

The Corporation of the Municipality of Brighton

By-law No. 103-2024

Being a By-law to establish 2025 Planning and Building Fees and Charges for the Municipality of Brighton, effective January 1, 2025

Whereas, Sections 391(1) of the Municipal Act S.O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

And Whereas, Section 69 of the Planning Act, R.S.O. 1990, Chapter P. 13, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas, Section 7 of the Building Code Act, S.O. 1992, Chapter 23, as amended, authorizes a municipal Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

And Whereas, Pursuant to Section 400(f) of the Municipal Act S.O. 2001, c. 25, as amended, the Council of the Corporation of the Municipality of Brighton provided notice of the proposed user fees and charges on the municipal website and municipal social media platforms and held a Public Meeting on Monday, December 2, 2024.

Now Therefore - the Council of the Corporation of the Municipality of Brighton hereby enacts as follows:

1. That the fees and charges set out in F and G attached to this By-law shall apply to every request made to the Corporation of The Municipality of Brighton and all Municipal Departments or any officer or employee of the Municipality of Brighton, including but not limited to fees or charges for requests for documents, reports, letters and other information whether written, printed or electronically produced or stored or produced or stored in any other manner, searches, inspections, applications, permits, programs and the use of its facilities or properties, or for any other service or activity provided by the Municipality to any person or other authorized costs payable by the Municipality;
2. That Interest at the rate of 15.0% per annum (1.25% per month) shall be added to overdue accounts. The amount owing may be added by the Treasurer of the municipality to the tax roll Schedules F and G attached hereto form part of this By-law.
3. That should any provision of the By-law, including any provision contained in one or more of the attached Schedules be determined by a court of competent jurisdiction to be invalid or void and of no force and effect, it is the stated intention of Council that such invalid provision shall be severable and the remainder of the By-law, including any applicable Schedule shall continue in full force and effective.
4. That this By-Law shall come into force and effect on January 1, 2025.
5. That By-law 114-2023 be repealed in its entirety.
6. That the Short Title of this By-law shall be The Planning and Building Fees and Charges By-law.

Read a first, second and third time, and finally passed this **16** day of **December 2024**.

Original Signed By
Brian Ostrander, Mayor

Original Signed By
Candice Doiron, Clerk

Schedule F

To the Planning Department

Corporation of the Municipality of Brighton

Service	2025 Fee
1) Planning and Zoning Information	\$80.00
2) Subdivision Agreement Compliance	\$80.00 plus staff Standard rate
3) Site Plan Compliance	\$80.00, plus staff Standard rate
4) Copy of Comprehensive Zoning By-law	\$100.00
5) Copy of Official Plan	\$100.00
6) Lot or Agreement Release (Clerk)	\$100.00 plus legal costs
7) Work Order Compliance	\$80.00, plus staff standard rate for any required inspections or development agreement reviews
8) Road Allowance Closure i) Inland Road Allowance:	Application Fee of \$1,000.00, plus land acquisition costs as follows: Inland Road Allowance:
Above 100 feet of frontage on an inland road allowance, plus \$10.00 per each additional foot. Road allowances lying adjacent to lots within registered plans of subdivision shall be offered for sale at fair market value.	\$10.00 per foot frontage for one-half of its width. Road allowances lying adjacent to lots within registered plans of subdivision shall be offered for sale at fair market value through an appraisal.
ii) Road Allowance Leading to Water:	Road Allowance Leading to Water:

Application	2025 Fee
The value of the lands will be determined through the Offer of Purchase and Sale negotiation process and will not be valued less than the fair market value together with such premium as mutually negotiated between the Council and the applicant.	The value of the lands will be determined through the Offer of Purchase and Sale negotiation process and will not be valued less than the fair market value (appraisal) together with such premium as mutually negotiated between the Council and the applicant.
1) *Voluntary Pre-Consultation (For Site Plan Control, see Item #13)	
i) Initial or General Inquiry	No Fee
ii) Stage I, Principle of Land Use Letter	25% of Application Fee
iii) Stage II, Complete Application Letter	25% of Application Fee
	* 50% of Pre-consultation fees redeemed at time of Submission of a Complete Application
2) Public Works Pre-Consultation (Entrances, Connections, Drainage)	\$515.00
3) Consultation Letter, Lower Trent Conservation (LTC)	See LTC
4) Official Plan Amendment	
i) Official Plan Amendment – Major Residential	\$10,000.00
ii) Official Plan Amendment – Major Commercial	\$12,000.00
iii) Stage II, Complete Application Letter	\$4,000.00

Application	2025 Fee
iv) Official Plan Amendment – Mixed Use	A blend of costing based on devoted gross floor area
5) Community Improvement Plans:	
i) Basic Fee - Major New Area or Project Plan	\$5,000.00, plus Public Notice cost
i) Basic Fee – Minor New Area or Project Plan	\$1,000.00
i) Community Improvement Plan Amendment	50% of Application Fee
6) Zoning By-Law Amendment	
i) Zoning By-Law Amendment – Major Residential	\$7,000.00
ii) Zoning By-Law Amendment – Major Commercial	\$7,000.00
iii) Zoning By-Law Amendment - Mixed Use	A blend of costing based on devoted gross floor area
iv) Zoning By-Law Amendment H-Removal	\$1,000.00
v) Zoning By-Law Amendment - Other	\$2,500.00
7) Temporary Use By-Law or Extension	\$2,500.00
Combined ZBA and Consent	ZBA Fee Plus 50% Consent Fee
8) Combined OPA/ZBA for Major Commercial and Major Residential Applications only	OPA Fee plus 50% of ZBA fee
9) Ministerial Zoning Order	\$10,000.00
10) Temporary Use By-Law or Extension	\$2,500.00
11) Consents:	
i) New Lot	\$3,000.00

Application	2025 Fee
ii) Technical (easement, validation certificate, lot addition)	\$2,000.00
iii) Consent Cancellation	\$700.00
12) Minor Variance	
i) Minor Variance – Major Residential	\$3,000.00 + \$45.00/unit
ii) Minor Variance – Major Commercial	\$3,000.00
iii) Minor Variance – Small (Accessory Structures)	\$500.00
iv) Minor Variance – Other	\$1,500.00
13) Site Plan	
i) Site Plan Pre-Consultation Fee	50% of Site Plan Control Application Fee
ii) Site Plan Agreement – Major Residential	\$3,500.00 + \$40/unit + \$1,000.00 trust deposit
iii) Site Plan Agreement – Major Commercial	\$5,500.00 + \$1,000.00 trust deposit
iv) Site Plan Agreement - Industrial	\$2,000.00 plus \$200.00 for each 1,000 m ² or part thereof gross floor area
v) Site Plan Agreement – Other	\$3,000.00 + \$1,000.00 trust deposit
vi) Site Plan Control Approval, design details, no agreement applicable	\$1,500.00
vii) Amending Site Plan Approval	\$2,000.00 + \$1,000.00 trust deposit
All buildings/additions 20 m ² to 70 m ² gross floor area	\$1,500 (<20m ² = Nil)
viii) Application for Site Plan Undertaking	\$800.00
14) Off-Site Improvement Agreement	Staff standard rate plus legal costs
15) Application for Draft Plan of Subdivision or Condominium	\$4,500.00 + \$200.00 per lot/block + \$10,000.00 trust deposit

Application	2025 Fee
16) Application for Final Approval of Plan of Subdivision/Condominium	\$3,000.00 + \$45.00 per lot/unit
17) Pre-Servicing or Model Home Agreement	\$2,000 plus legal costs plus \$10,000.00 trust deposit
18) Conversion to Condominium	\$4,000.00, plus \$500 per unit + \$10,000.00 trust deposit
19) Condominium Exemption Request	\$2,400.00
20) Application for Extension of Draft Plan Approval	\$2,000.00
21) Application for Amendments to Draft Plan Approved Plans and/or Conditions:	
i) Notice Required	\$3,000.00
ii) No Notice Required	\$1,500.00
22) Application for Final Approval of Plan of Subdivision/Condominium	\$3,000.00, plus \$45.00 per unit
23) Application for Part Lot Control Exemption	\$1,000.00, plus \$45.00/unit
24) Merger of Lots Application	\$1,000.00
25) Cash in lieu of Parkland:	
i) Commercial/Industrial	2% of appraised land value, OR as per Parkland Dedication By-Law under Section 42 of the Planning Act
ii) Other	5% of appraised land value OR as per Parkland Dedication By-Law under Section 42 of the Planning Act
26) Cash-in-lieu of Parking	\$6,000 per stall or as per Section 40 of the Planning Act

Application	2025 Fee
27) Request to Amend Approval Conditions or Agreement:	
i) Minor	\$500.00
ii) Major	\$2,000.00
28) Deeming By-law	\$2,000.00, plus legal costs
29) Staff attendance to Local Planning Appeal Tribunal	Staff standard rate
30) Impact Assessment Costs	At cost, as per a Municipally accepted study received as part of a development application
31) Development Agreement related Costs	As noted in the Development Agreement
* Application fees are frozen for 1-year after the conclusion of pre-consultation	
Staff Standard Rate	2025 Rate
1) Director	\$135.00
2) Manager	\$100.00
3) Planner 1	\$75.00
4) Administrative Assistant	\$65.00

Peer review or other externally incurred fees are subject to a 15% Administrative Fee.

Costs Deposits

1. Each application for which a Cost Acknowledgement
2. A signed Cost Acknowledgement Agreement together
3. Lower Trent Conservation costs for planning review of
4. Unless otherwise stated, combined Applications Fee

A Costs Deposit with a Cost Acknowledgement Agreement (Trust Deposit) of the corresponding financial amounts shall accompany the respective applications, or as otherwise referenced herein:

Service	2025 Deposit
1) Pre-Consultation	\$1,000.00
2) Official Plan Amendment	\$4,000.00
3) Zoning Amendment	\$2,000.00
4) Plan of Subdivision/Condominium	\$10,000.00
5) Consent	\$1,000.00
6) Variance	\$1,000.00
7) Site Plan	\$2,000.00
8) Deeming By-law	\$1,000.00
9) Aggregate Licence Application – Municipal Review Letter	\$4,000.00, plus legal costs

Peer Review Fees

Applications being accompanied by required reports or studies

Fees for Peer review, Legal, or other external resources	\$ - At the Cost of the Applicant, Plus 15% Administrative Fee
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Schedule G

Building Department

Corporation of the Municipality of Brighton

Service	2025 Fee
1) Building Compliance – with survey	\$80.00
2) Residential dwellings Permit (and new additions)	\$1.50 per square foot, Minimum of \$1,900.00 for new dwellings
3) Residential Accessory Buildings Permit (garage, carport, boathouse, shed, etc.)	\$1.10 per square foot
4) New Commercial Building Permit	\$1.65 per square foot
5) New Industrial Building Permit	\$1.10 per square foot
6) New Institutional Building Permit	\$2.10 per square foot
7) Renovations Commercial Building permit	\$20.00 per \$1,000.00 building value (see Note 2 below)
8) Renovations Industrial Building Permit	\$2,000.00 minimum, \$12.00 per \$1,000.00 building value (see Note 2 below)
9) Renovations Institutional Building Permit	\$2000 minimum, \$22.00 per \$1,000.00 building value (see Note 2 below)
10) Drawings Review fee for Institutional/Commercial/Industrial or any generally large or specialized projects requiring outside review. The Corporation will require a Cost Acknowledgement Agreement to be entered into and a fee of \$5,000.00 to be submitted to initiate the review. The full cost of the external review will be borne by the Applicant	\$5,000.00 minimum deposit. External costs fully borne by Applicant, plus 15% administrative fee (see Note 4 below)

Service	2025 Fee
11) Permit for Decks, chimneys, woodstoves, pools (or other structures not specified herein)	\$1.10 per square foot
12) Agricultural Building Permit (Includes agricultural buildings and structures such as barns, farm equipment storage buildings, silos, stables. Does not include residential buildings or buildings and structures accessory to a residential area.)	\$300.00 plus \$0.50 per square foot OR \$300.00 plus \$12.00 per \$1,000.00 building value (see Note 2 below)
13) Change of Use Permit	Flat Rate \$500.00
14) Revisions to plans after permit is issued, Residential	\$220.00
15) Revisions to plans after permit is issued, non-residential per square foot of revised building area	\$250.00
16) Alternative Solution Fee	\$1000.00, plus third party review cost (See Note 4 below)
17) Inspection Cancellation Fee within 24 hours (when inspection has been booked and works are not complete)	\$60.00
18) Re-inspection Fee (inspection requested but work not ready for inspection)	\$60.00
19) Building Security Deposit (refundable) (new dwellings)	\$4,000.00 - new dwellings, refundable (see Note 3 below)
20) Demolition Permit	\$500.00
21) Occupancy Permit/Letter	\$130.00
22) Minimum Building Permit Fee:	\$300.00 unless otherwise specified
23) Building Code Agency Services	At Cost, plus Administrative Fee of 15%

NOTE 1: The fee calculated in accordance with the Building Fees above, shall be DOUBLED in instances where the construction commences prior to the issuance of a Building Permit.

NOTE 2: When determining Building Permit Fees using construction value, only a signed contract with a firm cost from a reputable contractor will be accepted

NOTE 3: The Building Security Deposit shall be returned to the payee upon receipt of a written request subject to confirmation that final grading inspection has been completed and all deficiencies have been corrected. No deposit shall be returned after
NOTE 4: External review fees will be subject to an additional 15% adminstraive fee, or