



Planning Act Application Information Package

This information package is a resource to assist you with completing your Application. Please do not submit this package with your Application.

2023 Planning Fee Schedule

Service	County Fee	Grey Sauble Conservation Authority Fee	Saugeen Valley Conservation Authority Fee	Maitland Valley Conservation Authority Fee
Pre-Application				
Application Inquiries	\$0	Consult the Conservation Authority.	Consult the Conservation Authority.	Consult the Conservation Authority.
Application Pre-Consultation	\$750.00	Consult the Conservation Authority.	Consult the Conservation Authority.	Consult the Conservation Authority.
Application Re-Submission Fee (application deemed incomplete)	\$300.00	Consult the Conservation Authority.	Consult the Conservation Authority.	Consult the Conservation Authority.
Stand Alone Applications				
Minor Variance	a) \$2,950.00 for 1 or 2 variances b) \$3,830.00 for 3 or more variances	\$630.00	\$290.00	\$205.00
Zoning By-law Amendment (ZBA)	\$3,510.00	\$830.00	\$390.00	\$275.00
Consent (Severance) - including easements and rights-of-way	a) \$3,060.00 for the first new lot created, lot addition, easement, or right-of-way b) \$1,620.00 for each additional consent, including a new lot, lot addition, easement, or right-of-way on same subject lands c) \$170.00 for additional certificates or Certification of Consent or Consent Cancellation (associated with another Planning Act Application) d) \$630.00 Change of Conditions	\$635.00	a) \$390.00 b) \$195.00	\$275.00
Official Plan Amendment (OPA) County (COPA) / Local (LOPA)	\$3,890.00 *Additional Fees apply for COPAs that require more than 3 technical studies (see notes)	\$970.00	\$390.00	\$275.00
COPA Associated with a Standard Pit or Quarry	\$24,280.00	\$1030.00 (under 20 ha, above water table) \$1150.00 (over 20 ha, above water table)	\$390.00	\$275.00
COPA Associated with a Complex Pit or Quarry	\$58,690.00	\$2840.00 (under 20 ha, below water table)	\$390.00	\$275.00

Service	County Fee	Grey Sauble Conservation Authority Fee	Saugeen Valley Conservation Authority Fee	Maitland Valley Conservation Authority Fee
		\$3374.00 (over 20 ha, below water table)		
Subdivisions				
Subdivision / Condominium Draft Approval a) Up to 20 lots/blocks or units b) 21 to 50 lots/blocks or units c) More than 50 lots/blocks or units *0.3 metre reserve blocks shall not be included in the calculation of the application fee	Flat Fees: a) \$6,580.00 b) \$8,220.00 c) \$9,850.00	Base Fee: \$6,400.00 Per Unit (0-50 units): \$143.00 Per Unit (50+ units) \$50.00 <i>Please contact GSCA for final calculation and payment of GSCA fee</i>	Subdivisions: \$120 per lot or block with a minimum flat fee of \$900 and a maximum fee of \$10,740 Condominiums: The lesser of \$120 per unit or \$1,290/ha with a minimum flat fee of \$900 and a maximum flat fee of \$10,740	\$80 per lot or residential unit Minimum \$720.00 (9 lots or fewer) Maximum \$9,300.00 (124 or more lots)
Subdivision / Condominium Request for Major Revisions (Revisions to the Draft Plan and/or Conditions of Draft Approval requiring a re-circulation)	\$2,740.00	\$2,490.00	N/A	N/A
Subdivision / Condominium Request for Minor Revisions (Revisions to the Draft Plan and/or Conditions of Draft Approval that DO NOT require re-circulation) <u>OR</u> Extension to Draft Approval (for each additional year beyond three (3) year lapsing)	\$1,390.00	\$705.00	N/A	N/A
Subdivision / Condominium Emergency Extension to Draft Approval (when Draft Approval Extension is submitted 10 or less working days prior to date of lapsing (for each one (1) year Draft Approval Extension)	\$2,210.00	N/A	N/A	N/A
Subdivision / Condominium Final Approval	\$2,740.00	N/A	N/A	N/A
Condominium – Exemption from Draft Approval	\$2,740.00	N/A	N/A	N/A

Service	County Fee	Grey Sauble Conservation Authority Fee	Saugeen Valley Conservation Authority Fee	Maitland Valley Conservation Authority Fee
Joint Applications				
Joint COPA + LOPA	\$6,400.00	\$1,552.00	\$580.00	\$410.00
Joint COPA + LOPA + Consent	\$7,470.00	\$2,060.00	\$770.00	\$550.00
Joint COPA + LOPA + Consent + ZBA	\$8,590.00	\$2,724.00	\$970.00	\$690.00
Joint COPA + LOPA + ZBA	\$7,090.00	\$2,216.00	\$770.00	\$550.00
Joint OPA + Consent	\$5,220.00	\$1,280.00	\$580.00	\$410.00
Joint OPA + Consent + ZBA	\$6,700.00	\$1,284.00	\$770.00	\$550.00
Joint OPA + ZBA	\$5,240.00	\$1,440.00	\$580.00	\$410.00
Joint OPA + Consent + Variance	\$6,110.00	\$1,788.00	\$720.00	\$520.00
Joint OPA + Variance	\$4,930.00	\$2,056.00	\$530.00	\$380.00
Joint Consent + ZBA	\$4,850.00	\$1,172.00	\$580.00	\$410.00
Joint Consent + ZBA (add or remove holding)	\$4,030.00	\$1,172.00	\$580.00	\$410.00
Joint Consent + Variance	\$4,090.00	\$1,012.00	\$530.00	\$380.00
Other				
Part Lot Control	\$1,050.00	N/A	N/A	N/A
Foreclosure, Power of Sale, Validation of Title, or Consent Cancellation (with no other Planning Application)	\$1,050.00 (plus County legal costs)	N/A	N/A	N/A
Peer Review	\$5,800.00 Deposit \$580.00 of the deposit is non-refundable if the application is withdrawn prior or during the approval process.	N/A	N/A	N/A
Natural Heritage Review Deposit	a) Terms of Reference review \$800.00 b) Scoped Environmental Impact Study (EIS) Review \$2,300.00 c) Moderate/Large Scale Environmental Impact Study (EIS) Review \$4,600.00	N/A	N/A	N/A
Appeal Fee (for staff work associated with approved applications that are appealed).	\$5,000.00			

Notes:

- i) Planning Fees are HST Exempt, except for Peer Review Fees, which are subject to HST.
- ii) Separate technical fees for review of studies or other site-specific reports or documents may also be required.
- iii) Additional Municipal fees may apply, which may be collected by the County of Bruce on behalf of the Municipality (a separate cheque addressed to the local Municipality will be required). Please consult with your Municipality for further information.
- iv) Cheques are payable to 'County of Bruce' (unless otherwise indicated).
- v) Within the Municipality of Northern Bruce Peninsula, Natural Hazards review is addressed through the peer review process.

- vi) On January 1st of each year, the fees listed in Schedule “C” (Planning & Economic Development) of this by-law shall automatically increase on a percentage basis rounded up or down to the nearest ten-dollar increment, in a fashion consistent with the Statistics Canada Consumer Price Index for Ontario for the previous calendar year (October to October), if the consumer price index shows an increase.
- vii) Fees charged by the Grey Sauble Conservation Authority, Saugeen Valley Conservation Authority and Maitland Valley Conservation Authority shall be applied and collected in addition to the fees listed in Schedule C (Planning and Development) of this by-law.
- viii) Natural Heritage Review deposits are collected to address costs charged by 3rd party reviewers and assume moderate to good quality initial submissions. Review rates are \$140-\$175 per hour depending on the reviewer. Deposits are subject to a 15% non-refundable administrative charge. Positive balances greater than \$100 will be returned at the conclusion of the application. Applicants will be responsible for costs that exceed the deposit.
- ix) Applications withdrawn prior to being deemed complete are eligible for refund, subject to a \$750 fee. Applications withdrawn after being deemed complete are not eligible for refund.
- x) Appeal fee does not include legal fees.

Definitions:

County Official Plan Amendment (COPA) associated with a Standard Pit or Quarry:

A pit or quarry operation that is 80 hectares or less in size, is above the water table and is outside a settlement area.

County Official Plan Amendment (COPA) associated with a Complex Pit or Quarry:

A pit or quarry operation that is over 80 hectares in size, is below the water table or is within a settlement area.

Scoped Environmental Impact Study (EIS):

Environmental Study completed to support a single dwelling, additions on an existing structure(s), accessory buildings, lot severances (majority should qualify), re-developments or small-scale development / subdivisions proposing <10 homes / units, site alteration within an existing disturbed area where there is separation from natural heritage features of potential concern. Most agricultural uses, where an EIS requirement is not waived (or exempted), will likely fall under this category.

Moderate/Large Scale Environmental Impact Study (EIS):

Subdivisions / developments of >10 units, commercial and industrial uses, new large-scale farm related operations may fall under this category. The Scope of the EIS will be determined through the review of the Terms of Reference.

Purpose of Application - Sample Statements

Information to be included in all applications:

- Type, number, area, and dimensions of any proposed structures.
- Proposed height of proposed structures.
- Type and number of existing structures on property
- List buildings or structures that are proposed to be demolished.

Official Plan Amendment:

This application proposes to change the Official Plan designation of the property from _____ to _____. This would permit the development of (description of proposal).

Zoning By-law Amendment:

This application proposes to rezone the property from _____ to _____. (Brief explanation of proposed type of use should be provided).

This application proposes to rezone a _____ m² portion of our property for _____.

This application proposes to change the boundary of the zoning designation to permit _____.

Minor Variance:

This application seeks relief from Section _____ of the Zoning By-law which requires a (insert provision type) of _____ m. We are proposing a (insert zoning provision) of _____ m.

Explanation or letter outlining the reasons why the proposed use cannot comply with the provisions of the zoning by-law.

Changes to Legal Non-Conforming Use:

The new use is (similar to the existing use / more compatible with the zoning by-law than the existing use) (insert reasoning)

The application proposes to (extend / enlarge / replace) a legal non-conforming use (describe use, describe existing size and new size).

Plan of Subdivision:

This application proposes to create a subdivision with _____ lots/blocks.

- Include description of proposed servicing.

Consent:

Creation of a New Lot:

This application proposes to sever _____ m²/hectare parcel with a frontage of _____ m. The retained parcel will have an area of _____ m²/hectares with a frontage of _____ m on (name of road). The severed parcel will be developed for _____. The retained parcel will be developed for _____.

Lot Addition:

The application proposes to add a _____ m² parcel to the (north/east/west/ south) for a total frontage of _____ m on (enter name of road) and an area of _____ m², retaining a _____ m² parcel with a frontage of _____ m on (enter name of road). The conveyed parcel will be developed for _____. The retained parcel will be developed for _____.

Easement:

The application proposes to grant a _____ ha easement over a _____ m² (residential/commercial/industrial) parcel in favour of _____ for _____ (e.g., stormwater, utility, access).



County of Bruce
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brucecounty.on.ca
226-909-5515

Site Plan (Sketch) Requirements

The sketch needs to:

- ☐ be legible
- ☐ be generally to scale
- ☐ indicate what direction is north
- ☐ show dimensions in metric units
- ☐ fit on a single page

The sketch may:

- ☐ be done by hand or on a computer
- ☐ include a table outlining building setback and size dimensions

Applications require a sketch showing the following:

- ☐ the boundaries and dimensions of the subject land
 - Buildings and Structures Existing, proposed or to be demolished (labeled)
 - Location, indicating distance from the front lot line, rear lot line and side lot lines
 - Type
 - Area
 - Dimensions
- ☐ Servicing, if applicable (wells, septic tanks)
- ☐ the approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas) that:
 - are located on the subject land and on land that is adjacent to it, and
 - in the applicant's opinion, may affect the application
- ☐ the current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial)
- ☐ the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- ☐ if access to the subject land will be by water only, the location of the parking and docking facilities to be used
- ☐ the location and nature of any easement affecting the subject land

Site Plans for Consent (Severance) Applications also Require:

- ☐ the boundaries and dimensions of any land abutting (bordering) the subject land that is owned by the owner of the subject land
- ☐ the approximate distance between the subject land and the nearest original surveyed township lot line or landmark such as a bridge or railway crossing
- ☐ the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained
- ☐ the location of all land previously severed from the parcel originally acquired by the current owner of the subject land



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Office Locations

The County of Bruce Planning & Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices:

The Lakeshore Hub

Serves the following local municipalities:	Contact Information
Municipality of Kincardine (Town of Kincardine, Village of Tiverton, former Townships of Kincardine and Bruce); Town of Saugeen Shores (Town of Southampton, Town of Port Elgin, former Township of Saugeen	County of Bruce Planning & Development Department 1243 MacKenzie Road PORT ELGIN, ON N0H 2C6 Ph: 226-909-1601 Fax: (519) 832-9000 E-Mail: bcplpe@brucecounty.on.ca

The Inland Hub

Serves the following local municipalities:	Contact Information
Municipality of Brockton (Town of Walkerton, former Townships of Brant and Greenock); Township of Huron-Kinloss (Town of Lucknow, Village of Ripley, former Townships of Huron and Kinloss); and Municipality of South Bruce (Village of Mildmay, Village of Teeswater, former Townships of Carrick and Culross)	County of Bruce Planning & Development Department 30 Park Street, P. O. Box 848 WALKERTON, ON N0G 2V0 Ph: 519-881-1782 Fax: (519) 507-3030 E-Mail: bcplwa@brucecounty.on.ca

The Peninsula Hub

Serves the following local municipalities:	Contact Information
Municipality of Arran-Elderslie (Town of Chesley, Villages of Tara and Paisley, former Townships of Arran and Elderslie); Municipality of Northern Bruce Peninsula (Village of Lion’s Head, former Townships of Eastnor, Lindsay, and St. Edmunds); and Town of South Bruce Peninsula (Town of Wiarton, Village of Hepworth, former Townships of Albemarle and Amabel)	County of Bruce Planning & Development Department 268 Berford Street, Box 129 WIARTON, ON N0H 2T0 Ph: 519-534-2092 Fax: 519-534-1174 E-Mail: bcplwi@brucecounty.on.ca