



ZONING BY-LAW AMENDMENT APPLICATION PACKAGE

**TOWN OF THE BLUE MOUNTAINS
PLANNING, BUILDING AND BY-LAW SERVICES DEPARTMENT**

32 Mill Street, P.O. Box 310, Thornbury, ON, N0H 2P0

Tel: 519-599-3131, Extension 283

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INTRODUCTION

The Town of The Blue Mountains currently has two Zoning By-laws in place:

- Town of Thornbury Zoning By-law No. 10-77; and,
- Township of Collingwood Zoning By-law No. 83-40.

The Zoning By-laws regulate the use of land within the Town of The Blue Mountains by identifying various zones on the Zoning Maps, and establishing a set of regulations for those zones. The regulations control details regarding the use of land such as permitted uses, the size of lots, location and height of buildings/structures, and parking requirements (for example).

If an individual wishes to use land or develop a property or build in a manner not permitted by the By-law, relief from the Zoning By-law is required prior to establishing a use.

This Zoning By-law Amendment Application Package has been prepared by the Town of The Blue Mountains Planning, Building and By-law Services Department. It outlines the steps involved in the processing of a Zoning By-law Amendment application, identifies additional materials that are required as part of a "Complete Application", and provides the required application form.

For additional information on the Zoning By-law Amendment process or for assistance completing this application, please contact the Town's Planning Services Division at 519-599-3131, Extension 283.



TOWN OF THE BLUE MOUNTAINS

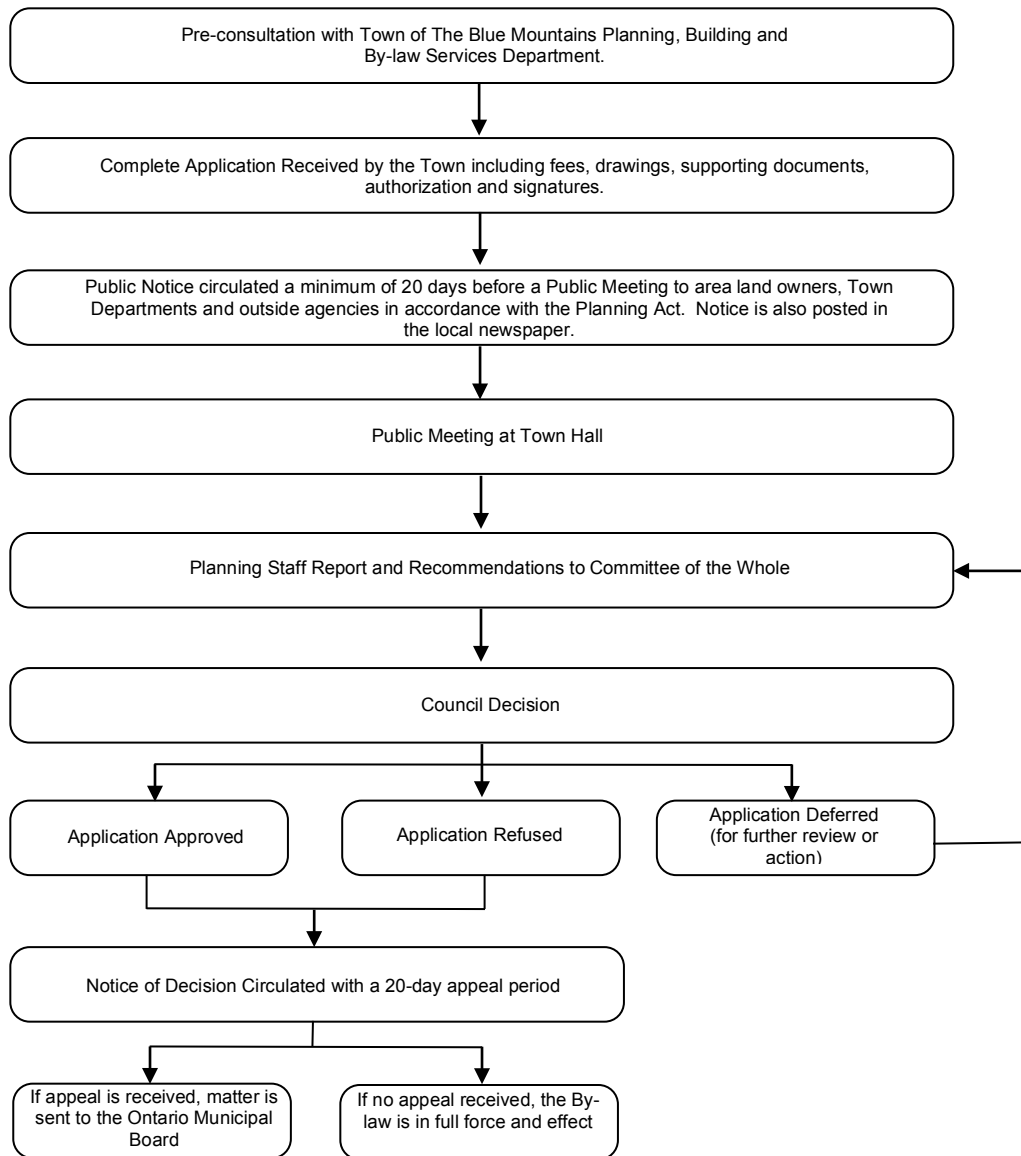
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SECTION 1 – SUBMISSION AND REVIEW PROCESS

The following flow chart provides an overview of the process by which an application for a Zoning By-law Amendment shall be submitted, circulated, and reviewed by the Town of The Blue Mountains. A detailed description of each step in the process is also provided on the following pages.

ZONING BY-LAW AMENDMENT PROCESS FLOW CHART





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ZONING BY-LAW AMENDMENT PROCESS DESCRIPTION

STE Pre-Consultation:

P 1

The owner or agent is required to arrange and attend a pre-consultation meeting with Town Staff prior to preparing an application and/or making a formal submission to: preview the proposal; identify any major issues; and confirm requirements for a "Complete Application".

Information to be provided or presented as part of the pre-consultation package shall include, but is not limited, to the following:

1. Brief overview of the proposal (sketch, drawing, illustration, if applicable)
2. Key Map/Aerial Photo
3. Relevant project data (lot area, lot size, number of units proposed if applicable)
4. General commentary on the nature of relief or action sought.
5. Overview of public agency/government consultation completed to-date
6. Basic servicing scheme (if applicable)
7. Project timelines

During the pre-consultation process the nature and scope of studies to be prepared in support of the application shall be identified.

The Pre-consultation Application Form is attached to this document and is available at: http://www.thebluemountains.ca/public_docs/documents/Preconsult%20Appn%20112712.pdf

STE Formal Submission:

P 2

Upon receipt, Town staff reviews the submission for completeness. If the application as submitted fails to satisfy the requirements for a "Complete Application" (as set out in Section 2 of this document), or for any other reason, the application will not be processed with the Applicant being notified of same.

Once a "Complete Application" is accepted, Town staff will begin processing the application and will provide notice of an upcoming meeting where the application will be considered.

STE Circulation:

P 3

A Notice of Application is sent to all landowners within 120 metres (400 ft) of the lands subject to the application. Notice is also published in the local newspaper.

The application is circulated to Town Departments, external agencies, and public bodies who may have an interest in the proposal for review and comment.



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STE Public Meeting:

P 4

A Notice of Public Meeting will be sent to all landowners within 120 metres (400 ft.) of the lands subject to the application.

A Public Meeting will be held no earlier than 20 days after a Notice of Public Meeting is sent. Applicants or agents and members of the public may make representations in respect of the proposal at the Public Meeting.

In order to adequately inform the public and to obtain their views prior to consideration of an Amendment to the Zoning By-law, Council shall have the option of requiring that an open house be advertised and held. The open house shall be held a minimum of 7 days prior to the public meeting.

STE Application Review and Council Decision:

P 5

Based on comments provided by Town Council Departments, external agencies, and the public, Town staff prepares a report to a future Committee of the Whole meeting to present their comments/findings and recommendations for the Committee's consideration. This report will also be provided to the applicant. The recommendation adopted by the Committee of the Whole is then sent to Town Council for a final decision.

Following consideration of information presented at the Public Meeting, and a staff report prepared by Planning staff, Council may elect one of the following actions:

- a) approval of the application;
- b) refusal of the application; or
- c) deferral of the application pending further review or action.

Where Council approves an application, the amending Zoning By-law is presented to Council for enactment and a Notice of Passing of the By-law is issued by the Clerk's Department.

STE Appeals:

P 6

A decision of Council is subject to a 20-day appeal period measured from the date of the Notice of Passing of the By-law.

If approved, and provided no appeals are filed with the Town Clerk within the 20-day time period, the By-law comes into force and effect retroactive to the date of enactment. Where an appeal is filed with the Clerk, the matter is forwarded to the Ontario Municipal Board.

Where Council refuses an application, the applicant may exercise the option of appealing the matter of the proposed Zoning By-law Amendment to the Ontario Municipal Board.

An appeal may also be made by the Applicant in the case where Council neglects to make a decision on the application within 120 days of the submission of the complete application.



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SECTION 2 - COMPLETE APPLICATION REQUIREMENTS

Ontario Regulation 545/06 prescribes information and materials to be provided for an amendment to the Zoning By-law in order to be considered a "Complete Application". If this information is not provided, Town Planning Services Staff as delegated by Town Council may, under Section 34(10.3)(a) of the *Planning Act*, refuse to accept or further consider the request for amendment(s).

A "Complete Application" to amend a Zoning By-law for the Town of The Blue Mountains shall constitute all of the following:

DOCUMENT/ITEM	CHECK
1. A complete and signed application form with required fees (refer to Schedule B for fees);	<input type="checkbox"/>
2. A signed letter of authorization for an agent or applicant (where the applicant is not the owner) from all registered owners of the lands affected by the proposed amendment (refer to Schedule A);	<input type="checkbox"/>
3. A Zoning Chart that identifies where modifications to the existing zoning regulations or other By-law provisions are proposed to be amended (refer to Part 3 - Section C of application form – page 11);	<input type="checkbox"/>
4. A sketch/plan showing: a. The boundaries and dimensions of the subject land; b. 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 lot lines; c. The approximate location of all natural and artificial features on the subject land and adjacent to the subject land that, in the opinion of the applicant, may affect the application (such as buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks); d. The current zoning and existing uses of adjacent lands; e. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road, or a right of way; f. If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and g. The location and nature of any easement affecting the subject land.	<input type="checkbox"/>
5. All supporting technical and background studies/reports identified by Town Planning Service Staff as a result of a pre-consultation meeting; and	<input type="checkbox"/>
6. A covering letter that briefly describes the proposal.	<input type="checkbox"/>



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SECTION 3 - APPLICATION FORM TO AMEND THE ZONING BY-LAW

FOR OFFICE USE ONLY		DATE OF PRECONSULTATION:	
DATE FILED:		DATE ACCEPTED:	
FILE NUMBER:		ROLL NUMBER:	
REQUIRED FEE:		RECEIVED BY:	
\$	PAID	RECEIPT NUMBER:	

PART 1: APPLICANT INFORMATION

A REGISTERED OWNERS OF THE SUBJECT LANDS

Name: _____

Email: _____

Company Name: _____

Mailing Address: _____

Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

B AUTHORIZED APPLICANT (if different than the owner)

Name: _____

Email: _____

Company Name: _____

Mailing Address: _____

Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

C AUTHORIZED AGENT (i.e., consultant/solicitor/etc.)

Name: _____

Email: _____

Company Name: _____

Mailing Address: _____

Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

PRIMARY CONTACT:
Correspondence relating to this application should be sent to (select one only):

A - Owner B – Applicant C - Agent



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D ENCUMBRANCES (i.e., mortgagees, charges or encumbrances)

Name _____
Mailing Address: _____
Postal Code: _____
Phone: _____ Cell: _____ Fax: _____ Email: _____

PART 2: PROPERTY INFORMATION

A SUBJECT LANDS

Municipal Address: _____
Postal Code: _____
Concession: _____ Part(s)/Lot(s): _____
Registered Plan No: _____ Lot No.: _____
Property Tax Roll No: _____
Date acquired by current owner (if known): _____

B DESCRIPTION OF PROPERTY (OR AREA AFFECTED BY THIS APPLICATION)

Lot Frontage:	<input type="text"/>	m	<input type="text"/>	ft
Lot Depth:	<input type="text"/>	m	<input type="text"/>	ft
Lot Area:	<input type="text"/>	m ²	<input type="text"/>	ft ²

C EXISTING AND PREVIOUS USE OF SUBJECT LANDS

Existing Uses: _____
Duration: _____
Previous Uses: _____

D DESCRIBE EXISTING BUILDINGS ON THE SUBJECT LANDS

TYPE/DESCRIPTION	YEAR BUILT	FLOOR AREA (m ²)	SETBACKS (m)				HEIGHT
			FRONT	REAR	SIDE	SIDE	



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E EXISTING USE ON ADJACENT LANDS

North: _____

South: _____

East: _____

West: _____

F DESCRIBE THE PROPOSED USES OF THE SUBJECT LANDS

G PROPOSED BUILDINGS AND STRUCTURES

TYPE/DESCRIPTION	FLOOR AREA (m ²)	SETBACKS (m)				
		FRONT	REAR	SIDE	SIDE	HEIGHT

H ACCESS (check appropriate box)

Provincial Highway	<input type="checkbox"/>
County Road	<input type="checkbox"/>
Open and Maintained Municipal Road Allowance	<input type="checkbox"/>
Non-maintained/Seasonally Maintained Municipal Road Allowance	<input type="checkbox"/>
Private Right-of-way	<input type="checkbox"/>
Water access *	<input type="checkbox"/>

** Note: if access to the subject land is by water only, the applicant must identify the parking and docking facilities to be used and the approximate distance of the facilities from the subject land and nearest public road.*

I SITE SERVICING

WATER SUPPLY (check appropriate box)	Publicly owned and operated piped water system	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>
	Other (please specify):	<input type="checkbox"/>



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SEWAGE DISPOSAL (check appropriate box)	Public sanitary sewage system	<input type="checkbox"/>
	Private individual or communal septic tank/leaching field system *	<input type="checkbox"/>
	Holding Tank	<input type="checkbox"/>
	Privy	<input type="checkbox"/>
	Other (please specify):	<input type="text"/>

** Note: if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day, a servicing options report and a hydrogeological report must accompany this application.*

DRAINAGE (check appropriate box)	Sewers	<input type="checkbox"/>
	Ditches	<input type="checkbox"/>
	Swales	<input type="checkbox"/>
	Other (Please specify)	<input type="text"/>

J ENVIRONMENTAL CONSTRAINTS
 Indicate any applicable environmental constraints (See Official Plan Constraint Mapping):



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PART 3: PURPOSE OF THE APPLICATION

In order to provide accurate information on the planning status of your property as requested below, please note the following:

- An Official Plan designation can be determined by identifying a property on the Land Use Schedule. Corresponding land use policies are set out in the Official Plan.
- The Town’s current Official Plan is available online at: <http://www.thebluemountains.ca/official-plan.cfm>. The County of Grey Official Plan can also be found online at: <http://www.grey.ca/services/planning-development/county-of-grey-official-plan/>.
- A zone category can be determined by locating your property on the Zoning Map. Corresponding zone regulations are set out in the Zoning By-law. The Town’s current Zoning By-law may be viewed at the Municipal Office.

A CURRENT PLANNING STATUS

Official Plan Designation:

- i. County of Grey Official Plan: _____
- ii. Town of The Blue Mountains Official Plan: _____

Permitted Uses:

- i. County of Grey Official Plan:

- ii. Town of The Blue Mountains Official Plan:

Zoning By-law: _____

Existing Zone Category: _____

Permitted Uses:

Relevant Zone Provisions:

B DESCRIBE PROPOSED USES AND THE NATURE AND EXTENT OF THE REZONING REQUEST



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Proposed Change to Zone Category: from: _____
 to: _____

Reason for the proposed amendment:

C ZONING CHART

Please complete the following chart where modifications to the existing zoning regulations or other By-law provisions are proposed. *Note: It is the Applicant's responsibility to list all the required amendments to the By-law.*

ZONING REGULATION	BY-LAW SECTION #	EXISTING ZONE REGULATION	PROPOSED ZONE REGULATION
Minimum Lot Frontage			
Minimum Lot Area			
Minimum Front Yard			
Minimum Side Yard			
Minimum Rear Yard			
Minimum Landscaped Open Space			
Maximum Lot Coverage			
Minimum and Maximum Height			
Maximum # of Storeys			
Minimum Floor Area			
Minimum and Maximum Density			
Minimum Distance Between Buildings on same lot			
Minimum # of Parking Spaces			
Minimum # of Loading Spaces			
Other (e.g. General Provisions)			



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PART 4: CONFORMITY

A PROVINCIAL PLANS

Please explain how the proposal is consistent with the Provincial Policy Statement.

Are the subject lands located within an area of land designated under any provincial plans? Yes

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please describe how the proposal is consistent with or does not conflict with the applicable provincial plans.

B LOCAL PLANS

Please explain how the proposal conforms to the applicable policies of the County of Grey Official Plan and the Town of The Blue Mountains Official Plan.



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If the proposal implements an alteration to the boundary of an area of settlement or implements a new area of settlement, provide details of the Official Plan policies or Official Plan amendment that deals with the matter.

If the proposal removes the subject land from an area of employment as defined in the Provincial Policy Statement, describe the current Official Plan policies, if any, dealing with the removal of land from an area of employment.

If subject lands are within an area where zoning with conditions applies, please describe how the application conforms to the Official Plan policies relating to zoning with conditions.

PART 5: ADDITIONAL INFORMATION

A HISTORY OF THE SUBJECT PROPERTY

Has the property ever been the subject of any application under the *Planning Act* (such as *Planning of Subdivision*, *Current Zoning By-law Amendment*), or Minister's Zoning Order? (check appropriate box)

Yes

No

Unknown

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If Yes and if known, provide the file number, status, and the decisions made on the application, or the Ontario Regulation number of the Minister's Zoning Order.



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If this application is a re-submission of a previous application, describe how it has been changed from the original application.

Are there any easements or restrictive covenants affecting the subject land?

B CONCURRENT APPLICATIONS

If the subject land is currently the subject of any additional applications for approval (i.e., Site Plan, Consent, Plan of Subdivision, Plan of Condominium, Official Plan Amendment), please identify the file number and status of the application(s), as well as details of the application.

C REPORTS AND STUDIES

Please identify any reports or studies accompanying this application. (Refer to Section 2 of this Package for complete application).

D SKETCH REQUIREMENTS

Refer to Section 2 of this package for sketch/plan requirements.



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PART 6: DECLARATION

APPLICANT'S DECLARATION

(to be signed in front of the Commissioner of Oaths)

I, _____ of the _____
(Name of applicant) (Name of City, Town, Township, etc.)

in the County/Region/District of _____ solemnly
(Name of County/Region/District)

declare that all of the statements contained in this Application for Zoning By-law Amendment

at _____
(Description of subject land)

and all supporting documents and plans are true and complete, 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*.

By completing this Declaration, I / we hereby acknowledge and authorize Town staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection.

Declared before me at the County of Grey

in the Town of The Blue Mountains, this

_____ day of _____, _____
(Day) (Month) (Year)

Signature of Applicant

Please Print name of Applicant

Signature of Commissioner of Oaths



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MUNICIPAL FREEDOM OF INFORMATION DECLARATION:

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of The Blue Mountains Planning, Building and By-law Services Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I

(please print name of Applicant)

the Owner/applicant/authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature of Applicant

Day Month Year

The Corporation of The Town of The Blue Mountains

By-law No. 2018 – 10

Schedule A – Planning Fees

Administration, Refunding, Other Fees, and Lapsing/Closing of Planning Applications

- A. Application Fees are cumulative save and except where noted otherwise.
- B. 50% of the Planning Fee may be refunded at the sole discretion of the Director, Planning & Development Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
- C. The Director, Planning & Development Services may assign fees other than noted, provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains.
- D. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination

Definitions

“Gross Floor Area” means the total floor area of a building or structure, including floor levels located above and below grade, measured to the outside face of all exterior walls;

“Individual Scale” means a proposal that contains less than or equal to 2 units;

“Large Scale” means a proposal that contains more than 50 units or, a proposal that contains a non-residential gross floor area exceeding 2,000 square metres or, a proposal that contains a mixture of units and non-residential uses exceeding 2,000 square metres of gross floor area;

“Mid-Scale” means a proposal that contains more than 10 units and less than or equal to 50 units or a proposal that contains a non-residential gross floor area exceeding 1,000 square metres and less than or equal to 2,000 square metres or, a proposal that contains a mixture of units and non-residential uses exceeding 1,000 square metres of gross floor area and less than or equal to 2,000 square metres of gross floor area;

“Mixed-use Building” means a building containing a mixture of units and non-residential uses;

“Non-residential Gross Floor Area” means the total floor area of a non-residential building or structure, including floor levels located above and below grade, measured to the outside face of all exterior walls;

“Small Scale” means a proposal that contains more than 2 units and less than or equal to 10 units or, a proposal that contains a non-residential gross floor area less than or equal to 1,000 square metres or, a proposal that contains a mixture of units and non-residential uses less than or equal to 1,000 square metres of gross floor area and includes Short Term Accommodation premise as defined by the applicable Zoning By-law (2013-13);

“Unit” means a residential dwelling unit, commercial resort unit, a short term accommodation unit and/or any similar type of unit but does not include a unit within a nursing home or similar institutional facility.

See Schedule “B” for other planning fees.

The Corporation of The Town of The Blue Mountains

By-law No. 2018 – 10

Schedule A – Planning Fees (continued)

Item	Application Type	Fee	Security Deposit
1.	Official Plan Amendment		
	Large Scale	\$14,075	\$5,000
	Mid-Scale	\$8,895	\$5,000
	Small Scale	\$5,930	\$2,500
	Individual Scale	\$2,380	\$0
2.	Zoning By-law Amendment		
	Large Scale	\$4,710	\$5,000
	Mid-Scale	\$3,570	\$5,000
	Small Scale	\$3,570	\$2,500
	Individual Scale	\$1,755	\$0
	Temporary Use	\$1,755	\$2,500
3.	Draft Plan of Subdivision/Condominium		
	Large Scale	\$14,710	\$5,000
	Mid-Scale	\$8,890	\$5,000
	Small Scale	\$5,930	\$2,500
4.	Site Plan Review		
	Large Scale	\$10,375	\$5,000
	Mid-Scale	\$8,890	\$5,000
	Small Scale	\$3,540	\$2,500
	Individual Scale	\$280	\$0
5.	Minor Variance¹		
	Minor Variance	\$1,060	\$0
6.	Consent		
	Lot Addition (Boundary Adjustment)	\$1,725 per property	\$0
	Validation of Title	\$100	\$0
	Lot Creation	\$2,760 + \$605 for each additional lot	\$0
	Easement	\$1,725	\$0
7.	Part Lot Control/Deeming By-law		
	Large Scale	\$615	\$0
	Mid-Scale	\$620	\$0
	Small Scale	\$570	\$0
	Individual Scale	\$570	\$0
8.	Agreement Preparation²		
	Large Scale	\$14,995	\$0
	Mid-Scale	\$9,215	\$0
	Small Scale	\$3,900	\$0
	Individual Scale	\$825	\$0
	Pre-Servicing	\$2,800	\$0

1 Including applications pursuant to Sections 45(1), (2) & (3) of the Planning Act.

2 Includes those costs associated with title search(es) & registration of agreement(s).

The Corporation of The Town of The Blue Mountains

By-law No. 2018 – 10

Schedule A – Planning Fees (continued)

Notes:

1. Application fees are cumulative except where noted otherwise.
2. Where an application is modified by the applicant prior to a decision on the application, an additional fee of 50% of the current required fee shall apply.
3. The security fee is a deposit which is for specialized peer review and/or legal services deemed required by the Town and for any other extraordinary expenses incurred by the Town as a result of the process. Such security fee is to be maintained by the applicant at the rate required. For multiple applications only one security fee shall be required. In some instances, due to the complexity of a proposal, an additional security fee may be determined to be required by the Director, Planning & Building Services.
4. Where a Zoning By-law Amendment proceeds in conjunction with an Official Plan Amendment, a 25% reduction in the Zoning By-law Amendment Fee applies.
5. Where a Site Plan Application proceeds in conjunction with another type of planning application, a 25% reduction in the Site Plan Review Fee applies.
6. In the instance of a Draft Plan of Condominium which is proceeding by way of a Site Plan Application, the greater fee found in Sections 3 or 4 above will apply.
7. If the proposal has received approval from the approval authority more than 24 months from the date of application for Agreement preparation, an additional fee of \$500 shall apply.
8. 50% of the Planning Fee may be refunded at the sole discretion of the Director, Planning & Building Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
9. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and lapsed/closed.
10. In the instance of an amendment or modification to an existing Agreement, including amendments so as to change the terms and/or conditions of the Agreement, 50% of the applicable fee shall apply.
11. The Director, Planning & Building Services may assign fees other than noted provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains.
12. The proponent must make a written request to the Director, Planning & Building Services for refunds and/or the release of securities held by the Town.
13. Interest is not paid on fees and/or security deposits.

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Schedule B

Other Planning Fees

Item	Application Type	Fee
1.	Reactivating an application that has not been acted on in 12 months ³	50% of the current applicable fee(s)
2.	Re-notification Fee ⁴	50% of the application fee up to a maximum of \$1,285
3.	Telecommunication Towers	\$1,755
4.	Red Line Revision comments to the County of Grey or Ontario Municipal Board	\$870
5.	Draft Plan Extension comments to the County of Grey or Ontario Municipal Board	\$870
6.	Removal of the Holding “-h” symbol	\$920
7.	Ontario Municipal Board Attendance ⁵	\$1,755 for the first day or portion thereof + \$860 for each additional day or portion thereof ⁶
8.	Planning Opinion Letter	\$225
9.	Draft Plan Approval Clearance Letter to the County of Grey or Ontario Municipal Board	\$225
10.	Red Line Revision to a Site Plan Agreement	\$565
11.	Change to a Condition of Consent	\$870
12.	Condominium Exemption comments to the County of Grey	\$870
13.	Renewable Energy Projects ⁷	\$1,755
14.	Provision of comments to the Niagara Escarpment Commission on Development Control Permits	\$280
15.	Provision of comments to the Niagara Escarpment Commission on Niagara Escarpment Commission Amendments or to the County of Grey on County Official Plan Amendments	\$870
16.	Processing of inquiries related to acquisition of Town owned land	\$280

³ An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and subsequently lapsed/closed.

⁴ In the instance where an advertised Public Open House/Meeting is deferred and/or rescheduled at the request of the proponent.

⁵ For each Town employee where same attends an Ontario Municipal Board Hearing in support of an application that has been “approved” by the Council of the Town of The Blue Mountains.

⁶ Plus \$860 for each additional day or portion thereof.

⁷ Including those within the Niagara Escarpment Development Control Area.

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Schedule C

Engineering Fees

Item	Application Type	Fee	Minimum Fee
1.	Official Plan Amendment⁸		
	Large Scale	\$3,215	\$0
	Mid-Scale	\$2,140	\$0
	Small Scale	\$1,070	\$0
2.	Zoning By-law Amendment⁸		
	Large Scale	\$1,070	\$0
	Mid-Scale	\$805	\$0
	Small Scale	\$535	\$0
3.	Draft Plan Review⁸		
	Large Scale	\$5,355	\$0
	Mid-Scale	\$3,215	\$0
4.	Technical Review of Plan of Subdivision/ Condominium/Site Plan Submissions		
	Large Scale	\$15,600 ⁹	\$5,355
	Mid-Scale	\$7,800 ⁹	\$3,750
	Small Scale	\$3,640 ⁹	\$2,680
	Individual Scale	\$2,080 ⁹	\$1,110
5.	Work Fees for Subdivision/Condominium/ Site Plan¹¹		
	Large Scale	4.16%	\$5,355
	Mid-Scale	4.16%	\$3,750
	Small Scale	4.16%	\$2,680
	Individual Scale	4.16%	\$1,070
	Pre-Servicing ¹²	0.52%	\$2,140
6.	Re-Inspection^{8 13}		
	Large Scale	\$3,215	\$0
	Mid-Scale	\$1,605	\$0
	Small Scale	\$965	\$0

Where an Official Plan Amendment and/or Zoning By-law Amendment and/or Draft Plan are processed concurrently, the greatest single fee shall apply.

Interest is not paid on fees and/or prepayment deposits.

⁸ This fee is a one-time non-refundable payment and is not related to the Works Fee.

⁹ Pre-payment Fee. The Prepayment Fee is a deposit for the Works Fees paid at Agreement execution and is intended as partial payment of the technical review, Agreement administration and/or other similar expenses incurred by the Town. If the proponent elects to not proceed with the project, the Prepayment Fee will be returned less the greater of the minimum fee or the actual time and expenditures incurred as determined by the Director of Engineering & Public Works.

¹⁰ In the instance of a third or subsequent engineering/technical submission, an additional fee of \$50 per equivalent unit within a Site Plan will apply as determined by the Director of Engineering and Public Works and is not refundable. The Works Fee is due at the time of execution of the applicable Agreement. Should the Works Fee Prepayment Fee exceeds the required Works Fee, the Prepayment Fee will be refunded to the greater of the required Works Fee or the minimum fee amount. In the event that the project does not proceed by cancellation of the Agreement, the Works Fee may be refunded to an amount determined by the Director of Engineering and Public Works.

¹¹ The Works Fee is due at the time of execution of the applicable Agreement. Should the Works Fee Prepayment Fee exceeds the required Works Fee, the Prepayment Fee will be refunded to the greater of the required Works Fee or the minimum fee amount. In the event that the project does not proceed by cancellation of the Agreement, the Works Fee may be refunded to an amount determined by the Director of Engineering and Public Works.

¹² The Pre-Servicing Fee is a 0.5% premium in addition to the Works Fee for the additional costs associated with the technical review of a Pre-Servicing proposal and Agreement administration. In the event that the project does not proceed by cancellation of the Agreement, the Pre-Servicing Fee may be refunded to an amount determined by the Director of Engineering and Public Works.

¹³ In the event that a second or subsequent site inspection is required by the Town in response to a request for a Certificate of Preliminary Acceptance of Basic Services, Completion, or Final Acceptance, an additional site re-inspection fee will be required prior to the re-inspection taking place.