$133.02	\$137.54	\$17.88	\$155.42	3.4%
Preparation of "Pre-servicing Agreement"	Each	Y	\$2,132 plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law, plus HST	\$2,205 plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law, plus HST	13%	\$2,205 plus Engineering Fees that are based on the percentage of the cost estimate of the works and as indicated in this By-Law, plus HST	3.4%
Hire/Retain a Consultant/Vendor and Peer Review Fees	Each	Y	Actual cost plus 15% administrative fee for the Town to retain a consultant/Vendor for the review, implementation or monitoring related to an application, as determined by the director of Engineering, or their designate.	Actual cost plus 15% administrative fee for the Town to retain a consultant/Vendor for the review, implementation or monitoring related to an application, as determined by the director of Engineering, or their designate.	13%	Actual cost plus 15% administrative fee for the Town to retain a consultant/Vendor for the review, implementation or monitoring related to an application, as determined by the director of Engineering, or their designate.	0.0%
Site Plan Inspection for Security Release After the First Request	Each	Y	\$465.48	\$481.31	\$62.57	\$543.88	3.4%
Technical Resubmission After the Third Submission	Each	Y	\$3,017.60	\$3,120.20	\$405.63	\$3,525.82	3.4%
Preparation of any Amendment to an Existing Site Plan or Subdivision Agreement	Each	Y	\$2,132.00	\$2,204.49	\$286.58	\$2,491.07	3.4%

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Department: <u>Financial Services</u>							
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Y	5% of Security Requirement, maximum \$65,000 +HST	5% of Security Requirement, maximum \$65,000 +HST	13%	5% of Security Requirement, maximum \$65,000 +HST	0.0%
Department: <u>Public Works</u>							
Parks							
Tree Policy Compensation amount	Each	Y	\$481.75	\$498.13	\$64.76	\$562.89	3.4%
75 Compound (3") Installed by Developer	(including cost of strainers)	Y	\$4,764.55	\$4,926.54	\$640.45	\$5,567.00	3.4%
100 Compound (4") Installed by Developer	(including cost of strainers)	Y	\$7,498.98	\$7,753.95	\$1,008.01	\$8,761.96	3.4%
100 Fire Rated (4") Installed by Developer	(including cost of strainers)	Y	\$15,755.44	\$16,291.12	\$2,117.85	\$18,408.97	3.4%
150 Compound (6") Installed by Developer	(including cost of strainers)	Y	\$10,376.13	\$10,728.92	\$1,394.76	\$12,123.68	3.4%
150 Fire Rated (6") Installed by Developer	(including cost of strainers)	Y	\$20,973.22	\$21,686.31	\$2,819.22	\$24,505.53	3.4%
200 Compound (8") Installed by Developer	(including cost of strainers)	Y	\$19,803.95	\$20,477.28	\$2,662.05	\$23,139.33	3.4%
200 Fire Rated (8") Installed by Developer	(including cost of strainers)	Y	\$31,399.99	\$32,467.59	\$4,220.79	\$36,688.38	3.4%
250 Compound (10") Installed by Developer	(including cost of strainers)	Y	\$25,558.24	\$26,427.22	\$3,435.54	\$29,862.76	3.4%
250 Fire Rated (10") Installed by Developer	(including cost of strainers)	Y	\$36,325.66	\$37,560.73	\$4,882.90	\$42,443.63	3.4%
Water Meter Testing up to 1"	Per test	Y	\$271.60	\$280.83	\$36.51	\$317.34	3.4%
Missed Water Meter Appointment Fee	Per unit	Y	\$37.56	\$38.84	\$5.05	\$43.89	3.4%
Meter Seal - Return Visit	Per unit	Y	\$188.74	\$195.16	\$25.37	\$220.53	3.4%
Meter - Installation of MXU Smart point only	Per unit	Y	\$128.89	\$133.27	\$17.33	\$150.60	3.4%

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Department: <u>Legal Services</u>							
NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of \$288.00 per lawyer and \$113.00 per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to external counsel fees, registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.							
SUBDIVISION/CONDOMINIUM DEVELOPMENT (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements including external counsel fees are recovered at full cost.)							
Residential Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	Each	Y	\$11,327.48	\$11,712.61	\$1,522.64	\$13,235.25	3.4%
Plus Additional Fee for Each Lot - 101 to 250 Lots	Per lot	Y	\$38.37	\$39.67	\$5.16	\$44.83	3.4%
Plus Additional Fee for Each Lot - 251 to 400 Lots	Per lot	Y	\$25.21	\$26.07	\$3.39	\$29.46	3.4%
Plus Additional Fee for Each Lot – 401 and over	Per lot	Y	\$16.44	\$17.00	\$2.21	\$19.21	3.4%
Additional legal work required beyond four engineering drawing submissions and/or required as a result of unusual complexity	Hourly	Y	Based on hourly rate	Based on hourly rate	13%	Based on hourly rate	N/A
Standard Subdivision Agreement	Each	Y	\$7,264.80	\$7,511.80	\$976.53	\$8,488.34	3.4%
Amendments to Standard Subdivision Agreement	Each	Y	\$2,205.64	\$2,280.63	\$296.48	\$2,577.11	3.4%
Commercial/Industrial Subdivision	Base fee	Y	\$7,331.67	\$7,580.95	\$985.52	\$8,566.47	3.4%
Commercial/Industrial Subdivision	Per acre	Y	\$151.28	\$156.42	\$20.34	\$176.76	3.4%
Security Release Requests - Subdivision	Each	Y	\$403.42	\$417.14	\$54.23	\$471.36	3.4%
Security Reduction Requests - Subdivision	Each	Y	\$207.19	\$214.23	\$27.85	\$242.08	3.4%

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SITE PLAN (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements including external counsel fees are recovered at full cost.)							
Standard Site Plan Agreement	Each	Y	\$1,742.47	\$1,801.71	\$234.22	\$2,035.94	3.4%
Public / Private Schools - Standard Site Plan Agreement	Each	Y	\$708.08	\$732.15	\$95.18	\$827.33	3.4%
Amendment to Site Plan Agreement (includes amendment to head agreement)	Each	Y	\$708.08	\$732.15	\$95.18	\$827.33	3.4%
Security Release Requests - Site Plan	Each	Y	\$392.43	\$405.77	\$52.75	\$458.52	3.4%
Security Reduction Requests - Site Plan	Each	Y	\$201.55	\$208.40	\$27.09	\$235.50	3.4%
LEGAL WORK RELATED TO COMMITTEE OF ADJUSTMENT OR ONTARIO MUNICIPAL BOARD DECISIONS (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements including external counsel fees are recovered at full cost.)							
Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	Each	Y	\$712.56	\$736.79	\$95.78	\$832.57	3.4%
Amendment to a Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	Each	Y	\$1,753.99	\$1,813.63	\$235.77	\$2,049.40	3.4%
Conveyance of land (As required as a condition of a minor variance or consent application and/or OMB decision)	Each	Y	\$679.67	\$702.78	\$91.36	\$794.14	3.4%
OTHER							
Agreements / Legal Issues / Documents not listed above.	Hourly	Y	N/A	To be billed hourly based on time spent at the rate listed above	13%	To be billed hourly based on time spent at the rate listed above	N/A