

**PLANNING DEPARTMENT REPORT**

**REPORT 24/03**

**TO:** Chair and Members of the Committee of the Whole

**FROM:** Amanda Roger, Planning Technician & Secretary-Treasurer,  
Committee of Adjustment

**MEETING DATE:** Monday, March 18<sup>th</sup>, 2024

**SUBJECT:** Planning Service Fee Review

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**RECOMMENDATION:**

**Be it resolved that the Committee of the Whole of the Township of Guelph/Eramosa has received Planning Department Report 24/03 regarding the Planning Service Fee Review; and**

**That the Committee authorizes staff to proceed with the scheduling of a Public Meeting in accordance with legislative requirements.**

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**EXECUTIVE SUMMARY**

The purpose of this report is to discuss proposed changes to Planning Service Fee By-law 18/2018, which has not been updated since it was initially passed by Council on April 9<sup>th</sup>, 2018. Per Section 69 of the *Planning Act*, RSO 1990, c P.13, planning-related fees must be based on anticipated costs to the municipality and specific to the type of application being processed. This report references the methodology used by Watson and Associates during the previous fee review to identify justifiable fee increases and other changes to the existing fee structure. The overall intent of the report is to discuss recommended changes to facilitate cost recovery for municipal services being performed related to planning.

**BACKGROUND**

In 2018, Watson and Associates Economists Ltd performed a comprehensive review of the Township's planning application fees. As a result of this review, planning fees were increased to achieve cost recovery for municipal services performed in relation to the review, processing, and administration of *Planning Act* applications. Council subsequently passed By-law 18/2018 on the 9<sup>th</sup> of April 2018, adopting Watson and Associates' recommended changes to the planning service fee schedule.

By-law 18/2018 has not been amended or replaced since it was initially passed. As such, to ensure continual cost recovery, staff has commenced a review of the current fee structure and how it relates to municipal resource expenditures. The purpose of this report is to discuss the findings of this review, identify new or existing processes that are not being appropriately remunerated, and propose the establishment or increase in fees to achieve full cost recovery.

## **AUTHORITY**

Section 69 of the Planning Act authorizes the council of a municipality to establish a tariff of fees for the processing of planning-related applications, provided each fee is based solely on the anticipated costs to the municipality and specific to the type of application being processed. Through Section 69, Council is also afforded the ability to adjust or waive application fees in situations where it is deemed appropriate. Excerpts from Section 69 have been provided below for reference:

### **Tariff of fees**

69 (1) The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff. R.S.O. 1990, c. P.13, s. 69 (1); 1996, c. 4, s. 35 (1).

### **Reduction or waiver of fees**

(2) Despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff. R.S.O. 1990, c. P.13, s. 69 (2); 1996, c. 4, s. 35 (2).

Further to the *Planning Act*, Section 391 of the *Municipal Act*, 2001, SO 2001, c 25 allows the municipality to establish fees “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 any local board, and for the use of its property including property under its control.”

The *Municipal Act* also allows for the establishment of fees for “deferred benefits”. Section 391(2) states that “a fee or charge for capital costs related to services or activities may

be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some point in time.” Section 391(3) further states that “the costs included in a fee or charge may include cost incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition, and replacement of capital assets”.

## **METHODOLOGY**

As previously noted, planning-related fees must be based on anticipated costs incurred by the Township in the processing of an application. To identify the anticipated costs and to justify the corresponding fee being proposed, the Planning Department has utilized the same activity-based costing (ABC) methodology used by Watsons and Associates during their review of the Township’s fees in 2018.

In their report, Watson and Associates explained the usefulness of this methodology in assigning resource costs based on an organization’s activities to the services provided to the public, which helps to better identify the costs associated with processing specific application types.

The first step in this approach requires the calculation of processing efforts and costs incurred by all participating staff members in the review of a development application. This involves breaking down each application type into separate activity-based stages, identifying the general amount of time staff commits to each task, and assigning a corresponding value.

Based on Watson and Associates’ previous report, the value assigned to each fee should consider overall resource costs. This includes both direct operational costs associated with performing a service (e.g. salaries, benefits, materials, etc.) as well as indirect support and capital costs such as facility maintenance, information technology, human resources, Council participation, and general administration.

## **INTRODUCTION**

This report will begin by placing focus on the following application types:

- Zoning By-law Amendment
- Site Plan Control (fee by-law refers to as a “Site Plan Amendment Application”)
- Subdivision/Condominium
- Minor Variance

Other application types identified in the current Planning Service Fees By-law 18/2018 will be discussed later in this report as there will be proposed changes to these fee categories to address existing gaps in cost recovery. These fee categories include

Consent Applications, Notice Verification for Severance Applications, and Minor Site Plan Amendment Applications. In addition to the recategorization of service fees, the report will propose the establishment of new fees for municipal works that are not currently addressed through the fee by-law, including the Mandatory Pre-consultation Process and the Removal of Holding Provisions.

## DISCUSSION

In their application of the ABC methodology, Watson and Associates broke down the approximate amount of time that was spent on the review of each planning application by all participating staff members. The proportionate percentage of staff income was then applied to the amount of time committed to planning-related works based on the average number of applications processed annually. The cost/value of staff time, together with other direct and indirect costs, was combined to establish the fees recommended by Watson and Associates, and subsequently adopted by Council through By-law 18/2018.

In understanding the methodology used by Watson and Associates to establish the proposed planning service fees in 2018, staff reversed the calculations to identify the value per hour that was previously assigned to each type of application. These calculations are provided in **Table 1** below.

**Table 1: Value Per Hour Calculation (2018)**

Application Type	Staff Time (Minutes)	Staff Time (Hours)	Fee Proposed (2018)	Value Per Hour
Zoning By-law Amendment	2325	38.75	\$4572	\$117.99
Site Plan Approval	2360	39.33	\$4408	\$112.07
Subdivision	3660	61	\$6543	\$107.26
Minor Variance Application	1230	20.5	\$2577	\$125.70

To identify whether the current fees continue to achieve cost recovery, the review performed by Watson and Associates was replicated. The first step of this process was to revise the spreadsheet used by Watson and Associates to break down each application type into its separate stages and identify the amount of time each staff member contributes to each individual task.

Through this process, it can be demonstrated that the time commitments by staff varied significantly from what was initially assessed in 2018. These results are due to changes in policies and procedures along with corresponding application and review processes. One of these changes includes a shift in planning consultants from MHBC to the County of Wellington which resulted in a different allocation of responsibilities.

The second step was to apply this time variable to the value per hour to calculate the new service fee that should be charged for each application to achieve cost recovery. As an alternative to undertaking an in-depth review of the direct and indirect departmental costs, the value per hour identified as part of the 2018 fee review was applied to the revised calculation of staff time committed to the processing of each application. The result of this analysis is provided in **Table 2**.

**Table 2: New Service Fee Calculation When Value Per Hour (2018) is Applied**

Application Type	Staff Time (Minutes)	Staff Time (Hours)	Value Per Hour	Fee (2024)
Zoning By-law Amendment	4305	71.75	\$117.99	\$8465.78
Site Plan Approval	3075	51.25	\$112.07	\$5743.59
Subdivision	5570	92.83	\$107.26	\$9957.30
Minor Variance Application	2120	35.33	\$125.7	\$4440.98

Applying the previous value per hour calculation illustrates the idea of the potential service fees that could be applied. It should be noted that current value per hour would be higher than what was calculated in 2018 due to annual cost of living adjustments, and other potential fluctuations in wages (i.e. raises, changes in responsibilities) and procedures.

Based on the results identified in **Table 2**, if the value per hour were to be applied, the resulting increase to the planning service fees would be significant in comparison to what is currently being charged. To avoid this, the Planning Department is proposing to apply the cumulative Cost of Living Adjustment (COLA) between 2019 to 2024. This results in a more conservative increase that is comparable to other local municipalities.

The table below identifies the COLA percentages between 2019 and 2024. This includes both the cost-of-living increase recognized by the province, and the amount approved by Council to adjust staff wages and service fees.

**Table 3: Annual Cost of Living Adjustment (COLA) Ontario**

Year	COLA % Adopted by Township Council	Actual COLA
2019	2.2%	2.2%
2020	1.7%	2.0%
2021	0.5%	3.4%
2022	4.4%	6.8%
2023	5.0%	6.3%
2024	3.8%	4.8%
<b>Total</b>	<b>17.6%</b>	<b>25.5%</b>

The COLA percentages identified in **Table 3** were then applied to the existing administrative fees under Planning Service Fees By-law 18/2018. The results are demonstrated in **Table 4**, providing the revised cost of planning applications if either the Council approved, or actual provincial COLA, were to be applied.

**Table 4: Cost of Living Adjusted Administrative Fees**

Application Type	Admin Fee	17.6% COLA	25.5% COLA
Zoning By-law Amendment	\$4572.00	\$5376.67	\$5737.86
Site Plan Approval	\$4408.00	\$5183.81	\$5532.04
Subdivision	\$6543.00	\$7694.57	\$8211.47
Minor Variance Application	\$2577.00	\$3030.55	\$3234.14

To avoid a significant deviation from the current charges, the Planning Department is proposing to adopt the 17.6% COLA increase identified in **Table 4**. Based on a review of planning fees charged by adjacent municipalities within the County of Wellington, the proposed fees are comparable to some degree. As seen in **Table 5** below, even with the adoption of the 17.6% COLA increase, the Township would continue to fall within the middle-range of fees applied within the County.

**Table 5: County of Wellington Municipal Planning Fee Comparison (2024)**

Application Type	Puslinch	Centre Wellington	Minto	Wellington North	Mapleton	Erin	GET Proposed
Zoning By-law Amendment	\$2577	\$8218	\$10,000	\$10,000	\$9150	\$5000	\$5376.67
Site Plan Approval	\$1546	\$11,389	\$10,000	\$2000-\$3000	\$3640-\$5720	\$5000	\$5183.81
Subdivision	-	\$44,273 (includes engineering fees)	\$5000	\$10,000	\$7385	\$5000 (base)	\$7694.57
Minor Variance	\$1407	\$3180	\$2000	\$2500	\$3445	\$700	\$3030.55

**OTHER APPLICATIONS**

The remainder of this report will discuss proposed fees for municipal services that are either not included in the existing by-law or require reconsideration. The other application types identified in Planning Service Fee By-law 18/2018, but not yet discussed in this report, include as follows:

- Consent Applications
- Notice Verification for Severance Applications
- Minor Site Plan Amendment Applications

### Consent Applications & Notice Verification

The Planning Department is proposing to introduce a new fee to cover costs associated with the review of Consent Applications (Lot Line Adjustments and Severances). While Consents are processed by the County of Wellington and ultimately approved by the County’s Land Division Committee, the Township is involved in both the review of the application and the clearance of associated conditions of approval. These works are not currently being recovered under the Planning Service Fee By-law despite expending staff time and resources.

Under the current fee by-law, the only portion of the Consent process being partially recovered is in relation to the circulation/notice verification list. Prior to, or at the time of submission, an applicant is to request from the Township a list of contact information for property owners within 60 m of the subject site, to be used by the County to satisfy notification requirements under the *Planning Act*. To create this list, staff must map the permitter of the site(s), measure out the buffer distance, and cross reference the property owner information generated through GIS software with MPAC to confirm accurate mailing addresses. Currently, the fee assigned to “Notice Verification for Severance Applications” is \$30, which is markedly below what our member municipalities charge for an equivalent service, as identified in **Table 6**.

**Table 6: Municipal Comparison of Consent Fees Within the County of Wellington**

Application Type	Puslinch	Centre Wellington	Minto	Wellington North	Mapleton	Erin	GET Proposed
Notice Verification	\$79	\$56	\$150	-	\$370	\$75	\$75
Consent Review and Condition Clearance	\$156	\$983	\$150	\$250		\$500	\$500 (Partial Cost Recovery for Consent Review)
Severance	-	-	-	\$1000 (Consent Agreement)	\$1450	-	<b>OR</b> \$1445 (Full Cost Recovery Consent Fee)
<b>Combined Total</b>	<b>\$235</b>	<b>\$1039</b>	<b>\$300</b>	<b>\$1250</b>	<b>\$1820</b>	<b>\$575</b>	<b>TBD</b>

When comparing the Consent-related fees of our member municipalities, it should also be noted that the Township of Guelph/Eramosa is the only municipality within the County that does not charge a fee for the review of Consent applications and the associated clearance of conditions. These fees have been included in **Table 6** for reference. In addition to reassessing the fee assigned for the creation of circulation/notice verification lists, the amount of staff time that goes into the review of Consent applications potentially warrants the establishment of a corresponding fee to facilitate partial or full cost recovery.

In terms of process, the County circulates Consent applications to the Township for review and comment. Upon receipt, the Planning Department forwards the circulation to the Township's Chief Building Official and Director of Public Works. The resulting comments received from internal staff are then sent to the County Planners, in their capacity as our consultants, to aid in the preparation of the Planning Report. This report, along with proposed conditions of approval, is then presented to Council for support. Council's resolution is subsequently submitted, along with the Township's municipal comments, to form part of the County's application to the Land Division Committee. After the Land Division approves an application, the applicant contacts the Planning Department to clear Township-related conditions. This then commences another review process culminating in a clearance letter issued to the County. The level of work involved in the clearance of these conditions can vary significantly and requires consultation with the Public Works, Building and Finance departments.

Since the Township is not charging a fee in relation to Consent applications beyond that of the notice verification/circulation list, these works are not being appropriately recovered. This was also recognized in Watson and Associate's 2018 report to Council, at which time they provided an overview of processing costs associated with consent applications for "future consideration of cost recovery possibilities". The processing cost identified by Watson and Associates was \$1229. With the 17.6% COLA increase, the updated fee would be \$1445.30.

Based on this information, there are two potential options if Council endorses the establishment of a fee for the processing of consent applications. The first option is to seek full cost recovery by applying the fee previously proposed by Watson and Associates, together with the 17.6% COLA increase to account for inflation. This would result in a Township "Consent Application" fee of \$1445, comparable to the Township of Mapleton's severance fee of \$1450. The second option is to seek partial cost recovery by introducing a fee for "Consent Review and Condition Clearance," similar to our member municipalities within the County. As part of this, we would be proposing a fee of \$500, the same as what is charged in the Town of Erin. In both scenarios, the Planning Department is seeking an increased fee of \$75 for the notice verification/circulation list, which is also equivalent to Erin.



## Full Site Plan & Site Plan Amendment Applications

The Township’s current Planning Service Fee By-law includes a separate category for a Site Plan Amendment Application and a Minor Site Plan Amendment Application. The Site Plan Amendment Application is applicable when there is no existing site plan agreement, or a new agreement is required to address proposed changes. In contrast, a Minor Site Plan Amendment applies to properties with an existing site plan agreement. The current fee for each category is identified in **Table 7**, which also includes the cost if the 17.6% COLA increase were to be applied.

**Table 7: Fee Comparison – Site Plan Amendment and Minor Amendment**

<b>Application Type</b>	<b>Current Fee</b>	<b>17.6% COLA</b>
Site Plan Amendment	\$4408.00	\$5183.81
Minor Site Plan Amendment	\$500.00	\$588.00

As evident by the fees identified above, the cost of a Site Plan and the Minor Site Plan Amendment vary significantly. Because there are only two categories any site with an existing agreement on-file subsequently falls under the lesser of the two categories regardless of the amount of work involved.

In response, the Planning Department is proposing two changes. The first involves renaming the “Site Plan Amendment Application” to “Site Plan Approval Application,” under Planning Service Fee By-law 18-2018, to better differentiate between a standard application and an amendment with an existing agreement. The second proposed change is to create a separate category for what would be considered a “Major” Site Plan Amendment Application. This category would apply in circumstances where a proposal requires similar levels of review to a standard application, despite having an existing agreement and site plan registered on-title.

The overall intent of this recategorization would be to clearly distinguish between the types of site plan control applications and to facilitate cost recovery in cases where a proposed amendment requires substantial review akin to a standard application. Due to the similar nature, the Planning Department is proposing that the “Major Site Plan Amendment” fee be equivalent to the standard “Site Plan Approval” fee of \$5184, which includes the 17.6% COLA.

**Table 8: Revised Site Plan & Site Plan Amendment Categories with Proposed Fees**

<b>Revised Application Categories</b>	<b>Current Fee</b>	<b>Proposed Fee (17.6% COLA)</b>
Site Plan Approval	\$4408.00	\$5183.81
Major Site Plan Amendment	-	\$5183.81
Minor Site Plan Amendment	\$500.00	\$588.00

## Mandatory Two-Phase Pre-Consultation Process

The Township adopted a Mandatory Two-Phase Pre-consultation Process in response to recent changes to the *Planning Act*. The first phase of this process includes a pre-consultation meeting between the applicant, municipality, and other designated authorities to discuss the proposed application and identify required submission materials. The second phase is a preliminary review of the materials identified during phase one, to ensure they are satisfactory to commenting agencies prior to deeming an application complete and commencing the formal review process under the *Planning Act*.

Each phase in this process requires staff time and resources that are not currently being recovered. Other municipalities, including those within the County, have adopted a pre-consultation fee to address a similar issue of cost recovery. The pre-consultation fees applied with the County are identified in **Table 9** below for reference.

**Table 9: Municipal Comparison of Pre-Consultation Fees - County of Wellington**

Application Type	Puslinch	Centre Wellington	Minto	Wellington North	Mapleton	Erin	GET Proposed
Pre-Consultation	\$1052	\$3247-\$4400	\$10,000 (deposit)	\$500	-	\$1000	\$570

Through a review, it was identified that the amount of cumulative staff time spent on both phases of the pre-consultation process is an estimated 6 hours. When applied to the \$95.00/per hour fee for services provided by municipal employees, which is included in the Township's Fees and Charges By-law 64/2023, the resulting amount is \$570.00.

The Planning Department is seeking to apply this \$570.00 charge to recover costs associated with the two-phase pre-consultation process. While there are multiple staff members who participate in the pre-consultation process, and the \$95.00/per hour fee is generally applied per person, we are only seeking partial cost recovery at this time, to ensure continued accessibility for smaller businesses and/or developers. The intent is to only apply this fee where a pre-consultation meeting is deemed necessary by staff and not in relation to preliminary discussions on proposed land uses or associated regulations.

## Holding Zone Removal By-law

As demonstrated in **Table 10**, the Township of Guelph-Eramosa is the only municipality within the County that does not charge a fee for the removal of a holding provision. Municipalities apply holding provisions to amending by-laws to delay the use of land and/or construction until certain requirements (e.g. servicing, Site Plan Approval, etc.) can be met or concerns appropriately addressed. Once these conditions have been

fulfilled, to the satisfaction of the municipality and/or regulatory authority, the holding provision can be removed by Council through the passing of a by-law.

**Table 10: Municipal Comparison of Holding Zone Removal Fees**

<b>Application Type</b>	<b>Puslinch</b>	<b>Centre Wellington</b>	<b>Minto</b>	<b>Wellington North</b>	<b>Mapleton</b>	<b>Erin</b>	<b>GET Proposed</b>
Holding Zone Removal By-law	\$1472	\$6663	\$500	\$1000	\$2235 (consultant fee included)	\$500	\$500

To recover costs associated with this process, such as those related to administrative services, the review of required materials for condition clearance, and by-law passing, Township staff are proposing the introduction of a separate fee category. To ensure this fee is in-line with adjacent municipalities, the proposed fee is to be equivalent to that of both the Town of Minto and the Township of Erin, at \$500.00.

## **CONCLUSION**

In conclusion, changes to the existing Planning Service Fee By-law are necessary to achieve cost recovery for municipal services performed. Through further review, it is noted that additional fee categories should be introduced to both capture municipal services not being remunerated and to ensure consistency with adjacent municipalities. The proposed changes to the fee structure that resulted from this review, are identified in the attached Draft Planning Service Fee By-law Amendment. The draft by-law is to be read in conjunction with this report as it serves to justify the proposed changes to the cost of planning applications and how they are structured.

## **FINANCIAL IMPACT**

The financial impact for approving the scheduling of a Public Consultation Meeting, to present and discuss the proposed changes to the Planning Service Fee Schedule, is low. The only direct cost would be to place an advertisement in the local newspaper to satisfy legislative notice requirements.

## **NEXT STEPS**

If Council supports the proposed changes to the Planning Service Fee Schedule and approves the request to schedule a Public Meeting, the following is an anticipated schedule of next steps:

- March 21<sup>st</sup>, 2024 – Notice Published in Wellington Advertiser

- April 15<sup>th</sup>, 2024 – Public Meeting
- May 6<sup>th</sup>, 2024 – Brought Back Before Council for Decision
- May 9<sup>th</sup>, 2024 – Notice of Passing
- May 29<sup>th</sup>, 2024 – Appeal Period Ends

**ATTACHMENTS:**

Attachment #1 - Draft By-law to Amend Planning Service Fee By-law

Respectfully Submitted,



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Amanda Roger, Planning Technician & Secretary-Treasurer, Committee of Adjustment

Reviewed By:

\_\_\_\_\_  
Ian Roger, P. Eng  
CAO

**The Corporation of the  
Township of Guelph/Eramosa**

**By-law Number XX/2024**

**A By-law to establish rates, fees and  
charges for various services provided by the Planning  
Department of the Township of Guelph/Eramosa and to repeal  
and replace By-law 18/2018.**

**WHEREAS** Section 391 of the Municipal Act, 2001, S.O. Chapter 25, as amended, authorizes a municipality to impose fees or charges on persons; and

**WHEREAS** pursuant to Section 385, Part XI of the Municipal Act, 2001, as amended, a municipality may fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI, which scale can be designated to meet only the anticipated costs of the municipality; and

**WHEREAS** Section 69(1) of the Planning Act authorizes a municipality to establish a tariff of fees made in respect of planning matters, with such tariff designed to meet only the anticipated cost to the municipality, or to a committee of adjustment, the cost of processing of each type of application provided for in the tariff;

**NOW THEREFORE**, the Council of the Corporation of the Township of Guelph/Eramosa hereby enacts as follows:

1. THAT the fees and charges for Planning Services be established as Schedule "A" attached hereto and forming part of this By-law.
2. THAT the attached Schedule may be amended from time to time as deemed expedient by Council.
3. THAT each fee in the attached Schedule will be subject to annual adjustment based on a percentage amount equal to the percentage increase in the Consumer Price Index over the preceding year but in no event shall a fee be less than in the preceding year.
4. THAT should any part of this By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law, including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
5. THAT all accounts are due and payable within thirty (30) days upon receipt of invoice, exceptions noted on schedule. All past due accounts will be penalized at 1.25% per month, applied monthly based on outstanding amount at end of previous month.
6. THAT By-law 18/2018 is hereby repealed.
7. THAT the fees and charges as set forth in the Schedules attached hereto shall come into force and take effect on the date of passing of this By-law.

READ three times and finally passed  
this \_\_\_\_ day of \_\_\_\_\_, **2024**.

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Chris White, Mayor

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Amanda Knight, Clerk

**Schedule “A” to By-law Number XX/2024**

**Schedule of Fees  
Planning Services**

<b>Application Type</b>	<b>Administrative Fee (Non-refundable)</b>	<b>Deposit Fee (Refundable)</b>
Pre-Consultation	\$570.00	n/a
Zoning By-law Amendment	\$5377.00	\$2,000.00
Holding Zone Removal By-law	\$500.00	\$1,000.00
Minor Variance (Committee of Adjustment)	\$3031.00	n/a
Subdivision and Condominium	\$7695.00	\$10,000.00
<b>Site Plan Approval</b>		
Site Plan Approval	\$5184.00	\$1,000.00
Major Site Plan Amendment	\$5184.00	\$1,000.00
Minor Site Plan Amendment	\$588.00	\$1,000.00
<b>Notice Verification for Consent Applications</b>		
Notice Verification for Consent Applications	\$75.00	n/a
<b>Consent Application*</b>	<b>\$1445.00</b>	<b>n/a</b>
<b>Consent Review and Condition Clearance*</b>	<b>\$500.00</b>	<b>n/a</b>

**Note:** For the applications listed above, the applicants and property owners will be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing applications, including but not limited to third-party costs for planning, engineering, and legal services.

\*As discussed in Planning Department Report 24/03, there are two options to recover costs associated with the processing and review of Consent Applications. These options include: a “Consent Application” fee of \$1445 to obtain full cost recovery, or a “Consent Review and Condition Clearance” fee of \$500 to obtain partial cost recovery. Staff seek Council’s direction as to which fee, if any, should be applied to Consent Applications.