

The Corporation of the City of Richmond Hill
By-Law 20-24

A By-Law to Amend By-Law 94-23 being
A By-Law to authorize Fees or Charges for Certain Services
(Tariff of Fee By-Law)

Whereas Section 391 of the Municipal Act, 2001, authorizes the Council of the City of Richmond Hill to pass by-laws for the imposing of fees or changes on any class of persons;

And Whereas Council at its meeting of February 28, 2024 adopted the recommendation of the Committee of the Whole at its meeting of February 21, 2024 in SRPBS.24.011 pertaining to amendments of Development Engineering Schedule “I”, Infrastructure and Delivery Services “J”, Development Planning Schedule “K” and Policy Planning “L” Schedule in the 2024 Tariff of Fees By-law.

Now Therefore The Council Of The Corporation Of The City Of Richmond Hill Enacts As Follows:

- 1. That Tariff of Fees By-law 94-23 is hereby amended as follows:
 - a) That Schedules “I”, “J”, “K” and “L” – Development Engineering, Infrastructure and Delivery Services, Development Planning Section and Policy Planning be deleted and replaced with the following amended Schedules “I”, “J”, “K” and “L” attached to By-law 20-24.

This By-Law be deemed to come into force on the 1st day of April, 2024.

Passed this 28th day of February, 2024.

David West
Mayor

Stephen M.A. Huycke City Clerk

Infrastructure & Engineering Services
Schedule "I" - Development Engineering

	Description of Service	Unit of measurement	2024 Fees (effective April 1)	HST (Y/N)
1	Municipal Works associated with Subdivisions, Site Plans, Site Alterations, Grading/Servicing Agreements, Development Agreements			
1.i	Engineering Review and Inspection Fee	value of the engineering works		
	For initial value of works	up to \$1,000,000	13.10%	Y
	For remaining value of works	over \$1,000,000 up to 2,500,000	11.20%	Y
	For remaining value of works	over \$2,500,000 up to \$5,000,000	9.20%	Y
	For remaining value of works	beyond \$5,000,000+	7.38%	Y
2	Subdivisions			
2.i	Grading/Servicing Agreement	per agreement	\$ 5,198	Y
2.ii	Site Alteration Permit (pre-grading, pre-servicing)	per permit	\$ 5,198	N
3	Site Plans			
3.i	Engineering Review and Inspection Fee for Site Works:			
		base fee	\$ 14,556	Y
	Residential	in addition, per unit	\$ 832.00	Y
	Non Residential	in addition, per square metre	\$ 8.32	Y
		up to a maximum fee	\$ 389,881	Y
3.ii	Grading/Servicing Agreement	per agreement	\$ 5,198	Y
3.iii	Site Alteration Permit (pre-grading/pre-servicing/shoring)	per permit	\$ 5,198	N
3.iv	Site Alteration Permit (Shoring)	per permit	\$ 5,198	N
4	Site Alteration			
4.i	Site Alteration Permit - Multi-unit Development (10 units or less)	per permit		
		base fee	\$ 12,476	N
		in addition, per residential unit	\$ 1,040	N
4.ii	Site Alteration Permit - Single Residential Lot - New Construction	per permit	\$ 1,040	N
4.iii	Site Alteration Permit - Single Residential Lot under Site Plan Control - New Construction	per permit	\$ 1,560	N
4.iv	Site Alteration Permit - Single Residential Lot - Addition to Existing	per permit	\$ 624	N
4.v	Site Alteration Permit - Swimming Pool	per permit	\$ 624	N
4.vi	Site Alteration Permit - Landscape	per permit	\$ 624	N
4.vii	Site Alteration Permit - Fill	per permit	\$ 624	N
4.viii	Site Alteration Permit - Miscellaneous	per permit	\$ 624	N
4.viii	Grading/Servicing Agreement	per agreement (fee dependent on complexity of agreement)	\$1,026 - \$5,198	Y
4.x	Grading Complaint Inspection Fee	per inspection	\$ 208	Y
4.xi	Grading Complaint Re-inspection Fee - 4th visit and beyond	per inspection	\$ 208	Y
5	Consent			
5.i	Engineering Review	per application	\$ 1,040	Y
5.ii	Grading/Servicing Agreement	per agreement (fee dependent on complexity of agreement)	\$1,026 - \$5,198	Y
6	Traffic Count Data Fee			
6.i	Intersection turning movement counts, traffic signal timing plans, collision data	per count	\$ 99	Y
6.ii	traffic signal timing plans, collision data	per count	\$ 50	Y
6.iii	Daily traffic volumes	per count	\$ 121	Y
6.iv	Traffic forecast for noise studies	per street segment (between intersections)	\$ 121	Y
7	Other			
7.i	Development/Servicing Agreement	per agreement	\$ 5,198	Y
7.ii	Copies of drawings - \$10 per sheet minimum	per sq. ft	\$ 1.25	Y
7.iii	Survey layout rear lot catch basin (for infill development)	per survey	\$ 808	Y

Infrastructure & Engineering Services
Schedule "J" - Infrastructure and Delivery Services - Rates Effective January 1, 2024

Infrastructure & Delivery Services

Fee #	Description of Service	Unit of Measurement	2024 Fees (effective April 1)	HST (Y/N)
1	Copies of drawings - \$10.00 per sheet minimum*	Per sq. ft	\$ 1.25	Y
2	Survey layout rear lot catch basin (for infill development)	Per project	\$ 807.59	Y
3	Environment & Infrastructure Services Disbursement Fees			
3a	a) anti-tampering devices for hydrants	Per Item	\$ 190.60	Y
3b	b) anti-tampering devices for valve chambers	Per Item	\$ 94.80	Y
3c	c) placing of hydrant bag		\$ 76.50	Y
3d	d) TV inspection of sanitary sewer	linear meter	\$ 3.00	Y
3e	e) TV inspection of storm sewer	linear meter	\$ 3.00	Y
3f	f) TV inspection of foundation drains	linear meter	\$ 3.00	Y
3g	g) TV inspection from mainline to rear lot catch basin	per meter	\$ 52.30	Y
4	Subdivision and Site Plan - Re-inspection Fee - 4th visit & beyond	Per Day	\$ 599.90	Y
5	Administration of the design, tender and construction of Engineering capital projects undertaken for third parties			
5a	a) Design		6% of total works	Y
5b	b) Supervision		6% of total works	Y
5c	c) Administration		6% of total works	Y

Infrastructure & Engineering Services						
Schedule "J" - Infrastructure and Delivery Services - Rates Effective January 1, 2024						

Sanitary Sewers						
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6	Bayview Ridge Court Servicing Costs Recovery					
Lot/RPlan	Address	Frontage	Total Sanitary Cost 2023	Sanitary Sewer Cost 2024	Sanitary Service Connection Cost 2024	Total Sanitary Cost 2024
36/355	8 Bayview Ridge Crt. (formerly 12700 Bayview Ridge Crt)	36.58	\$ 11,686.02	\$ 9,189.30	\$ 2,777.20	\$ 11,966.50
35/355	4 Bayview Ridge Crt (formerly 12710 Bayview Ridge Crt)	30.48	\$ 10,189.55	\$ 7,656.90	\$ 2,777.20	\$ 10,434.10
34/355	82 Sandbanks Drive (formerly 12736 Bayview Park Lane)	16.82	\$ 6,838.44	\$ 4,225.30	\$ 2,777.20	\$ 7,002.50
33/355	6 Bayview Park Lane (formerly 12746 Bayview Park Lane)	39.31	\$ 12,355.76	\$ 9,875.10	\$ 2,777.20	\$ 12,652.30
32/355	8 Bayview Park Lane (formerly 12756 Bayview Park Lane)	30.52	\$ 10,199.36	\$ 7,667.00	\$ 2,777.20	\$ 10,444.20
31/355	12 Bayview Park Lane (formerly 12764 Bayview Park Lane)	30.52	\$ 10,199.36	\$ 7,667.00	\$ 2,777.20	\$ 10,444.20
30/355	16 Bayview Park Lane (formerly 12778 Bayview Park Lane)	30.43	\$ 10,177.28	\$ 7,644.40	\$ 2,777.20	\$ 10,421.60
29/355	20 Bayview Park Lane (formerly 12794 Bayview Park Lane)	38.01	\$ 2,712.10	\$ -	\$ 2,777.20	\$ 2,777.20
Total Recoverable			\$ 74,357.87			\$ 76,142.60

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| 1) Engineering costs and HST are not included |
| 2) Total cost for both Sanitary Sewers and Watermain were reduced by 50% to account for only one side of the service having benefit |
| 3) Costs reduced for servicing crossing road allowances |
| 4) Hydrants not included |
| 5) Sanitary Sewer Cost/meter = \$251.22 |
| 6) Watermain Cost/meter = \$328.05 |

Infrastructure & Engineering Services						
Schedule "J" - Infrastructure and Delivery Services - Rates Effective January 1, 2024						

Watermains						
7	Bayview Parklane Servicing Costs and Recovery					
Lot/RPlan	Address	Frontage	Total Watermain Cost 2023	Watermain Cost 2024	Water Service Conection Cost 2024	Total Watermain Cost 2024
34/355	82 Sandbanks Drive (formerly 12736 Bayview Park Lane)	16.82	\$ 7,011.57	\$ 5,517.70	\$ 1,662.10	\$ 7,179.80
33/355	6 Bayview Park Lane (formerly 12746 Bayview Park Lane)	39.31	\$ 14,216.40	\$ 12,895.40	\$ 1,662.10	\$ 14,557.50
32/355	8 Bayview Park Lane (formerly 12756 Bayview Park Lane)	30.52	\$ 11,400.46	\$ 10,012.00	\$ 1,662.10	\$ 11,674.10
31/355	12 Bayview Park Lane (formerly 12764 Bayview Park Lane)	30.52	\$ 11,400.46	\$ 10,012.00	\$ 1,662.10	\$ 11,674.10
30/355	16 Bayview Park Lane (formerly 12778 Bayview Park Lane)	30.43	\$ 11,371.62	\$ 9,982.40	\$ 1,662.10	\$ 11,644.50
29/355	20 Bayview Park Lane (formerly 12794 Bayview Park Lane)	38.01	\$ 13,799.93	\$ 12,468.90	\$ 1,662.10	\$ 14,131.00
28/355	28 Bayview Park Lane (formerly 12808 Bayview Park Lane)	31.41	\$ 11,685.58	\$ 10,303.90	\$ 1,662.10	\$ 11,966.00
Pt27/355	32 Bayview Park Lane (formerly 12820 Bayview Park Lane)	30.47	\$ -	\$ -	\$ -	\$ -
Pt27/355	36 Bayview Park Lane (formerly 12836 Bayview Park Lane)	30.37	\$ -	\$ -	\$ -	\$ -
Total Recoverable			\$ 80,886.02			\$ 82,827.00

- 1) Engineering costs and HST are not included
- 2) Total cost for both Sanitary Sewers and Watermains were reduced by 50% to account for only one side of the service having benefit
- 3) Costs reduced for servicing crossing road allowances
- 4) Hydrants not included
- 5) Sanitary Sewer Cost/meter = \$251.22
- 6) Watermain Cost/meter = \$328.05

Planning & Building Services Department

Schedule "K" - Development-Planning

Section A - Official Plan Amendment pursuant to Section 22 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)
1	Major Official Plan Amendment Application Fee (see Footnotes 1-3)	\$ 66,890.00
2	Minor Official Plan Amendment Application Fee (see Footnotes 1-3)	\$ 37,660.00
3	Major Official Plan Amendment Re-Application Fee (see Footnotes 1-3)	\$ 10,329.00
4	Minor Official Plan Amendment Re-Application Fee (see Footnotes 1-3)	\$ 6,130.00
5	Special Study - Extra Cost	
5A	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 + 20%
6	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.	

Footnotes

1. Please refer to the City's Consolidated Development Application Guide/Pre-Submission Letter to determine whether the application is a major or minor application.

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.

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 B - Zoning By-Law Amendments (Pursuant to Sections 34, 36 and 37 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)
1	Major Zoning By-law Amendment Application Base Fee plus (see Footnotes 1-3)	\$ 24,433.00
1.a	(a) Residential (per unit)	\$ 315.00
1.b	(b) Non Residential (per square metres)	\$ 2.10
1.c	(c) where an application combines units and non-residential gross floor area as identified from (a) and (b) above	the sum of (a) + (b)
1.d	(d) Maximum (combined base and variable fee)	\$ 55,967.00
2	Minor Zoning By-law Amendment Application Fee (see Footnotes 1-3)	\$ 12,476.00
3	Removal of Holding "H" Provision	\$ 15,012.00
4	Major Zoning By-law Amendment Re-Application Fee (see Footnotes 2 and 3)	\$ 4,105.00
5	Minor Zoning By-Law Amendment Re-Application Fee (see Footnotes 2 and 3)	\$ 2,097.00
6	Deeming By-law	\$ 753.00

Footnotes

1. Please refer to the City's Consolidated Development Application Guide to determine whether the application is a major or minor application.

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. 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

Planning & Building Services Department

Schedule "K" - Development-Planning

Section C - Temporary Use By-Law (pursuant to Section 39 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)
1	Temporary Use By-law Application Fee	\$ 15,301.00
2	Temporary Use By-law Renewal Fee	\$ 12,476.00
3	Temporary use By-law Re-Application Fee (see Footnote 1)	\$ 12,476.00

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 D - Draft Plans of Subdivision (pursuant to Section 51 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)
1	Draft Plan of Subdivision Application Base Fee plus (see Footnote 3)	\$ 38,988.00
1	Variable Fee	
1.a	(a) for dwelling units on individual lots within a draft Plan of Subdivision - Per Unit	\$ 653.00
1.b	(b) for dwelling units on individual lots within a draft Plan of Subdivision - Per Unit	\$ 8,134.00
1.c	(c) for residential and non-residential blocks within a draft Plan of Subdivision - per hectare (see Footnote 2)	the sum of (a) + (b)
1.d	Maximum Fee (Combined Base Fee and Variable Fee)	\$ 285,913.00
1.e	e) Technical Subdivision	\$ 38,988.00
2	Draft Plan of Subdivision Re-Application Fee (see Footnote 1)	50% of total application
3	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

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 Variable Fee for Item 1(c) above shall not include blocks for streets, road widenings, 0.3 metre reserves and natural heritage system lands.

3. 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

Planning & Building Services Department

Schedule "K" - Development-Planning

Section E - Draft Plans of Condominium (pursuant to Section 59 of the Condominium Act)

Fee#	Description of Service	2024 Fees (April-Dec)
1	Draft Plan of Condominium Application Base Fee plus (see Footnote 4)	\$ 10,397.00
1	Variable Fee	
1.i	(i) for individual dwelling units (single and semi -detached) - per unit	\$ 1,789.00
1.ii	(ii) for residential or non-residential blocks within a draft Plan of Condominium - per hectare	\$ 22,690.00
1.iii	(iii) where a draft Plan of Condominium combines dwelling units and blocks as identified under (i) and (ii) above	the sum of (i) + (ii)
2	Condominium Exemption (see Footnotes 2 and 3)	\$ 10,397.00
3	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
4	Draft Plan of Condominium Re-Application Fee (see Footnote 1)	50% of total application

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.
4. 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

Planning & Building Services Department

Schedule "K" - Development-Planning

Section F - Pre-Submission and Collaborative Application Process (CAP) Fees

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Pre-submission Meeting Fee (CAP -Phase 1)	\$ 1,051.00	N
2A	CAP - Phase 2 - Major Submissions	\$ 8,930.00	N
2B	CAP - Phase 2 - Minor Submissions	\$ 5,253.00	N
2C	CAP - Phase 2 - Minor Modification Submissions	\$ 1,051.00	N
3	Oak Ridges Moraine Conformity Fee	\$ 495.00	N
4	CAP - Phase 2 - Re-Submissions Fee (see Footnote 5)	\$ 1,486.00	N

Footnotes

1. The CAP – Phase 1 fee shall apply to all development proposals requiring the submission of an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan or Site Plan Amendment applications.

2. The CAP Phase 2 - Major Applications fee shall apply to both Major and Minor Official Plan Amendment, Major Zoning 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. This does not apply on Re-Application/Resubmission fees.

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.

Section G - Part Lot Control Exemption (pursuant to Section 50 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Part Lot Control Exemption Application Fee (see Footnote 1 below)	\$ 4,099.00	N
2	Part Lot Control Exemption Re-application Fee (see Footnote 2 below)	\$ 2,060.00	N

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.

Planning & Building Services Department

Schedule "K" - Development-Planning

Section H - Site Plan and Site Plan Amendments (pursuant to Section 41 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Site Plan Application and Variable Fees		
1A	(a) Single Detached Dwelling		
1a.i	(ii) Application Fee	\$ 2,528.00	N
1a.ii	(ii) Amendment	\$ 749.00	N
1a.iii	(iii) Re-Application Fee (see Note 1 below)	50% of total application or amendment fee	N
1a.iv	(iv) Resubmission Fee (see Footnote 2 below)	25% of total application or amendment	N
1B	(b) Multiple Residential, Non-Residential and Mixed Use development proposals		
1B.i	(i) Application Base Fee, plus:	\$ 10,397.00	N
1b.i	Variable Fee		
1B.ia	(a) Residential (per unit)	\$ 451.00	N
1B.ib	(b) Non Residential (per square metres)	\$ 4.52	N
1B.ic	(c) where an application combines units and non-residential gross floor area as identified under (a) and (b) above	sum (ii) + (iii)	N
1B.ii	Maximum (Combined Base and Variable Fee)	\$ 46,786.00	N
1B.iii	(iii) Re-Application Fee for all uses (see Footnote 1 below)	50% of total application or amendment fee	N
1b.vi	(iv) Re-Application Processing Fee for Multiple Residential development proposals–(see Footnote 1 below)	50% of total application or amendment fee	N
1b.v	(v) Re-Application Processing Fee for Non-Residential development proposals (see Footnote 1 below)	50% of total application or amendment fee	N
1b.viii	(vii) Re-Application Processing Fee Mixed Use development proposals (see Footnote 1 below)	50% of total application or amendment fee	N
1b.viii	(viii) Resubmission Fee (see Footnote 2 below)	25% of total application or amendment fee	N
1b.ix	Amendments for Multiple Residential, Non-Residential and Mixed Use development proposals		
1b.ixa	(a) Major Amendments	Full Site Plan Fee	N
1b.ixb	(b) Minor Amendments:		
1b.ixbi	b(i) Application Fee (involving no addition or increase to approved GFA) - Memo to File	\$ 1,036.00	N
1b.ixbii	b(ii) Application Fee - (involving an addition or alteration of less than 10% of the existing GFA or less than 50m2)	\$ 1,195.00	N
2	Sustainable Building Design Agreement (for individual development proposals required to implement the City's Sustainable design requirements such as Energy Star, LEED certification, etc.)	\$ 1,195.00	N
3	Deregistration of Site Plan Agreement	\$ 1,195.00	N

Footnotes

1. Non-Residential development proposal shall include commerical uses, industrial uses, institutional uses, outdoor patios, sales trailers/pavillions 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)

5. 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

Planning & Building Services Department

Schedule "K" - Development-Planning

Section I - Model Homes

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Model Home Application Fee	\$ 2,949.00	N
	Variable Fee		
2	Fee (per unit)	\$ 613.00	N
	Maximum (Combined Based and Variable Fee)	\$ 10,605.00	N
3	Re-Application Fee	\$ 1,486.00	N
4	Resubmission Fee (see Footnote 2 below)	\$ 1,486.00	N
5	Agreement Preparation Fee	\$ 1,394.00	N
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)

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Sign By-law Variance Fee		
1a	(a) Application Fee	\$ 2,201.00	N
1b	(b) First Notice Fee	\$ 395.00	N
1c	(c) Additional Notice(s) Fee - per notice	\$ 141.00	N
1d	(d) Re-Application Fee	\$ 1,105.00	N
2	Sign By-law Amendment Fee		
2a	(a) Application Fee	\$ 2,201.00	N
2b	(b) Advertising Fee (including HST)	\$ 731.00	N
2c	(c) First Notice Sign Fee	\$ 395.00	N
2d	(d) Additional Notice(s) Fee	\$ 141.00	N
2e	(e) Re-Application Fee	\$ 1,105.00	N
3	Administration Fee (for processing an application involving existing illegal signs)	\$ 1,356.00	N
Footnotes			
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.			

Planning & Building Services Department

Schedule "K" - Development-Planning

Section K - Radio-Communications and Broadcasting Antenna Systems

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1a	a) Application Fee	\$ 1,974.00	N
1b	b) Re-Application Fee	\$ 988.00	N

Footnotes

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)

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Application Fee	\$ 6,187.00	N
2	Validation of Title Application Fee	\$ 6,187.00	N
3	Revision and Recirculation Fee	\$ 3,529.00	N
4	Processing Adjourned Applications - Administration Fee	\$ 431.00	N
5	Change of Condition(s) of Approval Fee	\$ 650.00	N
6	Processing Appeals to the Ontario Land Tribunal - Administration Fee	\$ 174.00	N
7a	a) Certificate Fee - Residential	\$ 1,540.00	N
7b	b) Certificate Fee - Non-Residential	\$ 6,187.00	N
8	Fee for Notice Signs:		
8a	(a) First Notice Sign	\$ 130.00	N
8b	(b) Each Additional Sign	\$ 44.00	N

Section M - Minor Variance (pursuant to Section 69 of the Planning Act)

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Minor Variance Application Fee	\$ 4,593.00	N
2	Recirculation & Revision Fee - Minor Variance	\$ 2,299.00	N
3	Processing Adjourned Applications	\$ 431.00	N
4	Processing Appeals to the OLT - Administration Fee	\$ 174.00	N
5	Fee for Notice Signs:		
5a	(a) First Notice Sign	\$ 130.00	N
5b	(b) Each Additional Sign	\$ 44.00	N

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*

Planning & Building Services Department

Schedule "K" - Development-Planning

Section N - Other

Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
1	Photocopies - per page	\$ 0.69	Y
2	Municipal Addressing Fee		
2a	(a) each application (one-half of the application fee shall be refunded if the application does not receive final approval)	\$ 333.00	N
3	Private Street Naming Application Fee	\$ 426.00	Y

	Maps		
Fee#	Description of Service	2024 Fees (April-Dec)	HST (Y/N)
4	Parcel map - 1:3500 (each block)	\$ 10.00	Y
5	Zoning map colour - 1:4000 (each block)	\$ 22.00	N
6	City of Richmond Hill air photos (1997) - 1:4,000 (each block)	\$ 22.00	Y
7	City of Richmond Hill street map (hard copy)	\$ 10.00	Y
8	Official Plan land use map (Consolidated)	\$ 6.00	Y
9	Official Plan Amendment (secondary Plan)	\$ 6.00	Y
10	Topographic maps (OBM 1994) - 1:10000	\$ 6.00	Y
11	Subdivision status applications	\$ 10.00	N
12	Official Plan and zoning status applications	\$ 10.00	N
13	Site Plan status applications	\$ 10.00	N
14	Photocopy of Site Plans	\$10 minimum or \$1.00/sq ft	Y
15	File Maintenance	\$ 575.00	Y

Footnotes

All fees are payable in person or online making such application or request for services or entering into such agreement or obtaining such approval. The above fees are not refundable.

Planning & Building Services Department Schedule "L" - Policy Planning
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Park and Natural Heritage Planning

Fee#	Description of Services - Parks Miscellaneous Services	Unit of measurement	2024 Fees (Apr-Dec)	HST (Y/N)
1	Permit to injure or destroy a tree		\$ 299.00	Y
2	Additional trees as part of same application		\$ 104.00	Y
3	Parks Administration Fees for Plans of Subdivision, Site Plans, Servicing Agreements, Site Alteration Permits, Tree Permits inspections, Property Standards inspections, and Permission to Enter Agreements*		14.4%	Y
	<i>*14.4% of the cost of Parks/Landscape Services required for the Subdivisions, Site Plans, Servicing Agreements, Site Alteration Permits, or Permission to Enter Agreements (excluding any cost for the construction of permanent facilities within a Park) and 14.4% of the cost of Tree Compensation for Tree Permit and/or Property Standard inspections.</i>			
Fee#	Description of Services - Parks Miscellaneous Services	Unit of measurement	2024 Fees (Apr-Dec)	HST (Y/N)
4	Tree Replacement Fee		\$ 728.00	N
5	Boulevard Tree Planting Fee (60mm calliper tree)		\$ 728.00	N
6a	a) Boulevard Tree Removal Fees (DBH = Diameter at Breast Height)	DBH = Diameter at Breast Height	<10 cm DBH \$289 + ISA Plant Appraisal Value	N
6b	b) Boulevard Tree Removal Fees (DBH = Diameter at Breast Height)	DBH = Diameter at Breast Height	10-20 cm DBH \$578 + ISA Plant Appraisal Value	N
6c	c) Boulevard Tree Removal Fees (DBH = Diameter at Breast Height)	DBH = Diameter at Breast Height	21-40 cm DBH \$1,156 + ISA Plant Appraisal Value	N
6d	d) Boulevard Tree Removal Fees (DBH = Diameter at Breast Height)	DBH = Diameter at Breast Height	>41-60 cm DBH \$1,735 + ISA Plant Appraisal Value	N
6e	e) Boulevard Tree Removal Fees (DBH = Diameter at Breast Height)	DBH = Diameter at Breast Height	>61 cm DBH \$2,313 + ISA Plant Appraisal Value	Y
7	Conservation Easement Permission Fee		\$ 234.00	
8	Landscape Inspection Fee (for site inspection and/or release of securities associated with Plans of Subdivision, Site Plans, Committee of Adjustment applications, Servicing Agreements, Site Alteration Permits Tree Permit and/or Property Standards inspections, and Permission to Enter Agreements)		\$ 618.00	Y
9	Natural Heritage Staking Fee		\$ 1,987.00	Y

Heritage Property				
Fee#	Description of Services - Parks Miscellaneous Services	Unit of measurement	2024 Fees (Apr-Dec)	HST (Y/N)
10	Heritage Property Status Letters (for listed, registered or designated properties)		\$ 104.00	N
11	Heritage Permit Application (Minor)		\$ 535.00	N
12	Heritage Permit Application (Major)		\$ 4,159.00	N
13	Repeal of Designating By-Law		\$ 1,244.00	N