

Pre-Consultation	Applicants are strongly encouraged to consult with Regional Staff prior to the submission of an application to discuss specific Regional requirements. <u>The checklists below may only represent a portion of the supporting information required by Halton Region.</u> Incomplete applications will not be processed.
Assisted Housing	Applications for Assisted Housing projects are exempt from Regional Development Application fees. Proposals that incorporate an Assisted Housing component may be eligible for a pro-rated reduction in Regional fees. Projects must conform to the “Assisted Housing” definition in the current Regional Official Plan. Approval is at the sole discretion of the Chief Planning Official of the Region of Halton.
Other Requirements	Other Regional Sections/Divisions/Departments may have additional requirements and fees.
Fee Payment	PAYMENT IS BY CHEQUE ONLY , payable to: The Regional Municipality of Halton Fees include all applicable taxes unless otherwise noted. HST Number 12360 9950 RT0001

Health Department - Lot Assessment Fee

* Applications requiring Health Dept. lot assessment must add \$142.00 per lot to the application fee.

Regional Official Plan Amendment Application

\$10,317.83

Regional Official Plan Amendment (Pits and Quarries)

\$145,315.59

- 15 copies of the completed Regional Official Plan Amendment Application form
- 1 copy of all reports, studies and plans in a digital format
- 15 copies of the Proposed Regional Official Plan Amendment
- 3 copies of any accompanying plans/technical reports
e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Public Meeting Advertising Fee

\$ Actual Cost

Local Official Plan Amendment (Applicant Initiated)

\$8,718.50

- 3 copies of the completed Application form and, if applicable
- 3 copies of the Official Plan Amendment Application
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Key Maps
- 3 copies of any accompanying plans/technical reports
e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Applicant Initiated Revision

\$4,359.26

Local Official Plan Amendment Requiring Regional

Approval (Applicant Initiated)

\$8,718.57

Same requirements as above.

Applicant Initiated Revision

\$4,359.26

Local Official Plan Amendment (Municipally Initiated)

- 3 copies of the completed Application form and, if applicable
- 3 copies of the Official Plan Amendment Application
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Context Maps
- 3 copies of the Draft Amendment
- 3 copies of any accompanying plans/technical reports
e.g. Planning Justification, Noise, Traffic, Environmental Impact Assessment, Agricultural Impact Assessment, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Minor Variance Application

\$36.35*additional Health Dept. lot assessment fee may be required

- 1 copy of the completed Application form or 2 copies if the development is not within the Urban Area

Zoning By-Law Amendment (Applicant Initiated)

\$1028.39

- 3 copies of the completed Application form, and if applicable
- 3 copies of the completed Re-Zoning Application
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 2 copies of any accompanying plans/technical reports
e.g. Planning Justification, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Holding By-law Removal

\$363.18

Temporary Use By-law Permits and Renewals

\$581.07

Revisions to Application

\$514.22

Zoning By-Law Amendment (Municipally Initiated)

- 3 copies of the completed Application form, and if applicable
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the completed Re-Zoning Application
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 2 copies of any accompanying plans/technical reports
e.g. Planning Justification, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Subdivision Application

\$10,608.36

- 3 copies of the completed Application form
- 3 copies of the Proposed Plan of Subdivision Map
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of the detailed Landscape Plan (if abutting a Regional Road)
- 3 copies of any accompanying plans/technical reports
e.g. Planning Justification, Noise, Traffic, Functional Servicing Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Plan Revision (pre Draft Approval) Applicant Initiated

\$762.60

Plan Revision (post Draft Approval) Applicant Initiated

\$2,180.31

Phased Draft Approval Fee

\$10,451.91

Phase Revision Requiring Circulation

\$5,226.61

Sub-Phasing Requiring Circulation

\$3,135.73

Phase Revision & Sub-Phasing Not Requiring Circulation

\$762.60

Emergency Extension of Draft Approval - 3 Months

\$304.52

Extension of Draft Approval - 1 Year

\$871.60

Subdivision -Final Approval / Registration

\$2,180.31

Site Plan Application (Applicant Initiated)

\$1,162.15

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 1 Waste Management Plan
- 3 copies of the Proposed Site Plan
- 2 copies of the detailed Grading and Landscape Plan (if abutting a Regional Road)
- 1 Site Servicing Plan
- 3 copies of any accompanying plans/technical reports

Minor Development / Minor Modification

\$727.71

Site Plan Revision (Applicant Initiated)

\$727.71

Condominium Application

\$3,065.93

- 3 copies of the completed Application form and Plan
 - 1 copy of all reports, studies and plans in a digital format
 - 1 Waste Management Plan
 - 1 copy-Grading & Landscape Plan (abutting a Regional Road)
- Plan Revision**

\$458.14

Vacant Land or Common Element

\$451.16

Draft Approval Extension –1 Year or Emergency 3 Month

\$304.52

Exemption Fee

\$508.42

Condominium Conversion

\$1,452.63

Condominium Final Approval / Registration

\$741.64

Consent Application

\$1,162.15 *add. Health Dept. lot assessment fee may be required

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of any plans/technical reports e.g. Planning Justification, Noise, Traffic, Agricultural Impact Assessment
- 1 copy of Phase I/II Environmental Site Assessment report
- 1 Completed Environmental Site Screening Questionnaire

Consent - Revision

\$304.52

Validation of Title

\$269.49

Niagara Escarpment Plan Amendment

Major Files Major Files may include Golf Courses, Aggregate uses and any other file as determined by the Chief Planning Official of the Region of Halton.

\$10,317.83

Minor Files

\$2,906.64

- 3 copies of the completed Application form

Green Energy Act Application or

Ontario Power Authority Project Application

\$1,162.08

Engineering & Inspection Fees – Land Development Agreements

Based on Total Cost of Water and Wastewater Works

\$0 - \$100,000.00 Greater of 10% or \$5,000*

\$100,000.01 - \$250,000.00 7%*

\$250,000.01 - \$500,000.00 6%*

\$500,000.01 or more 5%*- To a maximum of \$100,000.00*

Note: A NON- REFUNDABLE DEPOSIT OF \$5,000.00* IS REQUIRED WITH THE FIRST ENGINEERING SUBMISSION.
*Add HST

Parkway Belt West Plan Amendment / MZO (Applicant Initiated)

\$2,906.64

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 2 copies of any accompanying plans/technical reports e.g. Planning Justification, Noise, Traffic Reports
- 1 copy of Phase I/II Environmental Site Assessment report

Part Lot Control By-Law

\$581.07

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Plan of Survey
- 2 copies of the Engineer’s Letter

Review of Major Applications Requiring Planning Act Approval in Bordering Municipalities

\$21,797.79

- 3 copies of the completed Application form
- 1 copy of all reports, studies and plans in a digital format
- 3 copies of the Proposed Plans & Key Maps
- 3 copies of any accompanying plans/technical reports

Publications

Regional Official Plan (2009)	\$72.65
Regional Official Plan (2006)	\$72.65
Regional Plan Updates Subscription	\$17.03 per yr
Regional Official Plan (1980)	\$79.61
Maps (OP 1980)	\$7.15
Aquifer Management Plan	\$106.15
MOU HUSP	\$58.65
MOU HASR	\$108.94

Research/Analysis

Halton Region’s Database Search for Environmental Source Information	\$181.59
Development Assessments/Research	\$217.89
DATS Computer Analysis	\$217.89
DATS Continuing Reports	\$41.70 per hour (min. 1 hr)
Old File Retrieval from Storage	\$22.36
Special Data Requests quoted at cost.*	
Photocopies	\$0.52 /pg (min \$3.00)
Reports	\$0.07/pg (min \$3.00)

Regional Standard for Digital Drawings

Drawing Files

- All drawing files shall be standard AutoCAD (Release 2000 or higher)
- Additionally a “MAPEXPORT” to an ESRI Shapefile (This consists of 5 or more file extensions (.shp, .prj, .shx, .dbf, .sbn, .sbx and .shx))

Drawing Scale

- Drawing units are to be metric and to scale

Co-ordinates

- The drawing co-ordinates shall be to real 6 degree UTM co-ordinates (Zone 17N), NAD 83 Datum
- This real co-ordinate registration shall conform to the following criteria:
 - All information in plan view shall be registered to AutoCAD’s World co-ordinate system and to the 6 degree UTM co-ordinate system
 - Registration of the 6 degrees UTM co-ordinate system shall consist of a series of cross hairs drawn to the nearest 100 m interval
 - The northing and easting co-ordinate shall be shown at the intersection of the co-ordinating lines
 - Co-ordinate registration shall be indicated on all plan portions before the image is moved or rotated from its real co-ordinate location
 - It is strongly recommended that all drawings not be rotated or moved.

**For further information, please contact Halton Region’s Planning Application Intake Clerk at:
(905) 825-6000 Ext. 7764
Halton Region
1151 Bronte Road
Oakville, ON L6M 3L1
www.halton.ca**