



**PUBLIC WORKS USER FEE
APPLICATION FORM
BY-LAW 08/2015**

By-law 16/2006 (Supersedes By-law 74/2002 Schedule C)
By-law 13/2009 (Supersedes By-law 16/2006)
By-law 58/2010 (Supersedes By-law 13/2009)
By-law 92/2013 Schedule B (Supersedes By-law 58/2010)
By-law 94/2015 (Supersedes By-law 92/2013)

MUNICIPALITY OF PORT HOPE

Municipal Development Team Office
Works & Engineering Department
5 Mill St. South
PORT HOPE, ON L1A 2S6
(905) 885-2431
(905) 885-0507

EFFECTIVE: January 1, 2016

Application Number:
Initials:

Please complete all applicable sections of this form. Plans must be signed and sealed by a Professional Engineer licensed to practice in the Province of Ontario and four (4) copies are required with the application. Approved Plans shall be released upon full payment of the calculated fees. Incomplete applications will be returned.

PROPERTY INFORMATION		
Street No.:	Street Name:	Postal Code:
Municipal Address:		
Registered Plan Number:	Lot Number:	
Roll Number:		
OWNER INFORMATION		
Property Owner Information (please check one):	Person(s) <input type="checkbox"/>	Company <input type="checkbox"/>
Last Name:	First Name:	
Registered Land Owner:		
Name:	Company Officer:	
Company Information:		
Last Name:	First Name:	Position:
Application Contact:		
Street No.:	Street Name:	Postal Code:
Address:		
Telephone No.:	()	Fax No.: ()

AGENT INFORMATION		
Agent / Engineering Consultant:		
Last Name:	First Name:	Position:
Application Contact:		
Street No.:	Street Name:	Postal Code:
Address:		
Municipality:	Province:	Postal Code:
Telephone No.: ()		
Fax No.: ()		
E:mail Address:		
APPLICANT INFORMATION		
Designate location to which all correspondence shall be sent:		Owner <input type="checkbox"/>
Name (please print):		Engineering Consultant: <input type="checkbox"/>
Title:		
Application Submitted By:		Total Application Fee:
<p>The applicant hereby acknowledges and agrees to deposit with the Municipality of Port Hope the non-refundable Total Application Fee for all work(s) described herein in accordance with the Fees and Charges By-law 74/2002 as amended by By-law 16/2006, as amended by By-law 13/2009, as amended by By-law 58/2010, as amended by By-law 92/2013, as amended by By-law 94/2015.</p>		\$
Applicant's Signature:	Date:	
FOR OFFICE USE ONLY		
Application Approved for Payment Only (Initial):		Date:
Receipt Number confirming payment of Total Application Fee:		
Final Approval and Authorization to Commence Work, subject to conditions noted herein (please check one):		
		Yes <input type="checkbox"/> No <input type="checkbox"/>
Final Works & Engineering Approval Signature:		Date:

THIS IS NOT A VALID PERMIT IF THERE IS NO FINAL APPROVAL SIGNATURE OR PERMIT #

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, and will be used to determine compliance with the provisions of the Municipality's By-laws. The information may be forwarded to various Departments and the County of Northumberland for comment. questions about this collection should be directed to the FOI Coordinator at 56 Queen Street, Port Hope, ON L1A 3Z9 or clerk@porthope.ca

ACCOUNT SUMMARY			
Account No.	Account Description	Fee Type	Total Fee Apportionment
301-000-0000-4255	Roads - URBAN - Private Work	1, 4, 11, 12, 13, 14, 15, 16, 17, 18, 49	
302-000-0000-4255	Roads - RURAL - Private Work	1, 17, 18, 49	
303-000-0000-4255	Engineering Admin. Service Fee	1, 19, 21, 45, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64,	
303-385-0000-4999	Bulky Waste Collection Appointment Fee	71	
302-000-0000-4255	Entrances Revenue - RURAL - Roads	1, 9, 10, 47	
301-000-0000-4255	Entrances Revenue - URBAN - Roads	1, 9, 10, 47	
300-000-0000-xxxx	Private Work Material (broken down by type of material)		
410-400-0000-4999	Sanitary Sewer Other Revenue	1, 3, 6, 8	
510-500-0000-4752	WTP Pumphouse Sales	26, 27	
510-502-0000-4753	Water Dist. Meter Repairs	1, 2, 5, 7, 40	
510-502-0000-4255	Water Dist. Service Fees	28, 31, 32, 33, 34, 41, 42, 43, 44	
510-502-0000-6154	Water Dist. Hydrants	38, 39	
510-502-0000-4256	Water Dist. Meters	35, 36, 37	
410-400-0000-4757	Sanitary Waste Disposal Revenue	23, 24, 25, 72	
303-000-0000-2420	W & E Refundable Deposits	20, 22, 29, 30, 46	
390-390-0000-4301	Transit Bus Revenue (includes passes)	65, 66, 67, 68, 69, 70	
		TOTAL APPLICATION FEE	

BY-LAW 08/2015 PROVISIONS (amending Fees and Charges By-law 92/2013)	
Section No.	Application Process
2.1	It is the responsibility of the proponent / applicant to submit the required application(s), remit the required fee and obtain the required approval(s) by the Public Works Department prior to initiating any of the work(s) described in the Public Works Department User Fee Schedule.
2.2	Should the proponent / applicant fail to exercise their responsibilities with regards to obtaining the required approval(s), the Public Works Department has the authority to effect an immediate cessation of the work(s) until the required approvals are obtained.
2.3	It shall be a requirement that private wells be decommissioned by a holder of a valid well contractor license issued by the Ministry of the Environment and provide a complete well record for the abandoned well, prior to connection to, and for the protection of the Municipal water distribution system, in accordance with the Environmental Protection Act O. Reg. 128/03, the Ontario Water Resources Act R.R.O. 1990, Reg. 903, and the Safe Drinking Water Act.
2.4	It shall be a requirement that private on-site sewage disposal systems, including septic systems and holding tanks be decommissioned by a holder of a valid license or certificate of qualification to construct or install such systems and that meets the qualifications prescribed in the Ontario Building Code, to the satisfaction of the Director of Municipal Engineering Services, prior to connection to, and for the protection of the Municipal sanitary sewer system, in accordance with the Environmental Protection Act, the Ontario Water Resources Act, the Ontario Building Code Act and Regulations thereof.
2.5	The deadline for residential connection to an existing municipal water service at the specially assessed rates noted in Fee No. 7 Residential Water Service – Special Assessment will be January 1, 2007 and the rates will be indexed thereafter by a fixed cost of borrowing rate of 6% and by inflation described by the Consumer Price Index.
2.6	The deadline for residential connection to an existing municipal sanitary service at the specially assessed rates noted in Fee No. 8 Residential Sanitary Service – Special Assessment will be January 1, 2007 and the rates will be indexed thereafter by a fixed cost of borrowing rate of 6% and by inflation described by the Consumer Price Index.
2.7	Fee No. 41 Obstructed Water Meter Fee shall become effective following approval by Council of a policy related to implementation
2.8	Fee No. 42 Private Plumbing Correction Fee shall become effective following approval by Council of a policy related to implementation
2.9	The complete closure of streets for special events noted under Fee No. 45 Street Occupation Permit shall be subject to Port Hope Police Services and Fire and Emergency Services
2.10	Fee No. 48 Oversize / Overweight Permit shall become effective following approval by Council of a policy related to implementation
2.11	Notwithstanding Schedule 'A' Note 15, residential connections to an existing municipal sanitary service under Fee No. 6 Residential Sanitary Service – Incentive shall be permitted, at the discretion of the Director of Municipal Engineering Services, without the normal requirement for connection to a municipal water service, provided that the proponent / applicant obtains the necessary approval(s) and remits the required User Fee(s) described under Water Distribution Services for the supply and installation of an appropriately sized Residential Water Meter to regulate the use of water from a private well for subsequent invoicing in accordance with current sewer rates.

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
1	Special Services Application	work by Municipal Forces benefiting private development/third party utility companies: construction of curbs, curb cuts for entrance widening, asphalt and sidewalk reinstatements, inspection of municipal services by private contractors (water, sanitary, storm laterals), vacant lot grass cutting, connection to existing municipal services at property line, fee applies to each special services application	Administration and Review Fee	\$25 (2006) \$50 (2007) \$75 (2008) \$100 (2009)	flat rate fee applicable for each occurrence or one time annual/seasonal fee at discretion of Director of Works & Engineering and shall be payable upon first occurrence, intended to recover costs associated with administration, processing of application, utility locates, site review and inspection by office staff.	<input type="checkbox"/>	<input type="checkbox"/>	
2		fee payable upon residential connection to an existing water service at property line (ie. curbstop), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision	Residential Water Service (see Note 15 and Note 20)	\$3,200.00	flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, water service may have been constructed by public tender or by in-house forces, material costs include 10 metres of 3/4 inch or 1 inch copper service pipe, mainstop and curbstop, includes traffic control, 2005 6" avg. main cost: \$191 /m (assume 50 ft. lot), valve: \$1239, includes cost of watermain since value of vacant lot taxes did not pay for main costs	<input type="checkbox"/>	<input type="checkbox"/>	
3		fee payable upon residential connection to an existing municipal sanitary sewer lateral at property line (ie. cleanout), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision	Residential Sanitary Service (see Note 15 and Note 20)	\$3,600.00	flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, sanitary service may have been constructed by public tender or by in-house forces, material costs include 10 metres of 6" DR28 PVC sanitary sewer pipe, 4" reducer, main tee, wye and cleanout, includes traffic control, 2005 avg. lateral tender cost: \$2314, Toronto/Molson/Hope/Rose avg. lateral cost: \$1488, Clifton main + lat. cost: \$3600, Marsh Rd. main + lat. cost: \$5570, 2005 8" avg. main cost: \$244 /m (assume 50 ft. lot), manhole: \$3600, includes cost of sanitary sewer main since value of vacant lot taxes did not pay for main costs	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
4		fee payable upon residential connection to an existing municipal storm sewer lateral at property line (ie. stub), fee applicable to vacant lots and lots with existing dwellings which were pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision	Residential Storm Service (see Note 15)	\$1,500.00	flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, storm service may have been constructed by public tender or by in-house forces, material costs include 6" PVC storm pipe and main tee, includes traffic control, fee includes cost of main construction(2005 avg. 450mm dia. main cost: \$261 /m, catchbasin: \$1363, assume avg. 50 ft. lot)	<input type="checkbox"/>	<input type="checkbox"/>	
5		fee payable upon residential connection to an existing municipal water service at property line (ie. curbstop) of existing dwelling serviced by a private well or joint service, connection shall only be permitted following proof of private well decommissioning by licensed Well Driller or physical disconnection of joint services where applicable (ie. VLA lots with services branched from abutting dwelling), fee reduced to encourage connection	Residential Water Service - Incentive (see Note 15 and Note 20, By-law Section 2.3)	\$1,200.00	flat rate fee, intended to encourage existing residential dwellings with private wells to connect to municipal water system, existing well must be decommissioned by a Certified Well Driller and proof of decommissioning provided prior to connection at property line and prior to turning on the curbstop, 2005 avg. decommissioning cost 120 ft. well: \$2600, 180 ft. well: \$3500, material costs exclude cost of constructing the main to encourage connection and decommissioning	<input type="checkbox"/>	<input type="checkbox"/>	
6		fee payable upon residential connection to an existing municipal sanitary service at property line (ie. cleanout) of existing dwelling serviced by a private septic system or joint service, connection shall only be permitted following proof of private septic system decommissioning or physical disconnection of joint services where applicable (ie. Veteran Lands Act lots with services branched from abutting dwelling), fee reduced to encourage connection	Residential Sanitary Service - Incentive (see Note 15 and Note 20, By-law Section 2.4, By-law Section 2.11)	\$1,400.00	flat rate fee, intended to encourage existing residential dwellings with private septic systems to connect to municipal sanitary sewer system, existing septic system must be decommissioned in accordance with current regulations and proof of decommissioning provided prior to connection at property line, material costs exclude cost of constructing the main to encourage connection and decommissioning, Marsh Rd. avg. lateral cost: \$1384	<input type="checkbox"/>	<input type="checkbox"/>	
7		fee payable upon residential connection to an existing municipal water service at property line (ie. curbstop) of existing dwelling or vacant lot pre-serviced vis-à-vis Capital reconstruction work prior to January 1, 2006 as per the following schedule: <u>Toronto Road (\$2000), Molson Street (\$2000), Hope Street N. (\$2000), Rose Glen Road (\$2000), Clifton Road (\$2000)</u>	Residential Water Service - Special Assessment (see Note 15, By-law Section 2.5)	Special Assessment Rate prior to Jan. 1, 2007 Deadline and indexed thereafter for COB and CPI	flat rate fee, costs were specially assessed at time of construction and may or may not include main costs, costs do not include inflation or borrowing costs (ie. 6% per annum)	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
8		fee payable upon residential connection to an existing municipal sanitary service at property line (ie. cleanout) of existing dwelling or vacant lot pre-serviced vis-à-vis Capital reconstruction work prior to January 1, 2006 as per the following schedule: Toronto Road (\$1365), Molson Street (\$1575), Hope Street N. (\$1575), Rose Glen Road (\$1525), Clifton Road (\$3600)	Residential Sanitary Service - Special Assessment (see Note 15, By-law Section 2.6)	Special Assessment Rate prior to Jan. 1, 2007 Deadline and indexed thereafter for COB and CPI	flat rate fee, costs were specially assessed at time of construction and may or may not include main costs, costs do not include inflation or borrowing costs (ie. 6% per annum)	<input type="checkbox"/>	<input type="checkbox"/>	
9		construction of a new residential entrance culvert	Entrance Culvert Installation	\$1200 <= 24 feet plus \$70 per foot thereafter	flat rate plus fee (minimum 24 lineal feet, maximum 2 foot diameter), material to be HDPE or CSP and diameter at discretion of Director of Municipal Engineering Services, intended to recover costs for installing new entrance culverts for single family residential infilling (not commercial/industrial or subdivision developments), includes traffic control costs	<input type="checkbox"/>	<input type="checkbox"/>	
10		widening of an existing residential entrance culvert	Entrance Culvert Extension	\$160 per foot	rate per foot of culvert extension (maximum 2 foot diameter), intended to recover costs for widening existing single family residential entrance culverts, includes traffic control costs	<input type="checkbox"/>	<input type="checkbox"/>	
11		widening of an existing residential / commercial / industrial entrance curb	Curb Cutting	\$120 <= 4 feet plus \$20 per foot thereafter	flat rate plus fee (minimum 4 lineal feet measured to include drop and sloped portion), intended to recover costs for removing back of barrier curb for private entrances (new or widening), timing contingent upon sufficient volume of work or sublet to third party contractor at discretion of Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	
12		reinstatement of sidewalk panels removed during construction by third party utility companies, fee not applicable for private contracted servicing work	Sidewalk Construction	\$550.00	flat rate fee per occurrence (minimum 3 panel (1.5 m wide) charge), intended to recover costs to reinstate sidewalk which was removed by third party utility companies only (ie. Bell, Cable, Gas), includes surcharge for partial concrete load, timing of works contingent upon availability of PWD resources, reinstatement of work performed by private servicing contractors at discretion of Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
13		reinstatement of concrete curb (all types) removed during construction by third party utility companies, fee not applicable for private contracted servicing work	Curb Construction	\$500.00	flat rate fee per occurrence (minimum 3 m charge), intended to recover costs to reinstate curb which was removed by third party utility companies only (ie. Bell, Cable, Gas), includes surcharge for partial concrete load, timing of works contingent upon availability of PWD resources, reinstatement of work performed by private servicing contractors at discretion of Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
14		reinstatement of roadway asphalt removed during construction by third party utility companies, fee not applicable for private contracted servicing work	Asphalt Reinstatement	\$700.00	flat rate fee per occurrence (minimum 3m x 3m x 90 mm charge), intended to recover costs associated with reinstating asphalt which was removed by third party utility companies only (ie. Bell, Cable, Gas), includes traffic control / flagman, timing of works contingent upon availability of PWD resources, reinstatement of work performed by private servicing contractors at discretion of Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	
15		cutting grass on privately owned vacant lots at request of owner or upon default of property standards or as deemed necessary by Director of Municipal Engineering Services	Vacant Lot Grass Cutting	\$100 per hour	hourly rate fee (minimum 1 hour charge per occurrence), material costs include increased insurance premiums for work on private property	<input type="checkbox"/>	<input type="checkbox"/>	
16		sweeping of un-assumed subdivision roads at request of Developer or as deemed necessary by Director of Works & Engineering, sweeping of private parking lots at request of owner (ie. ESCO, Zircatec, Cameco, Viceroy)	Private Sweeping	\$113 per hour	hourly rate fee (minimum 1 hour charge per occurrence), intended to cover costs of sweeping un-assumed subdivision streets at the request of the Developer or as deemed necessary by the Director of Works & Engineering (ie. responsibility of the Developer and debris caused by homebuilders), costs include lease, maintenance, operator, administration (10%)	<input type="checkbox"/>	<input type="checkbox"/>	
17		plowing, sanding and salting where required of un-assumed subdivision roads (ie. within Municipal road allowances) at request of Developer or as deemed necessary by Director of Works & Engineering, fee is not applicable to winter maintenance of private parking lots or driveways	Winter Maintenance of Un-assumed Roads	\$115 per hour	hourly rate fee (minimum 1 hour charge per occurrence), material costs include sanding and salting where required	<input type="checkbox"/>	<input type="checkbox"/>	

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						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
18		supply and installation of roadway signage within Municipal road allowance at request of private owner (ie. hidden entrance sign, children playing, excluding stop signs) where signage is not required under provisions of OTM, signage shall become property and responsibility of Municipality including future replacement	Private Roadway Signage	\$200.00	flat rate fee per occurrence, material costs include sign, post and hardware and nominal fee for future replacement	<input type="checkbox"/>	<input type="checkbox"/>	
19		review and approval of proposals for abandonment of Municipal services (water, sanitary and storm), including inspection of capping following demolition	Demolition Inspection Fee	\$200.00	flat rate fee per occurrence, intended to recover costs to ensure that abandonment of Municipal services at property line and at mains where required are constructed in accordance with Municipal standards and to the satisfaction of the Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	
20		deposit required to ensure that private demolition contractor complies with Municipal requirements for properly abandoning Municipal services at property line and/or at main where required, including capping sanitary and storm laterals and capping mainstop at watermain, deposit less deficiencies to be returned upon satisfaction of Director of Works & Engineering	Demolition Deposit	\$2,000.00	flat rate fee per occurrence, intended to recover costs to ensure that abandonment of Municipal services at property line and at mains where required are constructed in accordance with Municipal standards and to the satisfaction of the Director of Municipal Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	
21		inspection of water, sanitary and storm sewer services by private third party contractors to ensure compliance with Municipal standards, fee applicable for infilling, excludes lots under umbrella of subdivision agreements	Servicing Inspection Fee (see Note 7)	\$650.00	flat rate fee per occurrence, intended to recover costs associated with inspecting the construction of water, sanitary and/or storm services from main to property line by private third party contractors, intended for single family residential infilling (not commercial/industrial and subdivision developments), includes costs for 'as-constructed' measurements and records, creation of water and sewer database cards and GIS input, does not include mainstop installation by licensed water distribution operator	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
22		deposit required to ensure that private servicing work, grading and drainage and reinstatement of Municipal road allowance and appurtenances thereof are constructed to Municipal standards and according to approved drawings, deposit less deficiencies to be returned upon satisfaction of the Director of Municipal Engineering Services	Private Servicing Deposit	\$2,000.00	flat rate fee per occurrence, intended to ensure compliance with approved drawings and municipal standards and that deficiencies are corrected in a timely manner, not usually a problem with infilling lots but mainly with subdivision lots wherein lots are sold by developer to home builder or where homeowner changes grading (ie. swimming pool installation) prior to release of subdivision securities, subdivision agreements to include clause requiring builders to submit deposit prior to building permit and regarding requirement for plot plans	<input type="checkbox"/>	<input type="checkbox"/>	
23	Septage Waste Disposal Permit	approval for receipt of septic waste during normal working hours, including inspection and recording of volume at WPCP prior to discharge into influent receiving stream, administration fee shall not apply to disposal of private non-commercial camping trailers accepted at STP during normal working hours	Administration Fee	\$25 (2006) \$50 (2007) \$75 (2008) \$100 (2009) \$125 (2010) \$150 (2011)	flat rate fee applicable for each occurrence or one time annual/seasonal fee at discretion of Director of Municipal Engineering Services and shall be payable upon first occurrence, intended to recover costs associated with administration, processing of application, monitoring and recording of loads and monthly invoices	<input type="checkbox"/>	<input type="checkbox"/>	
24		for septage originating within jurisdictional boundaries of the Municipality of Port Hope, including private non-commercial camping trailers	Internal Septage Tipping Fee	\$150 <= 3000 gallons plus \$50 per 1000 gallon thereafter	rate per gallon (minimum 3000 gallon charge per occurrence), 2005 costs include annual operating of \$818,654 to process 2,412,488 m ³ with average BOD 139 mg/l and avg. suspended solids 273 mg/l (ie. \$0.34/m ³), septage concentration biologically inactive with avg. BOD 350 (2.5 times normal), avg. suspended solids 700 (2.5 times normal), combined effect of septage estimated to be 10 times normal due to plugging of aerated grit chamber and overloading of step screen, material costs include tipping fees from septage waste materials on step screen and grit channel and sampling costs and tests (\$35 per test)	<input type="checkbox"/>	<input type="checkbox"/>	

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						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
25		for septage originating outside the jurisdictional boundaries of the Municipality of Port Hope, including private non-commercial camping trailers	External Septage Tipping Fee	\$180 <= 3000 gallons plus \$60 per 1000 gallon thereafter	rate per gallon (minimum 3000 gallon charge per occurrence), cost includes \$10 / 1000 gallon premium to additional administration costs of tracking loads vis-à-vis hauler's invoice	<input type="checkbox"/>	<input type="checkbox"/>	
26	Bulk Water Permit	establishment of bulk water account, approval of bulk water purveyor to use automated station, includes cost of initial swipe card (replacement cards shall be an additional cost borne by the applicant), preparation and tracking of invoices, swipe cards are property of Municipality	Account Administration Fee	\$25 (2006) \$50 (2007) \$75 (2008) \$100 (2009)	flat rate fee applicable for each occurrence or one time annual/seasonal fee at discretion of Director of Municipal Engineering Services and shall be payable upon first occurrence, intended to recover costs associated with administration, processing of application, routine monitoring of automated station and monthly invoices	<input type="checkbox"/>	<input type="checkbox"/>	
27		for bulk water at WTP automated bulk water depot during normal working hours	Bulk Water Consumption Fee	\$8 per 1000 gallon	rate per gallon, intended to be increased at rate of \$0.50 per year commencing with first increase January 1, 2007 to achieve full cost recovery of \$9.78 per 1000 gallon, fee calculation as per Water Treatment Supervisor's report dated August 10, 2005	<input type="checkbox"/>	<input type="checkbox"/>	
28	Water Distribution Services	establishment of a new water billing account and final water meter reading when terminating account	Account Administration Fee	\$25.00	flat rate fee per occurrence, includes costs of establishing separate sewer meter accounts	<input type="checkbox"/>	<input type="checkbox"/>	
29		deposit required by residential tenants to initiate a new water billing account to ensure payment of arrears prior to vacating property, deposit (less arrears and without interest) to be returned following vacancy. All new water and wastewater accounts established after August 1, 2014 will be set up in the property owners name only (not a tenant) and all water and wastewater charges will be the responsibility of the property owner.	Residential Water Deposit	\$100.00	flat rate fee for residential tenant, costs include administration, tracking, minimum monthly costs (quarterly billing) and average consumption costs. All new water and wastewater accounts established after August 1, 2014 will be set up in the property owners name only (not a tenant) and all water and wastewater charges will be the responsibility of the property owner.	<input type="checkbox"/>	<input type="checkbox"/>	
30		deposit required by commercial tenants to initiate a new water billing account to ensure payment of arrears prior to vacating property, deposit (less arrears and without interest) to be returned following vacancy	Commercial Water Deposit	\$200.00	flat rate fee for commercial tenant, costs include administration, tracking, minimum monthly costs (quarterly billing) and average consumption costs	<input type="checkbox"/>	<input type="checkbox"/>	

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						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
31		water compliance certification, provide written correspondence regarding outstanding water billing arrears on required property, confirmation of rental equipment and other prior to sale of property (ie. lawyer / purchaser requests)	Account Information Fee	\$30.00	flat rate fee, intended to recover costs associated with providing written correspondence regarding outstanding water billing arrears on required property, confirmation of rental equipment and other prior to sale of property (ie. lawyer / purchaser requests), material costs include PC usage, facsimile costs	<input type="checkbox"/>	<input type="checkbox"/>	
32		water meter certification, provide written correspondence regarding physical test results of residential water meters at the request of homeowners, fee shall be refunded should meter be faulty	Meter Test Fee	\$300.00	flat rate fee per occurrence and at discretion of Director of Works & Engineering (ie. replace aging meter to the benefit of the Municipality), intended to recover costs for testing of residential water meters at the request of homeowners, includes removal of existing meter, testing meter at Distribution garage, re-installing meter and compliance report to homeowner. Any meter in excess of 1" shall be paid on a time and material basis	<input type="checkbox"/>	<input type="checkbox"/>	
33		dispatch of a licensed distribution operator during normal working hours at request of consumer / account holder / plumber (ie. to turn on/off curb stop following payment of arrears, snowbird arrangements, leaking private water service)	Service Call - Regular hours	\$50 <= 1 hour plus \$50 per hour thereafter	rate per hour (1 hour minimum charge per occurrence) at discretion of Director of Works & Engineering (ie. failure of service on Municipal Road Allowance or shared benefit)	<input type="checkbox"/>	<input type="checkbox"/>	
34		dispatch of a licensed distribution operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber (ie. to turn on/off curb stop)	Service Call - After hours	\$150 <= 1 hour plus \$150 per hour thereafter	rate per hour (1 hour minimum charge per occurrence) at discretion of Director of Works & Engineering (ie. failure of service on Municipal Road Allowance or shared benefit)	<input type="checkbox"/>	<input type="checkbox"/>	
35		supply and installation of a new residential water meter (5/8" chamber x 3/4" ears) and remote sensor	Residential 5/8" Water Meter Fee	\$250.00	flat rate fee per occurrence, material costs include meter, remote sensor and un-metered water consumption costs (ie. brick mortar, drywall etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
36		supply and installation of a new 1" residential water meter and remote sensor	Residential 1" Water Meter Fee	\$400.00	flat rate fee per occurrence, material costs include meter, remote sensor and un-metered water consumption costs (ie. brick mortar, drywall etc.), Municipal meter costs exclude retail mark-up costs to encourage purchase through Municipality	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
37		supply of water meter greater than 1", inclusive and supply and installation of remote sensor, fee applicable regardless of zoning designation (ie. commercial, industrial, institutional), only during normal working hours	Commercial Water Meter Fee	\$50 <= 1 hour plus \$50 per hour thereafter plus material costs	rate per hour (minimum 1 hour charge) plus material costs, typical 1" meter cost \$250 +/-, typical 3" meter cost \$3200 +/-, continue to supply the meter (ie. control over make, model and sensor) and install remote sensor only (staff not licensed to install meter >= 2"), includes routine inspection of bypass connections and backflow prevention device (ie. meters 1 1/2" and greater require bypass connections which shall be sealed and tagged by PWD to prevent theft of water)	<input type="checkbox"/>	<input type="checkbox"/>	
38		dispatch of licensed distribution operator to monitor and supervise hydrant flow tests by approved third party contractors and Engineering Consultants	Hydrant Flow Test Supervision	\$250.00	flat rate fee per occurrence including water consumption, the tests shall be performed by the private contractor / Engineering Consultant, static pressures and flows will not be measured by Distribution Operator, material costs include average water consumption costs (ie. normally flush hydrant at 700 gal/min for 30min to clear rust in older mains)	<input type="checkbox"/>	<input type="checkbox"/>	
39		installation, monitoring and removal of temporary hydrant meter to regulate water usage during construction by approved third party contractors (ie. road compaction, sod watering), this fee or any fee not approved for private residential swimming pool consumption	Hydrant Meter Fee	\$100 per occurrence plus \$8 per 1000 gallon consumption	flat rate fee per occurrence plus consumption fee at bulk water rate (Oct 2005 \$8.00, Oct 2006 \$8.50, Oct 2007 \$9.00), fee is applicable to private subdivision contractors and publicly tendered contracts for Municipal Capital works projects, material costs include capital repairs, replacement and depreciation, not to be applied to fill up swimming pools which creates rust disturbance in old distribution mains	<input type="checkbox"/>	<input type="checkbox"/>	
40		supply and installation of a new 3/4" or 1" mainstop for new residential infilling (not for subdivision lots) at the request of client, client's approved contractor shall expose watermain and prepare trench in accordance with OHSA and to the satisfaction of the Director of Works & Engineering and a licensed Distribution Operator shall live tap the watermain and install the mainstop in accordance with SDWA Provincial, Municipal and AWWA Standards during normal working hours, this or any fee not applicable for service taps equal to or greater than 2"	Residential Water Service Tapping Fee	\$300.00	flat rate fee per occurrence, material costs include saddle, mainstop and un-metered water usage charge	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
41	IMPLEMENT AS PER SECTION 2.7	correction of obstructed water meters (ie. private homeowners box-in or conceal access due to finished basements or historic home renovations)	Obstructed Water Meter Fee (see By-law Section 2.7)	Time and Materials	time and materials fee, intended to recover costs for municipality to retain third party licensed contractor to correct obstruction to maintain legal access to water meter and sensor, fee shall include staff time, burdens and flat rate administration fee	<input type="checkbox"/>	<input type="checkbox"/>	
42	IMPLEMENT AS PER SECTION 2.8	correction of deteriorated and faulty private plumbing pipes and appurtenance connected to municipal water meter (ie. old galvanized pipes and faulty shut off valve inside home prevents replacement of water meter), pipes and appurtenances are responsibility of homeowner	Private Plumbing Correction Fee (see By-law Section 2.8)	Time and Materials	time and materials fee, intended to recover costs for municipality to retain third party licensed contractor to correct faulty private piping and appurtenances to maintain safe connection to municipal water meter and sensor, fee shall include staff time, burdens and 10% administration fee	<input type="checkbox"/>	<input type="checkbox"/>	
43		removal and installation of a new curbstop / streetbox / valveboxes and other appurtenances resulting from damage by third party private contractors (ie. paving companies, Union Gas, Bell Canada), includes straightening streetbox where applicable	Damaged Curbstop Fee	\$600.00	flat rate fee per occurrence, intended to recover costs associated with excavating and minor repairs to municipal valves at property to correct damage caused by private contractors, material costs include service box and rod, repairs normally include hand digging and exposing 2' of service box and straightening / rethreading by hand and sometimes includes excavating down to valve using vacuum of sweeper and replacing entire rod and box	<input type="checkbox"/>	<input type="checkbox"/>	
44		physically disconnect abandoned water service at mainstop (ie. following demolition)	Abandonment of Water Service Fee	\$1,200.00	flat rate fee per occurrence, intended to recover costs associated with excavating, disconnecting service lateral pipe and turning off mainstop at the watermain to mitigate potential contamination from stagnant water, material costs include reinstatement of asphalt and/or boulevard, curb and sidewalk where applicable	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		SUB-TOTAL FEE
						REQUIRED FEE		
						YES	NO	
45	Street Occupation Permit	any work occupying Municipal right-of-way or portions thereof (ie. municipal services by private contractors, entrance construction by private contractors, scaffolding on sidewalk), requires submission of a Traffic Control Plan and a Traffic Protection Plan in accordance with OTM, review of applicable securities and insurance, fee not applicable to special events upon event approval by Council (e.g. Jazz Festival, Canada Day Parade, Float Your Fanny, Port Hope Fall Fair, Santa Clause Parade), (see Note 4), complete road closures shall be subject to approval of Port Hope Police Services and Fire and Emergency Services	Review Fee (see By-law Section 2.9)	\$100.00	flat rate fee per occurrence, fee not applicable to Capital work projects or agents / contractors thereof, utility companies with franchise agreements required to notify road authority of work activity Also required: current and unexpired Certificate of Insurance naming the Municipality of Port Hope as an Additional Insured → minimum amount of \$5 million **if digging, contact LLRWM office at	<input type="checkbox"/>	<input type="checkbox"/>	
46		deposit required to ensure timely return of borrowed Municipal traffic cones, delineators, barricades, shovels, rakes and other equipment, deposit to be returned following receipt, borrowed materials shall be tracked at PWD and signed out/in by special event coordinator, deposit may be waived at discretion of Chief Administrative Officer (ie. special events by non-profit groups, service clubs, Legion)	Special Event Deposit	\$500.00	flat rate fee per occurrence, material costs include avg. number of cones and other equipment and rate set as a deterrent (ie. estimated annual loss in equipment is \$1500 due to failure in returning borrowed items)	<input type="checkbox"/>	<input type="checkbox"/>	
47	Entrance Permit	review and approval of new residential entrances, includes field investigation where required, (see Note 5), fee shall not be in addition to approved applications under Site Plan Control (Minor or Major), Plan of Subdivision, OPA, ZBA, Minor Variance or Consent to Sever	Review and Approval Fee	\$200.00	flat rate fee per occurrence, intended to recover costs associated with review and approval of new entrances including sight line visibility, culvert requirements, roadway signage	<input type="checkbox"/>	<input type="checkbox"/>	
48	Oversize / Overweight Permit IMPLEMENT AS PER SECTION 2.10	review and approval of the transportation of private winter maintenance vehicles and equipment in excess of 2.6 metres (HTA 109-1) (ie. to and from private parking lots and maintenance sites) or movement of overwide / overheight / overlength / overweight loads and vehicles on Municipal road allowances, permit conditional upon proof of \$5M liability insurance naming Municipality as an additional insured, fee not applicable to over-dimensional farm vehicles used in accordance with HTA provisions	Approval Fee (see By-law Section 2.10)	\$300.00	flat rate fee per occurrence or one time annual/seasonal rate at discretion of Director of Municipal Engineering Services, granted under authority of HTA 110-1 - moving of heavy vehicles in excess of dimensional limits, Municipal equipment is exempt but contracted services are not, MTO permit fee is \$300, intended to recover costs associated with approving over-dimensional loads and vehicles in transit for the protection of the public and municipal assets including roads, bridges, traffic signals etc.	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
49	Tree Work Permit	review and approval of tree planting and/or removal by private homeowners within the Municipal road allowance, permit is conditional upon approval by Tree Committee of species, type, caliper, number and other, includes Municipal utility locates as required	Approval Fee	\$50.00	flat rate fee per occurrence, cost of supply and installation of tree(s) or removal of an existing boulevard tree is responsibility of homeowner, intended to encourage planting yet maintain control over sight lines and other roadside safety, plantings within road allowance shall become property and responsibility of Municipality (ie. encroachment agreement not required)	<input type="checkbox"/>	<input type="checkbox"/>	
50	Property Inquiry Request	certification of compliance of lot grading, drainage and constructed services in accordance with approved drawings, conditional upon receipt of Certificate of Compliance issued by Developer's Engineer	Lot Grading Compliance Fee	\$150.00	flat rate fee per occurrence, intended to recover costs associated with requests from lawyer / purchaser for outstanding items prior to sale of lands	<input type="checkbox"/>	<input type="checkbox"/>	
51		detailed request for information about existing municipal services (see Note 10), fee to be credited to proponent upon formal agreement under Site Plan Control (Major Works) or Plan of Subdivision	Municipal Services Information Fee	\$50.00	flat rate fee per occurrence, intended to recover costs associated with requests from proponent (ie. as condition of severance) or real estate agents speculating on property to provide information about existing Municipal services, includes written statement of services and / or copy of water / sewer card where applicable, fee does not warrant condition of services and does not include a physical field investigation	<input type="checkbox"/>	<input type="checkbox"/>	
52		physically locate Municipal water, sanitary and storm sewer laterals and mains within Municipal road allowance vis-à-vis surface demarcations (ie. required condition of severance applications, building additions, private service replacements), confirmation of separate municipal services to separate dwellings	Municipal Utility Locate Fee	\$200.00	flat rate fee per occurrence, includes written locate drawing, field investigation, review of sewer / water locate cards and GIS database, field demarcation and traffic control, material cost includes spray paint and grade stakes where applicable and repairs/maintenance of electronic locator device, dye tablet testing of sanitary laterals and camera investigation of laterals where applicable and at discretion of Director of Works & Engineering	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
53	Site Plan Control (Minor Works)	for proposed new residential development: single dwelling residential infilling, duplexes, single dwelling as part of a plan of subdivision (plot plans), expansions / additions to existing buildings and facilities, (see Note 12 and Note 16 and Note 19)	Administration and Records Fee	\$50.00	flat rate fee	<input type="checkbox"/>	<input type="checkbox"/>	
54		review of site servicing (water, sanitary, storm) to ensure compliance with municipal standards, review of lot grading and drainage, review design reports for structural retaining walls and fences and slope hazards, includes field investigation and routine construction inspection where required	Servicing and Grading Review Fee	\$500.00	flat rate fee, intended to ensure compliance to Municipal standards and for the protection against negative impacts to abutting lands	<input type="checkbox"/>	<input type="checkbox"/>	
55	Site Plan Control (Major Works)	residential infilling with two to five dwellings, apartments, condominiums, townhouse developments, institutional developments, commercial developments, (see Note 12 and Note 16)	Administration Fee	\$500.00	flat rate fee, includes administration throughout duration of development, including clerical for reduction / release of securities	<input type="checkbox"/>	<input type="checkbox"/>	
56		detail review of lot grading and drainage, municipal servicing, roadworks, slope hazard review, spot field inspections, development agreement as required, (see Note 2 and Note 11)	Detail Review and Approval of on-site and off-site works	4% of total development cost <= \$200,000 plus 2% thereafter (see Note 1)		<input type="checkbox"/>	<input type="checkbox"/>	
57	Plan of Subdivision	residential subdivisions with more than five dwellings, (see Note 16)	Administration Fee	\$500.00	flat rate fee, includes administration throughout duration of development, including clerical for reduction / release of securities	<input type="checkbox"/>	<input type="checkbox"/>	
58		detail review of lot grading and drainage, stormwater management, watermain, sanitary and storm sewers, roadworks, streetlighting, landscaping, slope hazard review, spot field inspections, engineering servicing agreement, (see Note 2 and Note 8)	Detail Review and Approval of on-site and off-site works	4% of total development cost <= \$200,000 plus 2% thereafter (see Note 1)		<input type="checkbox"/>	<input type="checkbox"/>	
59	Official Plan Amendment	(see Note 13)	Detail Review and Approval Fee	\$500.00	flat rate fee	<input type="checkbox"/>	<input type="checkbox"/>	

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
60	Zoning By-law Amendment	(see Note 13)	Detail Review and Approval Fee	\$300.00	flat rate fee	<input type="checkbox"/>	<input type="checkbox"/>	
61	Minor Variance Application	(see Note 3 and Note 13 and Note 16)	Administration Fee	\$50.00	flat rate fee	<input type="checkbox"/>	<input type="checkbox"/>	
62		review site grading and drainage, roof leader discharge, parking standards, slope stability and fill regulations, reports from certified engineers and structural integrity reports, front yard and side yard setbacks, service lateral locations, encroachments	Review Fee	\$300.00	flat rate fee, intended for the protection of Municipal interests and for the protection against negative impacts to abutting lands	<input type="checkbox"/>	<input type="checkbox"/>	
63	Consent to Sever Application	(see Note 3 and Note 13 and Note 16)	Administration Fee	\$50.00	flat rate fee	<input type="checkbox"/>	<input type="checkbox"/>	
64		review of access to subject lands (ie. sight line requirements), requirements for easements and rights-of-ways, parking standards, separate municipal servicing, includes field investigation where required	Review Fee	\$450.00	flat rate fee, intended for the protection of Municipal interests and for the protection against negative impacts to abutting lands	<input type="checkbox"/>	<input type="checkbox"/>	
65	Transit Fees	infant shall be any person of age 3 or under	Infant Transit Fee	Free				
66		children shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized / shuttle bus, (see Note 17)	Children Transit Fee	\$1.50 per trip (does not include shuttle transfer) Or Conventional \$30.00-30day pass (includes transfer to Inter-Municipal shuttle and Rolls)	cash fare per trip, photo identification may be required by Transit Operator as proof of age			

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
67		adult shall be any person of age 18 to 64 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (see Note 17)	Adult Transit Fee	\$2.00 per trip (does not include shuttle transfer) Or Conventional \$50.00-30day pass (includes transfer to Inter-Municipal shuttle and Rolls)	cash fare per trip, photo identification may be required by Transit Operator as proof of age			
68		senior shall be any person of age 65 or over, applicable for patrons of conventional / specialized / shuttle bus, (see Note 17)	Senior Transit Fee	\$1.50 per trip (does not include shuttle transfer) Or Conventional \$30.00-30day pass (includes transfer to Inter-Municipal shuttle and Rolls)	cash fare per trip, photo identification may be required by Transit Operator as proof of age			
69		Inter-Municipal Shuttle	Flat rate fee	\$1.00 in addition to conventional transit fare Or \$2.00 for residents wishing to use the shuttle only	cash fare per trip, photo identification may be required by Transit Operator as proof of age			
70		Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional/shuttle bus, (see Note 17)	Special Student Pass	\$15.00 30 Day Pass (does not include transfers to Inter-Municipal shuttle or the Rolls)	photo identification may be required by Transit Operator as proof of eligibility			

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
71	Bulky Waste Program	residential curbside collection of normal household items within urban area limits, scheduled appointment required two days in advance, remittance of fee and forfeiture of one dump voucher required at time of appointment, 200 kg maximum weight (excess left at curbside), unacceptable materials include those requiring legislated decommissioning, refrigerators, air conditioners, microwaves, propane tanks, televisions, fluorescent light bulbs, tires, hazardous waste, collection shall be at the sole discretion of the Director of Works & Engineering	Bulky Waste Collection Appointment Fee	\$50.00 per appointment	flat rate fee per occurrence, intended to recover costs associated with collection and disposal of waste up to maximum of 200 annual appointments, materials collected shall be considered property of the Municipality only after it is picked up, patrons served on first come first serve basis, costs include: 200 kg, \$85/tonne, \$140/hr collection rate, \$6.30 per voucher revenue	<input type="checkbox"/>	<input type="checkbox"/>	
72	Septage Waste Disposal	for private haulers to use facility, with hours between 7:00 a.m. and 5:00 p.m. Saturday and Sunday (excluding statutory holidays) and one hour advance notification to operator	Extended Hours Tipping Fee	\$100 per load plus \$0.011/liter thereafter	A premium fixed rate of \$100 per load applied and an additional \$0.011/liter tipping fee	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL APPLICATION FEE						\$		

NOTES

- 1) Total Development Cost includes: estimated construction value of on-site and off-site works (excluding dwellings), plus 5% contingency costs, plus 7% for engineering design, administration and inspection costs, plus 7% GST.
- 2) Construction inspection and certification for compliance of lot grading and municipal servicing to Municipal Standards is the responsibility of the developer and technical peer review by external consultants shall be an additional cost and also the responsibility of the developer
- 3) Applications for site plan control and plan of subdivision shall be processed under the respective categories in addition to the consent applications and minor variance applications
- 4) Application is required for notification of Emergency and Fire Services, but fee is waived for Capital Works, works by utility companies with franchise agreements (including Union Gas, Cogeco Cable, Veridian, Hydro-One, Bell Canada and contractors thereof) and other discretionary works by private contractors depending upon level of risk and issues of safety fee is not applicable to events covered by Municipal Film Policy
- 5) A Street Occupation Permit or a Special Services Application may be required in addition for construction of entrance and/or culvert
- 6) Permit fees for hazard trees within the right-of-way is the responsibility of the Municipality
- 7) Servicing inspection fee is for one 3/4" or 1" water service, one 6" sanitary service c/w 4" reducer and one 6" storm service (additional fees will be required for additional and/or larger services)
- 8) Grading and Drainage plans (ie. Plot Plans) of individual dwellings will each require an additional application under Site Plan Control (Minor Works)
- 9) Fees for camera investigation and field inspection by Works & Engineering shall be an additional fee

REF. NO.	APPLICATION TYPE	DESCRIPTION / REVIEW COMPONENT	FEE TYPE	USER FEE	RATIONALE / COMMENTS	COMPLETED BY APPLICANT		
						REQUIRED FEE		SUB-TOTAL FEE
						YES	NO	
10)		Fees may be exempt for locations identified by Council (ie. special community improvement plans, Habitat for Humanity projects) for the purposes of encouraging redevelopment in the downtown and harbour area						
11)		Servicing agreements and/or development agreements may not be required for developments which do not require MOE Certificates of Approval for on-site or off-site servicing works						
12)		Fees may be collected by Finance Department through a Development Agreement or by Chief Building Official vis-à-vis a Building Permit application, special services application fees may additionally be required as condition of approval						
13)		Fees may be collected by Finance Department upon application under the Planning Act						
14)		All fees noted above are inclusive of applicable PST and GST						
15)		The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type, Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage.						
16)		All drawings submitted in support of applications or conditions shall be signed and sealed by a Professional Engineer licensed to practice in the Province of Ontario prior to review by the Works & Engineering Department, including but not limited to lot grading and drainage plans and site servicing plans						
17)		Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use						
18)		User fees are premised on rationale that the requested work benefits private owner / contractor and is not for the benefit of the general public / ratepayer						
19)		Plot plans for single family residential infilling may be signed and sealed by a qualified Ontario Land Surveyor in lieu of a Professional Engineer						
20)		Fee is not applicable to municipal services installed before January 1, 2006 on the following roads: Toronto Road, Molson Street, Hope Street N., Rose Glen Road, Clifton Road						
21)		All applications to be received and approved by Works & Engineering Department, proponent shall remit payment to Finance Department and provide receipt of payment prior to release of approved application						
22)		Dumping of clean fill on nearby private lots during Ward 2 ditching operations considered benefit to Municipality (ie. less travel time for disposal at yard)						
23)		Dumping of wood chips on nearby private lots for mulching and flower beds during Ward 2 brushing operations considered benefit to Municipality (ie. less travel time for disposal at yard)						