

Table 3-3
Recommended Development Engineering Fees

Current Fee Categories	Current Fees (2023\$)	Proposed Fee Categories	Recommended Fees (2024\$)
Subdivision Engineering Review	6.10%	Engineering Review and Inspection Fees for Municipal Works (subdivision, development agreements, servicing agreements, etc.) ¹	
0 to 1,000,000		0 to 1,000,000	13.1%
1,000,000 to 2,500,000		1,000,000 to 2,500,000	11.2%
2,500,000 to 5,000,000		2,500,000 to 5,000,000	9.2%
5,000,000+		5,000,000+	7.3%
Subdivision Servicing Agreement	2,871	Subdivision Servicing Agreement	5,198
Subdivision Site Alteration Permit	1,378	Subdivision Site Alteration Permit	5,198
Site Plan Engineering Review	6.10%		
		Site Plan Engineering Review and Inspection ¹	
		Base Fee	14,556
		per unit (residential)	832
		per sq. m. (non-residential)	8.32
		Maximum Fee	389,881
		Multi-Unit Site Alteration Permit (10 units or less)	
		Base Fee	12,476
		Per Unit	1,040
Site Plan Servicing Agreement	2,871	Site Plan Servicing Agreement	5,198
		Development/Site Alteration Servicing Agreement	5,198
Site Plan Site Alteration Permit ⁴	1,378	Site Plan Site Alteration Permit - Pre Grading/Pre Servicing	5,198
Site Plan Site Alteration Permit (Shoring)	1,378	Site Plan Site Alteration Permit - Shoring	5,198
Single Residential Lot Within Site Plan Control Engineering Review and Inspection - New Construction	468	Single Residential Lot Site Alteration Permit - New Construction	1,040
Single Residential Lot Within Site Plan Control Engineering Review and Inspection - Addition to Existing	468	Single Residential Lot Site Alteration Permit - Addition to Existing	624
		Single Residential Lot Within Site Plan Control Engineering Review and Inspection - New Construction	1,560
Single Residential Lot Outside Site Plan Control - Site Alteration Permit	499		
Single Residential Lot Outside Site Plan Control - Grading/Servicing Agreement	561		
Consent Engineering Review	468	Consent Engineering Review	1,040
Consent Grading/Servicing Agreement	1,652	Consent Grading/Servicing Agreement	5,198
Site Alteration Permit - Swimming Pool, Landscape, Fill, Miscellaneous)	499	Site Alteration Permit - Swimming Pool, Landscape, Fill, Miscellaneous)	624
Site Alteration Permit - Grading Complaint Inspection Fee	101	Site Alteration Permit - Grading Complaint Inspection Fee	208
Traffic Count Data Fee - i)Intersection turning movement counts, traffic signal timing plans and collision data	95	Traffic Count Data Fee - i)Intersection turning movement counts, traffic signal timing plans and collision data	99
i)Intersection turning movement counts, traffic signal timing plans and collision data - ii)Daily traffic volumes	48	i)Intersection turning movement counts, traffic signal timing plans and collision data - ii)Daily traffic volumes	50
ii)Daily traffic volumes - iii)Traffic forecast for noise studies	116	ii)Daily traffic volumes - iii)Traffic forecast for noise studies	121
MECP fees	1,100		
Copies of drawings	1.20	Copies of drawings	1.25
Survey layout rear lot catch basin (for infill development).	776.77	Survey layout rear lot catch basin (for infill development).	807.59
Subdivision Engineering Inspection	4.20%		
Site Plan Engineering Inspection	4.20%		

1

Note: Engineering review and inspection fees for Site Plans will be calculated as the maximum of the Engineering Review and Inspection Fees for Municipal Works (subdivision, development agreements, servicing agreements, etc.) based on external municipal works and the Site Plan Engineering Review and Inspection fee

Table 3-10
Recommended Building Permit Fees

TABLE 3.1 CONSTRUCTION New buildings, additions to existing buildings (Fees include plumbing inspection services)				
Class of Permit, Occupancy Classification and Work Description		Charging Parameter	Current Fee (2023\$)	Proposed Fee (2024\$)
Group A: Assembly	Transit Station, Bus Terminal	Per sq. m.	\$21.24	32.30
	Portable Classroom(s)	Flat Fee	\$400.00	603.02
	Other Assembly Occupancies - Shell only	Per sq. m.	\$22.03	22.90
	Other Assembly Occupancies - Partitioned and/or Finished	Per sq. m.	\$37.49	\$38.98
Group B: Institutional	Shell only	Per sq. m.	\$24.75	31.76
	Partitioned and/or Finished	Per sq. m.	\$28.71	36.86
Group C: Residential	Single/semi-detached Dwelling, Townhouse, Duplex	Per sq. m.	\$17.61	26.05
	Hotel, Motel	Per sq. m.	\$27.47	28.56
	All other Multiple Unit Residential Buildings	Per sq. m.	\$23.10	24.61
	Finishing Basement	Per sq. m.	\$3.97	6.24
	Attached or Detached Garage or Other Detached Structure less than or equal to 50 m ² in floor area accessory to a Single/semi-detached dwelling, Townhouse, or Duplex	Flat Fee	300	363.89
	Attached or Detached Garage or Other Detached Structure greater than 50 m ² in floor area accessory to a Single/semi-detached dwelling, Townhouse, or Duplex	Flat Fee	450	519.84
	Unenclosed Deck or Porch attached to a Single/semi-detached Dwelling or Townhouse	Flat Fee	156.23	207.94
Group D: Business & Personal Services	Shell only	Per sq. m.	\$15.86	20.55
	Partitioned and/or Finished	Per sq. m.	\$24.12	28.07
Group E: Mercantile	Shell only	Per sq. m.	\$14.84	20.55
	Partitioned and/or Finished	Per sq. m.	\$18.86	28.07
Group F: Industrial	Shell only	Per sq. m.	\$10.25	13.95
	Partitioned and/or Finished	Per sq. m.	\$17.27	19.96
	Gas Station, Car Wash	Per sq. m.	\$12.23	14.13
	Parking Garage (underground, above ground, open air)	Per sq. m.	\$6.23	7.19
	Sales Trailer	Per sq. m.	\$9.35	14.22
	Sales Pavilion, Office	Per sq. m.	\$16.26	24.73
	Permanent Tent, Air Supported Structure	Per sq. m.	\$6.46	9.83
Miscellaneous	Mezzanines		per intended occupancy	per intended occupancy
	Mechanical Penthouse	Per sq. m.	\$9.12	11.32
	Temporary Building/Structure (less than 30 days)	Flat Fee	387.54	439.79
	Unfinished Basement to accommodate a Building moved from elsewhere	Per sq. m.	\$5.49	6.97
	Communication Tower	Flat Fee	387.54	589.64
	Installation of Solar Panels (residential)	Flat Fee	237.48	361.33
	Installation of Solar Panels (all other occupancies)	Flat Fee	237.48	361.33
	Installation of Wind Turbines	Flat Fee	156.29	237.78
	Retaining Wall		\$11.28/m of length Maximum \$573.22	\$11.00/m of length Maximum \$573.22
	Partial Permit (additional fee for each partial permit)	Flat Fee		467.86
	Farm Building	Per sq. m.	\$4.87	6.59
TABLE 3.2 ALTERATIONS / CHANGE OF USE				
Group A: Assembly	Restaurant	Per sq. m.	\$8.89	13.54
	All other Assembly Occupancies	Per sq. m.	\$5.72	8.70
Group B: Institutional		Per sq. m.	\$5.72	8.70
Group C: Residential and Additional Residential Unit		Per sq. m.	\$6.51	9.90
Group D: Business & Personal Services		Per sq. m.	\$5.72	8.70
Group E: Mercantile		Per sq. m.	\$4.37	6.64
Group F: Industrial		Per sq. m.	\$4.37	6.64
All Occupancies (other than a Single Family Dwelling)	Parking Structure Repair	Per sq. m.	\$2.16	3.28
	Balcony Guard Replacement		\$2.16/m of length	\$2.16/m of length
TABLE 3.3 DEMOLITION				
Part 9 residential structures (e.g. single, semi, townhouse, and related accessory structures)		Flat Fee	275.03	519.84
All other Occupancies		Flat Fee	437.55	1,039.68
TABLE 3.4 MECHANICAL WORK				
Group A: Assembly	Heating, Ventilation, Air Conditioning	Per sq. m.	\$1.08	1.36
Group B: Institutional	Heating, Ventilation, Air Conditioning	Per sq. m.	\$1.08	1.36
Group C: Residential	Heating, Ventilation, Air Conditioning	Per sq. m.	\$0.78	0.98
Group D: Business & Personal Services	Heating, Ventilation, Air Conditioning	Per sq. m.	\$1.08	1.36
Group E: Mercantile	Heating, Ventilation, Air Conditioning	Per sq. m.	\$0.78	0.98
Group F: Industrial	Heating, Ventilation, Air Conditioning	Per sq. m.	\$0.78	0.98
All Occupancies	Fire Alarm - Part 9	Flat Fee	218.75	332.82
	Fire Alarm - Part 3 \$218.75 per floor	Minimum Fee	437.55	453.30
	Sprinkler System \$0.44 Multiplier (\$/M2)	Minimum Fee	437.55	453.30
	Kitchen Exhaust, Spray Booth, Dust Collector	Flat Fee	437.55	665.73
	Electromagnetic Lock \$43.78 each	Minimum Fee	218.75	519.84
	Fireplace, Wood Stove	Flat Fee	108.77	165.50
Heating Plant Replacement		Flat Fee	218.75	332.82
TABLE 3.5 MISCELLANEOUS				
Occupancy of a building prior to Building Code Division C, Part 1, Subsection 1.3.3.		Flat Fee	575.03	809.91
Storage Tanks/Underground/Above Ground		Flat Fee	\$218.75/tank	400.00/tank
Swimming Pool Enclosure	In Ground		as per Site Alteration By-law	as per Site Alteration By-law
	Above Ground			

Table 3-10 Cont'd
Recommended Building Permit Fees

Class of Permit, Occupancy Classification and Work Description		Charging Parameter	Current Fee (2023\$)	Proposed Fee (2024\$)
Signs			as per Sign By-law	as per Sign By-law
TABLE 3.6 SEWAGE SYSTEMS				
New System for Residential, Farm, Commercial, Industrial or Institutional	where the structure is 185 m ² or less	Flat Fee	725.04	753.81
	where the structure is greater than 185 m ²		\$4.37 for each m2 of the structure, Maximum \$4,325.29	\$4.37 for each m2 of the structure, Maximum \$4,325.29
Communal Subsurface Sewage Disposal	where the structure is 185 m ² or less	Flat Fee	725.04	753.81
	where the structure is greater than 185 m ²		\$4.37 for each m2 of the structure, Maximum \$4,325.29	\$4.37 for each m2 of the structure, Maximum \$4,325.29
Minor alterations or repairs to a Sewage Disposal System, including replacement of the tile bed		Flat Fee	287.5	437.43
Replacement of Sewage System		Flat Fee	575.03	1,107.26
TABLE 3.7 PLUMBING				
For each Fixture, Appliance, Floor Drain, Vented Trap or Roof Hopper		Flat Fee	\$21.24	27.03
Water Services: For each Water Service	50 mm (2") or less	Flat Fee	\$30.01	45.66
	100 mm (4")	Flat Fee	\$57.48	87.44
	150 mm (6")	Flat Fee	\$87.49	133.11
	200 mm (8")	Flat Fee	\$115.01	174.98
	250 mm (10")	Flat Fee	\$145.02	220.64
	300 mm (12") or larger	Flat Fee	\$172.48	262.42
Backflow Preventer:	1" or less	Flat Fee	\$13.75	14.30
	2"	Flat Fee	\$30.01	31.20
	3"	Flat Fee	\$43.78	45.52
	4"	Flat Fee	\$57.48	59.76
Drains - Residential: Single Family Dwellings, including Townhouse and Semi-detached Dwellings. For each Residential Drain and Sewer (includes both Storm and Sanitary, inside and outside drains) For Multiple Dwellings and Apartment Buildings, see Commercial.		Flat Fee	\$145.02	187.14
Drains - Commercial: For each Storm and Sanitary Drain, inside and outside.	100 mm (4") or less	Flat Fee	\$57.48	87.44
	150 mm (6")	Flat Fee	\$87.49	133.11
	200 mm (8")	Flat Fee	\$115.01	174.98
	250 mm (10")	Flat Fee	\$145.02	220.64
	300 mm (12")	Flat Fee	\$172.48	262.42
For each conversion from Well to Municipal Water		Flat Fee	\$145.02	220.64
For each conversion including Sewer		Flat Fee	\$145.02	220.64
For each Manhole, Catch Basin, or Area Drain		Flat Fee	\$71.23	74.06
Interceptors, including Oil, Grease, Neutralizers (acid) Storm Water Treatment Structures		Flat Fee	\$71.23	74.06
Plumbing Permit (Flat Fee)		Flat Fee	\$145.02	150.77
TABLE 3.8 ADMINISTRATIVE FEES				
(a)	Construction, alteration, or mechanical work commenced prior to issuance of permit and where an Order to Comply (OTC) and/or Stop Work Order (SWO) has been issued, the permit fee prescribed in (3) shall be increased by the greater of \$129.28 or as follows:		SFD/ Part 9 Buildings: Home owners: 0% if OTC issued 25% if SWO issued Builders: 0% if OTC issued 50% if SWO issued	SFD/ Part 9 Buildings: 0% if OTC issued 50% if SWO issued
			Part 3 Buildings: 0% if OTC issued 50% if SWO issued	Part 3 Buildings: 0% if OTC issued 50% if SWO issued
			maximum \$33,624.29	maximum \$33,624.29
(b)	Demolition work commenced prior to issuance of permit and where an Order to Comply (OTC) and/or Stop Work Order (SWO) has been issued, the permit fee prescribed in (3) shall be increased by the greater of \$129.28 or as follows:		100% if no application made prior to demolition, 25% if application had been made prior to demolition	100% if no application made prior to demolition, 25% if application had been made prior to demolition
(c)	Transfer of permit from permit holder to another person.	Flat Fee	137.49	200.00
(d)	With respect to written requests for information concerning compliance with the Building Code and applicable law.		as per Tariff of Fees By-law	as per Tariff of Fees By-law
(e)	With respect to minor (Part 3) revisions of plans already examined. (hourly rate applies)	Minimum Fee	137.49	142.95
(f)	With respect to major (Part 3) revisions of plans already examined. (hourly rate applies)	Minimum Fee	412.52	428.89
(g)	With respect to phased projects, in addition to the fee for the complete building, an additional fee of \$200 for each phased permit shall be levied.			
(h)	Conditional permits.	Flat Fee	6725.42	6,992.30
	Extension (date) to Conditional Permit Agreement (new fee)	Flat Fee		519.84
(i)	With respect to changes to house models within a plan of subdivision where permits have been issued for both models involve, the fee shall be \$331.47 plus the rate as set out in Section (A) Group C: Residential (single/semi-detached dwelling, townhouse, duplex) per square metre of increased floor area. Where the floor area is reduced, no refund applies.			
(j)	Where upon request, an inspection reveals an infraction identified at a previous inspection and not remedied or, an inspection reveals that the stage of construction requested to be inspected is not substantially completed, the fee shall be \$121.54 per inspection, payable upon receipt of a written invoice.			
(k)	With respect to the review of plans for compliance with the Ontario Building Code prior to application for building permit, i.e. pre-permit application model review. Note: The provision of this service is subject to available resources and is at the sole discretion of the chief building official.		25% of the fee calculated in accordance with Table 3.1 with said fee being non-refundable. Note: This is in addition to the full permit application fee applicable and payable at the time of permit application.	25% of the fee calculated in accordance with Table 3.1 with said fee being non-refundable. Note: This is in addition to the full permit application fee applicable and payable at the time of permit application.
(l)	Spatial separation agreements	Flat Fee	537.55	644.60
(m)	Remediation (including, but not limited to grow-ops, clandestine drug labs)	Flat Fee	2025.1	2,495.24

Table 3-10 Cont'd
Recommended Building Permit Fees

Class of Permit, Occupancy Classification and Work Description		Charging Parameter	Current Fee (2023\$)	Proposed Fee (2024\$)
	Fire department vehicle as required: Per vehicle for first hour or part thereof Per vehicle for each additional half hour or part thereof		as per Tariff of Fees By-law	as per Tariff of Fees By-law
(n)	Alternate solutions/Equivalents (when associated with a permit application)		\$412.52 minimum, includes up to 3 hours, \$134.99 each additional hour or part thereafter.	\$1,300 plus costs of additional 3rd party review
(o)	Emergency Measures (after normal working hours minimum fee 3 Hrs)		1.5 x hourly rate minimum	1.5 x hourly rate minimum
(p)	Minimum Permit Fee, unless specified elsewhere	Minimum Fee	\$137.49 flat fee residential \$350.01 flat fee for all others	\$200 flat fee Part 9 Residential \$400 flat fee for all others
(q)	Where a permit has been signed off deficient/dormant for a period greater than two years since such date and an inspection is subsequently requested, an administration fee shall be paid for each such inspection.	Flat Fee	\$137.49 flat fee for each inspection	\$142.95 flat fee for each inspection
(r)	General Zoning By-law Information (Note: Electronic Service Only)		Nil	N
(s)	Hourly Rate		n/a	142.95

Table 3-12
Recommended Planning Application Fees

Current Description of Service	Current Fee (2023\$)		Recommended Description of Service	Recommended Fee (2024\$)
OPA				
			Section A - Official Plan Amendment pursuant to Section 22 of the Planning Act)	
Major Official Plan Amendment Application Fee	56,104	1	Major Official Plan Amendment Application Fee (see Footnote 2 below)	66,890
Minor Official Plan Amendment Application Fee	33,296	2	Minor Official Plan Amendment Application Fee (see Footnote 2 below)	37,660
Major Official Plan Amendment Re-Application Fee	9,831	3	Major Official Plan Amendment Re-Application Fee (see Footnotes 2 and 3 below)	10,221
Minor Official Plan Amendment Re-Application Fee	5,835	4	Minor Official Plan Amendment Re-Application Fee (see Footnotes 2 and 3 below)	6,067
Special Study - In the event that extra costs are incurred by the City for a Special Study/Studies necessitated by the Official Plan Amendment Application, the said extra costs shall be paid by the applicant in a manner and amount to be determined by the Council of the Corporation of the City of Richmond Hill	Cost of Study/studies + 20%	5	Special Study - Extra Cost A) In the event that extra costs are incurred by the City for a Special Study/Studies necessitated by the Official Plan Amendment Application, the said extra costs shall be paid by the applicant in a manner and amount to be determined by the Council of the Corporation of the City of Richmond Hill	Cost of Study/studies + 25%
		5A	Special Study - Letter of Credit Requirements The proponent of an Official Plan Amendment Application which requires a Special Study/Studies shall provide a Letter of Credit or another form of security satisfactory to the City of Richmond Hill for the estimated cost of the required Special Study/Studies, prior to the commencement of the work. The Commissioner of Planning and Development shall be authorized to draw upon the posted security to pay the costs of the Special Study/Studies.	
		6		
			Footnotes	
			1. The submission of combined development applications shall necessitate the payment of only one (1) CPM and CDA Advertising fee.	
			2. Please refer to the City's Consolidated Development Application Guide to determine whether the application is a major or minor application.	
			3. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			Where any combination Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Site Plan, and Condominium Applications are received concurrently the highest individual application fee plus 75% of all other application fees will apply	
			CPM = Council Public Meeting	
			CDA= Complete Development Application Advertising	
ZBA/Temporary Use				
			Section B - Zoning By-Law Amendment (Pursuant to Sections 34, 36 and 37 of the planning Act)	
Major Zoning By-law Amendment Application Fee	14,426	1	Major Zoning By-law Amendment Application Base Fee, plus: (See Footnote 2 below)	24,433
			Variable Fee	-
		1A	(a) Per Unit (residential)	315
		1B	(b) Per sq. m. (non-residential)	2.10
		1C	residential gross floor area as identified under (a) and (b) above	the sum of (a) + (b)
		1D	Maximum (Combined Base and Variable Fee)	55,967
Minor Zoning By-law Amendment Application Fee	8,656	2	Minor Zoning By-law Amendment Application Fee (see Footnote 2 below)	12,476
Removal of Holding "H" Provision	2,326	3	Removal of Holding "H" Provision	15,012
Major Zoning By-law Amendment Re-Application Fee	2,424	4	Major Zoning By-law Amendment Re-Application Fee (see Footnotes 2 and 3 below)	4,105
Minor Zoning By-Law Amendment Re-Application Fee	1,455	5	Minor Zoning By-Law Amendment Re-Application Fee (see Footnotes 2 and 3 below)	2,097
Deeming By-law	704	6	Deeming By-law	753
			Footnotes	
			1. The submission of combined development applications shall necessitate the payment of only one (1) CPM and CDA Advertising fee.	
			2. Please refer to the City's Consolidated Development Application Guide to determine whether the application is a major or minor application.	
			3. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			Where any combination Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Site Plan, and Condominium Applications are received concurrently the highest individual application fee plus 75% of all other application fees will apply	
			CPM = Council Public Meeting	
			CDA= Complete Development Application Advertising	
ZBA/Temporary Use				
			Section C - Temporary Use By-Law (pursuant to Section 39 of the Planning Act)	
Temporary Use By-law Application Fee	14,426	1	Temporary Use By-law Application Fee	15,301
Temporary Use By-law Renewal Fee	3,435	2	Temporary Use By-law Renewal Fee	12,476
Temporary use By-law Re-Application Fee	3,435	3	Temporary use By-law Re-Application Fee	12,476
			Footnotes	
			1. The submission of combined development applications shall necessitate the payment of only one (1) CPM and CDA Advertising fee.	
			2. Please refer to the City's Consolidated Development Application Guide to determine whether the application is a major or minor application.	
			3. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			CPM = Council Public Meeting	
			CDA= Complete Development Application Advertising	
Subdivision				
			Section D - Draft Plans of Subdivision (pursuant to Section 51 of the Planning Act)	
Draft Plan of Subdivision Application Fee	2,506	1	Draft Plan of Subdivision Application Base Fee plus:	38,988
Draft Plan of Subdivision Processing Fee			Variable Fee	
1. In addition to any other fees associated with the approval of a draft Plan of Subdivision, upon approval of an application filed pursuant to this section, the following fees shall apply:				
(a) for dwelling units on individual lots within a draft Plan of Subdivision - Per Unit	612	1A	(a) for dwelling units on individual lots within a draft Plan of Subdivision - Per Unit	653
(b) for residential and non-residential blocks within a draft Plan of Subdivision - per hectare	7,824	1B	(b) for residential and non-residential blocks within a draft Plan of Subdivision - per hectare (see Footnote 2 below)	8,134
(c) where a draft Plan of Subdivision combines units and blocks as identified under (a) and (b) above		1C	(c) where a draft Plan of Subdivision combines units and blocks as identified under (a) and (b) above	the sum of (a) + (b)
(d) in no case shall the fee assessed under this section be less than	6,337	1D	Maximum Fee (Combined Base Fee and Variable Fee)	285,913
(c) where a draft Plan of Subdivision combines units and blocks as identified under (a) and (b) above	the sum of (a) + (b)	2	Technical Subdivision	38,988

Table 3-12 Cont'd
Recommended Planning Application Fees

Current Description of Service	Current Fee (2023\$)		Recommended Description of Service	Recommended Fee (2024\$)
Draft Plan of Subdivision Application Advertising Fee (for stand-alone applications only)	1,210	3	Draft Plan of Subdivision Application Advertising Fee (for stand-alone applications only)	1,258
Draft Plan of Subdivision Re-Application Fee	1,691	4	Draft Plan of Subdivision Re-Application Fee (see Footnote 1 below)	50% of total application fee
Draft Plan of Subdivision Revision/Extension Fee (for revisions to a Draft Plan of Subdivision which requires further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)	1,691		Draft Plan of Subdivision Revision/Extension Fee (for revisions to a Draft Plan of Subdivision which requires further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)	25% of total application fee
			Footnotes	
			1. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			2. The Processing Fee for Item 1(b) above shall not include blocks for streets, road widenings, 0.3 metre reserves and natural heritage system lands.	
			Where any combination Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Site Plan, and Condominium Applications are received concurrently the highest individual application fee plus 75% of all other application fees will apply	
			CPM = Council Public Meeting	
			CDA= Complete Development Application Advertising	
Condominium			Section E - Draft Plans of Condominium (pursuant to Section 59 of the Condominium Act)	
Draft Plan of Condominium Application Fee	6,243	1	Draft Plan of Condominium Application Base Fee, plus:	10,397
			Variable Fee (see Footnotes 2 and 3 below)	
(i) for individual dwelling units (single and semi-detached) - per unit	1,860	1A	(a) Per Unit	1,789
(ii) for residential or non-residential blocks within a draft Plan of Condominium - per hectare	23,591	1B	(b) for residential or non-residential blocks within a draft Plan of Condominium - per hectare	22,690
(iii) where a draft Plan of Condominium combines dwelling units and blocks as identified under (i) and (ii) above	the sum of (a) + (b)	1C	(c) where a draft Plan of Condominium combines dwelling units and blocks as identified under (a) and (b) above	the sum of (a) + (b)
(iv) in no case shall the Condominium Processing Fee be less than	19,015			
Draft Plan of Condominium Application Advertising Fee (for Common Element Condominium and Vacant Land Condominium proposals ONLY)	1,210	2	Draft Plan of Condominium Application Advertising Fee (for Common Element Condominium and Vacant Land Condominium proposals ONLY)	1,258
Draft Plan of Condominium Application Processing Fee				
1. In addition to any other fees associated with the approval of a draft Plan of Condominium, upon approval of an application filed pursuant to this section, the following fees shall apply:				
(a) where an exemption from processing pursuant to Section 9 of the Condominium Act is recommended	5,884	3	Condominium Exemption (see Footnotes 2 and 3 below)	10,397
(b) where an approval pursuant to Section 9 of the Condominium Act is recommended, the following fee(s) shall apply:				
Draft Plan of Condominium Revision/Extension Fee (for revisions to a draft Plan of Condominium which requires further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)	1,691	4	Draft Plan of Condominium Revision/Extension Fee (for revisions to a draft Plan of Condominium which requires further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)	25% of total application fee
Draft Plan of Condominium Re-Application Fee	2,446	5	Draft Plan of Condominium Re-Application Fee	50% of total application fee
			Footnotes	
			1. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			2. For Common Element draft Plans of Condominium, the Processing Fee shall only apply to the land area associated with the common elements.	
			3. For Mixed Use Residential/Commercial draft Plans of Condominium that seek approval of separate condominium plans for each use, the Processing Fee for the commercial draft Plan of Condominium shall be based on the gross floor area of said use.	
			Where any combination Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Site Plan, and Condominium Applications are received concurrently the highest individual application fee plus 75% of all other application fees will apply	
			CPM = Council Public Meeting	
			CDA= Complete Development Application Advertising	
Collaborative Application Process Fees (CAP)			Section F - Collaborative Application Process Fees	
Pre-Application - Stage 1	1,000	1	CAP - Phase 1 - Presubmissions	1,040
Pre-Application Stage 2 - Major Applications	8,500	2	CAP - Phase 2 - Major Applications	8,837
Pre-Application - Stage 2 - Minor Applications	5,000	3	CAP - Phase 2 - Minor Applications	5,198
Pre-Application - Stage 2 - Minor Applications	1,000	4	CAP - Stage 2 - Minor Modifications Applications	1,040
Oak Ridges Moraine (ORM) Conformity Review	471	5	Oak Ridges Moraine (ORM) Conformity Review	490
			Footnotes	
			Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan or Site Plan Amendment applications.	
			By-law Amendment, Draft Plan of Subdivision (greater than 10 units), Draft Plan of Condominium, and Major Site Plan/Site Plan Amendment applications for Non-Residential and Mixed Use development proposals.	
			3. The CAP Phase 2 – Minor Applications fee shall apply to Minor Zoning by-law Amendment and, draft Plan of Subdivision Applications (creation of development blocks).	
			4. The CAP – Phase 2 – Minor Modifications Applications fee shall apply to all Minor Site Plan Amendment Applications.	
			5. All CAP – Phase 2 fees shall be deducted from the total fees required for the submission of complete Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan or Site Plan Amendment Applications.	
			6. The Oak Ridges Moraine Conformity Fee shall apply to lands subject to By-law 128-04, as amended, that are not subject to a Planning Act application.	
Part Lot Control			Section G - Part Lot Control Exemption (pursuant to Section 50 of the Planning Act)	
Part Lot Control Exemption Application Fee	2,591	1	Part Lot Control Exemption Application Fee (see Footnote 1 below)	4,099
Part Lot Control Exemption Re-application Fee	1,302	2	Part Lot Control Exemption Re-application Fee (see Footnote 2 below)	2,060

Table 3-12 Cont'd
Recommended Planning Application Fees

Current Description of Service	Current Fee (2023\$)		Recommended Description of Service	Recommended Fee (2024\$)
			Footnotes	
			1. A separate application and application fee shall be required for each Reference Plan submitted in conjunction with the submission of a Part Lot Control Exemption request.	
			2. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
Site Plan			Section H - Site Plan and Site Plan Amendments (pursuant to Section 41 of the Planning Act)	
Site Plan Application and Processing Fees			Single Detached	
(a) Single Detached Dwelling		1	Application Fee	2,528
(ii) Application Fee	\$1,621.00	2	Amendment	749
(ii) Processing Fee	-	3	Resubmission Fee (see Footnote 3 below)	25% of total application or amendment fee
(iii) Re-Application Fee	\$625.00	4	Re-application Fee (See Footnote 2 below)	50% of total application or amendment fee
(iv) Resubmission Fee	\$625.00		Multiple Residential, Non-Residential and Mixed Use	
(b) Multiple Residential, Non-Residential and Mixed Use development proposals			Application Fee	
(i) Application Fee	\$2,807.00	5	Base Fee, plus:	10,397
			Variable Fee	
(ii) Processing Fee for Multiple Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391) - Per Unit	\$612.00	5A	(a) Per Unit (residential)	451
(iii) Processing Fee for Non-Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391) -per hectare	\$1,137.00	5B	(b) Per sq. m. (non-residential)	4.51
		5C	(c) where an application combines units and non-residential gross floor area as identified under (a) and (b) above	the sum of (a) + (b)
		5D	Maximum (Combined Base and Variable Fee)	46,786
(iv) Processing Fee for Mixed Use development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	sum (ii) + (iii)	6	Resubmission Fee (see Footnote 3 below)	25% of total application or amendment fee
(v) Re-Application Fee for all uses (see Footnote 1 below)	\$1,414.00	7	Re-application Fee (See Footnote 2 below)	50% of total application or amendment fee
(vi) Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184) - per unit (see Footnote 1 below)	\$302.00		Amendments	
(vii) Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184) - per hectare (see Footnote 1 below)	\$560.00	8	Major Amendment	Full Site Plan Fee
(viii) Re-Application Processing Fee Mixed Use development proposals (a minimum of \$3,888 up to a maximum of \$11,184) (see Footnote 1 below)	the sum of (vi) +(vii)	9	Minor Amendment	
(ix) Resubmission Fee (see Footnote 2 below)	\$1,414.00	9A	(a) Application Fee (involving no addition or increase to approved GFA) - Memo to File alteration of less than 10% of the existing GFA or less than 50m2)	1,036
Site Plan Amendment and Processing Application Fees		9B		2,069
(a) Single Detached Dwelling				
(i) Minor Application Fee (involving no addition or increase to approved GFA)	\$269.00	10	Deregistration of Site Plan Agreement	1,195
(ii) Major Application Fee (involving an addition of any size/type)	\$480.00			
(iii) Processing Fee	-			
(iv) Re-Application Fee (see Footnote 1 below)	\$201.00			
(v) Resubmission Fee (see Footnote 2 below)	\$201.00			
(b) Minor Amendment Applications for Multiple Residential, Non-Residential and Mixed Use development proposals:				
(i) Application Fee (involving no addition or increase to approved GFA) - Memo to File	664			
alteration of less than 10% of the existing GFA or less than 50m2)	1,327			
(iii) Application Processing Fee	664			
(iv) Re-Application Fee (see Footnote 1 below)	333			
(v) Re-Application Processing Fee (see Footnote 1 below)	167			
(vi) Resubmission Fee (see Footnote 2 below)	333			
(c) Major Amendment Applications for Multiple Residential, Non-Residential and Mixed Use development proposals:				
(i) Application Fee for all development proposals (involving an addition or alteration of equal to or greater than 10% of the existing GFA or 50m2)	\$2,807.00			
(ii) Processing Fee for Multiple Residential development proposals (a minimum of \$7,774 up to maximum of \$22,391) - per unit	\$612.00			
(iii) Processing Fee for Non-Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391) - per hectare	\$1,137.00			
(iv) Processing Fee for Mixed Use development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	the sum of (ii) + (iii)			
(v) Re-application Fee (for all development proposals)	\$1,414.00			
(vi) Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184) - per unit	\$305.00			
(vii) Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184) - per hectare	\$567.00			
(viii) Re-Application Processing Fee for Mixed Use development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	the sum of (vii) + (viii)			
(ix) Resubmission Fee (see Footnote 3 below)	\$1,414.00			
Sustainable Building Design Agreement (for individual development proposals required to implement the City's Sustainable design requirements such as Energy Star, LEED certification, etc.)	\$664.00			
Deregistration of Site Plan Agreement	\$664.00			
			Footnotes	

Table 3-12 Cont'd
Recommended Planning Application Fees

Current Description of Service	Current Fee (2023\$)		Recommended Description of Service	Recommended Fee (2024\$)
			1. Non-Residential development proposal shall include commercial uses, industrial uses, institutional uses, outdoor patios, sales trailers/pavilions and temporary tents/structures.	
			2. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			3. A Resubmission Fee will be applied following the third resubmission and ALL subsequent resubmissions that are required to address outstanding comments.	
			4. Applications submitted by the York District School Board, York Catholic District School Board or Conseil Scolaire de District Catholique Centre-Sud are not subject to any Processing Fee(s)	
			Where any combination Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Site Plan, and Condominium Applications are received concurrently the highest individual application fee plus 75% of all other application fees will apply	
			Section I - Model Homes	
Model Home Application Fee	2,807	1	Model Home Application Base Fee, plus:	2,918
			Variable Fee	
Processing Fee per Unit	583	1A	Processing Fee per Unit	218
Maximum per Unit	7,466	1B	Maximum (Combined Base and Variable Fee)	10,605
Re-Application Fee	1,414	2	Re-Application Fee (see Footnote 1 below)	1,470
Resubmission Fee (see Footnote 2 below)	1,414	3	Resubmission Fee (see Footnote 2 below)	1,470
Agreement Preparation Fee	1,327	4	Agreement Preparation Fee	1,380
			Footnotes	
			1. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			2. A Resubmission Fee will be applied following the third resubmission and ALL subsequent resubmissions that are required to address outstanding comments.	
			Section J - Sign By-law Variance/Amendment (pursuant to Section 99 of the Municipal Act, 2001, c.25)	
Sign By-law Variance Fee		1	Sign By-law Variance Fee	
(a) Application Fee	2,095	1A	(a) Application Fee	2,178
(b) First Notice Fee	376	1B	(b) First Notice Fee	391
(c) Additional Notice(s) Fee - per notice	134	1C	(c) Additional Notice(s) Fee - per notice	139
(d) Re-Application Fee	1,052	1D	(d) Re-Application Fee	1,094
Sign By-law Amendment Fee		2	Sign By-law Amendment Fee	
(a) Application Fee	2,095	2A	(a) Application Fee	2,178
(b) Advertising Fee (including HST)	696	2B	(b) Advertising Fee (including HST)	724
(c) First Notice Sign Fee	376	2C	(c) First Notice Sign Fee	391
(d) Additional Notice(s) Fee	134	2D	(d) Additional Notice(s) Fee	139
(e) Re-Application Fee	1,052	2E	(e) Re-Application Fee	1,094
Administration Fee (for processing an application involving existing illegal signs)	1,291	3	Administration Fee (for processing an application involving existing illegal signs)	1,342
			Footnotes	
			1. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			Section K - Radio-Communications and Broadcasting Antenna Systems	
Radio-Communications and Broadcasting Antenna Systems		1	Radio-Communications and Broadcasting Antenna Systems	
a) Application Fee	1,879	1A	a) Application Fee	1,954
b) Re-Application Fee	940	1B	b) Re-Application Fee	977
			Footnotes	
			1. A Re-Application Fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application that was previously circulated for review and comment.	
			Section L - Consent (pursuant to Section 69 of the Planning Act)	
Application Fee	5,951	1	Application Fee	6,187
Validation of Title Application Fee	5,951	2	Validation of Title Application Fee	6,187
Revision and Recirculation Fee	3,394	3	Revision and Recirculation Fee	3,529
Processing Adjourned Applications - Administration Fee	1,264	4	Processing Adjourned Applications - Administration Fee	431
Change of Condition(s) of Approval Fee	625	5	Change of Condition(s) of Approval Fee	650
Processing Appeals to the Ontario Land Tribunal Administration Fee	167	6	Processing Appeals to the Ontario Land Tribunal Administration Fee	174
		7	Certificate Fee	
a) Certificate Fee - Residential	1,481	7A	a) Certificate Fee - Residential	1,540
b) Certificate Fee - Non-Residential	5,951	7B	b) Non-Residential	6,187
Fee for Notice Signs:		8	Fee for Notice Signs:	
(a) First Notice Sign	125	8A	(a) First Notice Sign	130
(b) Each Additional Sign	42	8B	(b) Each Additional Sign	44
			Section M - Minor Variance (pursuant to Section 69 of the Planning Act)	
Minor Variance Application Fee	4,418	1	Minor Variance Application Fee	4,593
Recirculation & Revision Fee - Minor Variance	2,211	2	Recirculation & Revision Fee - Minor Variance	2,299
Processing Adjourned Applications	930	3	Processing Adjourned Applications	431
Processing Appeals to the Ontario Land Tribunal - Administration Fee	167	4	Processing Appeals to the Ontario Land Tribunal - Administration Fee	174
Fee for Notice Signs:		5	Fee for Notice Signs:	
(a) First Notice Sign	125	5A	(a) First Notice Sign	130
(b) Each Additional Sign	42	5B	(b) Each Additional Sign	44
			Footnotes	
			The Committee of Adjustment may reduce or waive a fee pursuant to subsection 69 (2) of the Planning Act, R.S.O. 1990, c. P.13 as amended	
			Section N - Other	
Sustainable Building Design Agreement (for individual development proposals required to implement the City's Sustainable design requirements such as Energy Star, LEED certification, etc.)	664	1	Sustainable Building Design Agreement (for individual development proposals required to implement the City's Sustainable design requirements such as Energy Star, LEED certification, etc.)	1,195
Complete Development Application Advertising Fee (where a development application is made which requires the City of Richmond Hill to advertise notice of the receipt of a complete development application in the newspaper)	605	2	Complete Development Application Advertising Fee (where a development application is made which requires the City of Richmond Hill to advertise notice of the receipt of a complete development application in the newspaper)	629
Council Public Meeting Advertising Fee (where a development application is made which requires the City of Richmond Hill to advertise notice of the scheduling of a Statutory Council Public Meeting in the newspaper)	605	3	Council Public Meeting Advertising Fee (where a development application is made which requires the City of Richmond Hill to advertise notice of the scheduling of a Statutory Council Public Meeting in the newspaper)	629
Municipal Addressing Fee		4	Municipal Addressing Fee	
(a) each application (one-half of the application fee shall be refunded if the application does not receive final approval)	571	4A	(a) each application (one-half of the application fee shall be refunded if the application does not receive final approval)	333
Private Street Naming Application Fee	1,809	5	Private Street Naming Application Fee	426
			Heritage Property	
Heritage Property Status Letter (for listed, registered or designated properties)	95		Heritage Property Status Letter (for listed, registered or designated properties)	104
1. Heritage Permit Application (Minor)	415		1. Heritage Permit Application (Minor)	535

Table 3-12 Cont'd
Recommended Planning Application Fees

Current Description of Service	Current Fee (2023\$)		Recommended Description of Service	Recommended Fee (2024\$)
2. Heritage Permit Application (Major)	3,553		2. Heritage Permit Application (Major)	4,159
Repeal of Designating By-Law	1,184		Repeal of Designating By-Law	1,232