

Fee: \$1,000.00
Deposit: \$1,000.00

\$2,000.00

THE PLANNING ACT

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

File No. _____

The undersigned hereby applies to the *Committee of Adjustment* for the *Township of Melancthon* under Section 45 of the **Planning Act**, for relief, as described in this application, from By-law No. _____ (as amended)

1. Name of Owner _____ Telephone No. _____

2. Address _____

3. Name of Agent (if any) _____ Telephone No. _____

4. Address _____

Please Note: Unless otherwise requested, all communications will be sent to the agent, if any.

5. Names and addresses of any mortgagees, holders of charges or other encumbrances:

6. Nature and extent of relief applied for:

7. Why is it not possible to comply with the provisions of the by-law?

8. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):

9. Type of access to subject property:

Provincial Highway _____	County Road _____
Year Round Municipal Road _____	Seasonal Municipal Road _____
Unopen Road Allowance _____	Private Right-of-way _____
Other, please specify _____	

If proposed access is by water, what boat docking and parking facilities are available on the mainland?
 Specify _____

10. Dimensions of land affected:

Frontage _____

Depth _____

Area _____

Width of street _____

11. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing _____

Proposed _____

12. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines):

Existing _____

Proposed _____

13. Date of acquisition of subject land:

14. Date of construction of all buildings and structures on subject land:

15. Existing uses of the subject property:

16. Proposed uses of the subject property:

17. Existing uses of abutting properties:

18. Length of time the existing uses of the subject property have continued:

19. Municipal services available (check appropriate space or spaces)

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Septic
Existing	[]	[]	[]	[]	[]	[]
Proposed	[]	[]	[]	[]	[]	[]

20. Present Official Plan provisions applying to the land:

21. Present Zoning By-law provisions applying to the land:

22. Has the owner previously applied for relief in respect of the subject property?

_____ Yes _____ No

If the answer is yes, describe briefly:

23. Is the subject property the subject of an application under the Act for a consent or for approval of a plan of subdivision under section 52 of the Planning Act?

___ Yes ___ No

If yes, please specify the file number _____

24. The applicant shall attach to each copy of this application a sketch showing the following:

- I. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

UPON SUBMISSION OF THIS APPLICATION THE APPLICANT AGREES:-

1. That the fee submitted with this application covers only routine processing costs (i.e. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (i.e. planning, legal or engineering fees, LPAT Hearing costs, agreements, special studies, other approvals or applications and any other related matters) will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.
2. To pay the application fee in full prior to the processing of this application.
3. To allow the Committee of Adjustment to site inspect the property in consideration for this application.

Affidavit or Sworn Declaration

I, _____ of the _____ of _____

in the _____ of _____ solemnly declare that all the statements contained in this application and all the information provided is true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me _____

Date: _____

at the _____

in the _____

Signature of Applicant: _____

this _____ day of _____

A Commissioner, etc.

Authorizations:

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application on his/her behalf, must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make Application and for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to act as my agent for the purpose of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Property Owners Name:

Location of Property:

Please use this space for your sketch.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of the property.



Permit and Planning Fee Schedule

Fees for planning and development related services under Section 21 (m.1) of the *Conservation Authorities Act*, as approved by the NVCA Board of Directors, effective March 18, 2016

Call before you apply! Before you submit an application, call NVCA planning staff at 705-424-1479 for a free consultation on your proposal. NVCA staff will go over your proposed plan, help you understand the timeline for application and review, and provide you with application pricing.

Official Plans and Zonings	
Official Plans and Secondary Plans	General Levy
Comprehensive Zoning By-law	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$500
Additional fee for technical study review	\$750
Letter of approval (no technical review or site inspection required)	\$100
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	
Minimum Fee	\$12,500
Maximum Fee (See Note 1)	\$100,000
Lot/Unit fee and Net hectare fee	\$3,300 per hectare
Site Plans	
Letter of Approval (no technical review or site inspection required)	\$525
Minor: Site Plan Area less than 2 ha	\$1,500
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,500
Major: Site Plan Area more than 4 ha (Additional 1250/ha fee charge for sites over 10 ha.)	\$13,500
Site Plan: Residential (multi-unit)	Use Residential Subdivision Fees
Golf Courses	
New Golf Courses	\$15,000

Aggregate Proposals	
Minimum fee for Below Water Table	\$12,500
Maximum fee for Below Water Table	\$100,000
Net hectare fee for Below Water Table	\$1,250/ha
Above water table proposals or expanded extraction within a licensed area	\$12,500
Consents	
Base Fee	\$300
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Minor Variances	
Base Fee	\$200
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Niagara Escarpment Commission Applications	
Base Fee	\$300
Additional fee for technical study review, for example EIS	\$500
Letter of approval (no technical review or site inspection required)	\$100
Conservation Authorities Act	
Letter of Approval (site inspection not required)	\$100
Permit Application Minor Works	\$250
Permit Application Intermediate Works	\$500
Permit Application Major Works	\$1,500
Permit Application Major Works – complex	\$3,000
Agricultural Permit Applications (separated in 2016)	
Letter of Approval (site inspection not required)	\$100
Minor works or works located in regulated adjacent lands	\$250
Works located within flood and/or erosion hazard	\$500
Unauthorized works	2 X permit fee

Permit application large fill projects: 250 – 1,000 m ³ (Permit application for large fill projects - See procedural guidelines for more detail.)	\$500 plus \$0.80/m ³
Permit application large fill projects: more than 1000 m ³	\$1,500 plus \$0.80/m ³
Permit – amendment	\$100
Additional fee for significant technical review	Varies
Other	
Legal/Real Estate Inquiries	\$200
Comprehensive Mapping Request (minimum fee)	\$2,000
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies
Provision of Individual Property Information	\$50
Development Pre-consultations requiring technical study review (minimum fee)	\$500

Notes:

1. The maximum review fee for plans of subdivision/condominium is \$100,000.
2. Plans of subdivision/condominium fees for will be phased as outlined in NVCA's Policy for Charging Fees.
3. When processing and reviewing consolidated planning applications (e.g., OPA/ZBA/ Subdivisions) the higher fee would be applied.
4. Plans of subdivision/condominium and site plan fees include permitting fees under the NVCA's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, Ontario Regulation 172/06.
5. A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).
6. NVCA reserves the right to reassess the review fee after 5 years of receipt of the application based on timing and receipt of technical information.
7. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.
8. Alterations or expansions to existing golf courses not requiring *Planning Act* approvals and within a regulated area will be addressed through the *Conservation Authorities Act* approval fees.

9. Permit approval will not be required from the NVCA for certain small scale projects as outlined in NVCA's Policy for Charging Fees.
10. Please see NVCA's Policy for Charging Fees for further an explanation of the minor, intermediate and major permit fee categories, as well as other matters (e.g., fee exemptions, appeal process, etc.). This document is available at www.nvca.on.ca under Planning & Permits – Policies & Guidelines.

ATTACHMENT - Costs for Mapping/GIS Requests

Fee per Map	
Pre-made NVCA General Maps (8.5x11 or 11x17 Color)	\$10
Custom Made Maps (data processing fee + printing costs)	
8.5x11 or 11x17	\$10
17x22	\$20
22x34	\$25
24x36	\$30
Add Ortho Imagery to a 17 X 22 or larger map	Add \$10
Digital Maps	
Data Processing Fee -The fee for data preparation will be based on an hourly administration cost of the GIS Department's time for compiling and processing the requested information.	Varies
Products	
Digital Ortho Imagery	\$75 per tile
Packaged GIS Datasets	
Price will vary depending on level of complexity of the data and the time put into processing i.e., Generic Regulation Mapping \$2000	Varies

Alternative Formats – If you require this document in an alternative format, please contact the NVCA at 705-424-1479 or admin@nvca.on.ca

Rev. 03/16



Administration Centre: 400 Clyde Road, PO Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4841 www.grandriver.ca

TO: Municipal Clerks, Planning, Building and Engineering Staff, and Adjacent CA's

FROM: Nancy Davy, Director of Resource Management
Fred Natolochny, Supervisor of Resource Planning
Melissa Larion, Supervisor of Resource Planning

DATE: December 10, 2019

SUBJECT: GRCA Permit, Plan Review, and Inquiry Revised Fees
Effective January 1, 2020

The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for GRCA Permit, Plan Review and Inquiry services. The fees will be implemented throughout the Grand River watershed effective January 1, 2020.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedules are available to municipal staff and prospective applicants.

In order to assist the public more efficiently, the GRCA has provided a free, web-based mapping tool to provide guidance on the areas regulated by the GRCA. This will help determine if a property is within the Grand River Watershed and whether it is subject to Ontario Regulations 150/06. The Map Your Property tool can be found at: <https://www.grandriver.ca/en/Planning-Development/Map-Your-Property.aspx>. Please note, this tool is to be used for reference only and is not intended to constitute advice nor to be used as a substitute for specific advice from a qualified planner.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality. GRCA permits may be applied for online through the GRCA's online Permit Application System: <https://apps.grandriver.ca/Permits>.

If you have any questions or concerns regarding the GRCA Permit, Plan Review, and Inquiry Fees, please contact Fred Natolochny (ext. 2229) or Melissa Larion (ext. 2247) at (519) 621-2763.

Nancy Davy
Director of Resource Management
519-621-2763 ext. 2235

GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule
January 1st, 2020

PERMIT FEE SCHEDULE		
<i>Note:</i> applicants are encouraged to apply online at https://apps.grandriver.ca/Permits .		
Category of Permit Application	Fee for Development Applications	Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications
<i>Minor - Low risk of impact on natural hazards or natural feature. No technical reports required.</i>	\$420	\$420
<i>Standard - Moderate risk and/or potential impact on natural hazards or natural features. Detailed report and/or plans required.</i>	\$615	\$1,085
<i>Major - Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)</i>	\$9,365	\$6,140 Culvert/Bridge replacement \$9,365 All other applications
Category of Permit Application	Fee	
Large Fill – over 1,000m ³	\$9,365 plus \$0.50/m ³	
Works initiated prior to GRCA approval	2 times the fee for the category	
Rural Water Quality Programs or GRCA projects	\$80	
Expired Permit	\$80	
Plans amended to an approved permit	\$80	

INQUIRY SCHEDULE	
Category of Application	Fee
Title Clearance and Inquiry Fee	\$235/property

PLAN REVIEW FEE SCHEDULE	
<i>* italicized – please see Fee Notes</i>	
Category of Application	January 1, 2020 Fee
Subdivision and Vacant Land Condominium	
Base fee	\$2,295
• per net hectare	\$1,195/hectare
Applicant driven modification	\$1,530
Final clearance for registration of each stage: technical review required	\$6,140
Final clearance Processing Fee: no reports or review required	\$235
Fourth (4 th) and subsequent submission for review (same report)	\$530
Official Plan and/or Zoning Bylaw Amendment	
<i>Major</i>	\$2,290
<i>Minor</i>	\$420
Consent	
<i>Major</i>	\$1,085
<i>Minor</i>	\$420
Minor Variances	
<i>Major</i>	\$615
<i>Minor</i>	\$275
Site Plan Approval Applications	
<i>Major</i>	\$3,215
<i>Minor</i>	\$420
Complex Applications	\$9,365
Below Water Table Aggregate Applications	
No features of interest within 120 metres of licence limit	\$9,365
Features of interest within 120 metres of licence limit	\$39,215
Above Water Table Aggregate Applications	
No features of interest within 120 metres of licence limit	\$420
Features of interest within 120 metres of licence limit	\$9,365

* When reading the Permit and Planning fee schedule, please refer to the Fee Notes outlined below.

2020 Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Applicants are encouraged to submit Permit applications through the GRCA's online Permit Application System: <https://apps.grandriver.ca/Permits>.
4. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
5. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
6. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
7. *Minor Categories* – Low risk of impact on natural hazards or natural features. Plans required. No technical reports required.
8. *Standard Permit Category* – Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. Scoped technical reports required.
9. *Major Permit Category*– High hazard risk and/or potential impact to natural hazards or natural features. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
10. *Major Plan Review Category*– High or Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. One or more technical reports (may be scoped) are required.
11. *Complex Plan Review Category*- Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
12. *Large Fill* - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with *Planning Act* approvals is not considered a large fill application.
13. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
14. Permit fees are non-refundable, except where review indicates that no permit is necessary.
15. *Expired permit* - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$80 is required. Permits that have expired within the last year can be renewed through the GRCA online Permit Application System. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
16. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$30,000.
17. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
18. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
19. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
20. For Aggregate Applications, features of interest include all Natural Heritage, Natural Hazard and surface water features.



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
 Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SVCA 2020 PLAN REVIEW FEE SCHEDULE – Township of Melancthon

The SVCA Plan Review Fee Schedule is based on the Statistics Canada Consumer Price Index (CPI) for each calendar year.

The Fee Schedule will be updated on January 1st of every year by the SVCA.

TYPE OF APPLICATION	2020 FEES
Official Plan Amendment	\$250
Zoning By-law Amendment	\$250
Consent (per each new lot created)	\$250
Minor Variance	\$180
Draft Plan of Subdivision	\$70 per lot or block/ \$570 minimum. Maximum \$6960
Draft Plan of Condominium	lesser of \$70 per unit or \$1400/ha with a minimum flat fee of \$570 Maximum \$6960
Site Plan Application	lesser of \$70 per unit or \$1400/ha with a minimum flat fee of \$570 Maximum \$6960
Private "Multi-Lot" Residential Developments	\$70 per lot or block/ \$570 minimum. Maximum \$6960
Other Types of Applications	\$180.00

* CPI for the previous calendar year 1.7% (Ontario October 2018 - October 2019)

Notes and Definitions

1. The SVCA reserves the right to waive the application fee or reduce the fee on a case by case basis.
2. Fees for multiple joint applications made at the same time for the same parcel and for the same development proposal for Official Plan Amendments, Zoning By-law Amendments, Minor Variances and Consents will be discounted as follows:

First Application	Full fee per Application Review Fee above
Additional Applications	50% of full Application Review Fee per lot/application

Note: The first Application Review Fee shall always be the higher of the applicable fees.



Watershed Member Municipalities
 Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,
 Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,
 Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,
 Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

