



Report to: Development Services Committee

Report Date: November 19, 2018

SUBJECT: Development Fee and Building Fee By-laws Update (2018)
PREPARED BY: Chris Bird, Director of Building Standards, Ext. 4716
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RECOMMENDATION:

1. That the Report titled "Development Fee and Building Fee By-laws Update (2018)", dated November 19, 2018 be received, and
2. That the proposed amendments be referred to the Development Services Committee Public Meeting to be held on December 11, 2018, and
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to explain proposed changes to fees in 2019 that are applied to offset the projected costs associated with staff review, inspections and processing of applications for Building, Engineering and Planning and Urban Design Departments. The proposed fees will be enacted through amendments to the Development Fee By-law 211-83 and to Building By-law 2017-150, as amended. These by-laws set fees to be paid by applicants for building permits and for development applications requiring planning, urban design and engineering review and approval, and for building permits and their associated services. These by-laws are reviewed and updated annually.

The recommended increase in fees included in the Building By-law for 2019 is 5% for fixed fee categories. Within the Development Fee By-law, the recommended fee increase for Planning and Urban Design is 17.5% and for Engineering is 17.5%. This report seeks authorization to refer the proposed amendments to a Development Services Committee Public Meeting to be held on December 11, 2018.

BACKGROUND:

The Development Fee By-law and the Building By-law are reviewed each year to recover the anticipated reasonable costs associated with the administration of *Planning Act* applications, the associated technical review and on-site inspection, and building permits and building code inspection and enforcement under the *Building Code Act*. The annual adjustments fall into one or more of the following categories:

- overall adjustments driven by indirect and direct costs
- increases to provide opportunities to balance reserve accounts;
- refinements to existing fees to better reflect actual and anticipated costs of providing the related services; and
- new fees to capture new or previously underfunded services.

A fee model was established in 2005 in order to calculate the annual adjustments necessary to ensure the City's Building, Engineering and Planning and Urban Design Departments remain adequately funded by building permit fees and development fees, respectively. The model is designed to cover direct and indirect costs. In addition, transfers to a reserve for Building and a combined reserve for Planning and Urban Design and Engineering (Development Reserve) are included, as well as annual capital costs.

OPTIONS/ DISCUSSION:

Reserve Forecast:

As part of the report approved at Development Services Committee October 30, 2017, Staff prepared an analysis, projecting the reserve balances for the next 4-years for both the Building Reserve and Development Reserve. Based on that analysis, Council approved a 5% increase for Building fees, a 19% increase for Planning and Urban Design fees and a 19% increase for Engineering fees for 2018. The 2017 report also identified forecast fee adjustments through 2020.

Staff recommends that the proposed increase for Building remain at 5% for the years 2019-2021. However, for Planning and Engineering, Staff are recommending an increase of 17.5% for 2019 and then 15% from 2020 to 2021. This is due to additional staffing to address increased application volume related to ePlan as well as for credit card expenses associated with the implementation of ePlan for Planning and Engineering.

The following two tables have been updated based on the projected unit counts and outline the following:

- 2018 year end projection
- Revenues based on projected residential permits
- Expenses
- Projected year-end reserve balance

1. Building Permit Fees

BUILDING RESERVE FORECAST (\$ millions)				
Building	2018 YE Projection	2019	2020	2021
Revenues	11.500	7.950	10.340	10.314
Less: Expenditures	8.853	9.308	9.494	9.684
Transfer to/(from) Reserve	2.647	(1.358)	0.846	0.630
Capital Investment and Interest	0.130	0.303	0.277	0.305
Building Reserve Beginning Balance	9.355	12.132	11.077	12.200
Building Reserve Ending Balance	12.132	11.077	12.200	13.135
2018 Approved/ 2019 – 2021 Proposed Building Fee Increase	5.00%	5.00%	5.00%	5.00%
Estimated Residential Permits/Year		2,110	2,816	2,648

Based on the 2018 budget it was anticipated that the 2018 reserve ending balance would be \$10.405M compared to the projected ending balance of \$12.132M, resulting in a favourable variance of \$1.727M. The favourable variance is a result of higher volume of building permits due in part to increased Regional development charges effective July 1, 2018.

The 2019 projection is based on forecasted permit application volumes and 2019 capital requests subject to Council approval. The 2020 to 2021 projections are based on forecasted permit volume and capital plans.

As outlined in the above table, the 2019 proposed Building Fee By-law fee increase is 5.0%. With this proposed increase, it is anticipated that there will be a draw from the reserve of (\$1.055M).

For 2020-2021, a 5% per year increase has been applied and at the end of the 3 year period the reserve is projected to be at \$13.135M.

Proposed Building By-law Changes:

Following are the proposed Building By-law fee amendments:

1. To increase fee multipliers in Table 1 of Schedule A by 5% as noted above;
2. To introduce a new fee of \$378 for the installation of elevators in residential homes;
3. To reduce the fee for backwater valves, sewer ejectors and sump pumps to a \$117 flat fee;
4. To reduce the fee for backflow preventers to \$300 plus \$100 for each additional device;
5. To reduce the fee for the review and inspection of premises used for the production of illicit drugs to a flat fee of \$5,000 from the current fee of \$7,754. The proposed fee better reflects the reasonable cost of enforcement;

2. Development Fees (Planning and Urban Design and Engineering)

DEVELOPMENT RESERVE FORECAST (\$ millions)				
Planning and Urban Design	2018 YE Projection	2019	2020	2021
Revenues	11.745	12.631	13.674	14.667
Less: Expenditures	8.249	9.777	9.972	10.172
Transfer to/(from) Reserve	3.496	2.854	3.702	4.495

2018 Approved/ 2019-2021 Proposed Planning Fee Increase	19.00%	17.50%	15.00%	15.00%
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Engineering	2018 YE Projection	2019	2020	2021
Revenues	11.107	10.005	11.066	12.230
Less: Expenditures	8.100	8.829	9.066	9.186
Transfer to/(from) Reserve	3.007	1.176	2.060	3.044

2018 Approved/ 2019-2021 Proposed Engineering Fee Increase	19.00%	17.50%	15.00%	15.00%
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Development Reserve Beginning Balance	(7.768)	(1.465)	2.160	7.626
Planning Transfer/Draw (from above)	3.496	2.854	3.702	4.495
Engineering Transfer/Draw (from above)	3.007	1.176	2.060	3.044
Capital investment and Interest	(0.200)	(0.405)	(0.296)	(0.166)
Development Reserve Ending Balance	(1.465)	2.160	7.626	14.999

Based on the 2018 budget it was anticipated that the 2018 reserve ending balance would be at (\$6.934M) compared to the projected ending balance of (\$1.465M), resulting in a favourable variance to budget of \$5.469M. The favourable variance is a result of higher than expected development applications due in part to higher volumes of applications submitted in June in anticipation of higher Regional development charges effective July 1, 2018.

The 2019 projection is based on forecasted development application volume and 2019 capital requests subject to Council approval. The 2020 to 2021 projections are based on forecasted development application volume and capital plans.

E-plan Requirements

As part of the online submission of applications, applicants will have the option to pay fees on-line using credit cards. Credit card companies charge the payee (in this case the City of Markham) a service charge based on a percentage of the fee. This charge is approximately 2% depending on the type of credit card. Staff are proposing to add an additional charge of 2% to every fee category in the Development Fee By-Law to cover this additional credit card service charge.

To meet 2019 ePlan application activity, one (1) new staff position is being proposed to be funded from Development Fees. The addition of staffing and the credit card service charge has resulted in the fee increase of 17.5% in 2019. For 2020-2021, Staff are recommending the projected fee increases of 15% per year for Planning and Urban Design, and 15% per year for Engineering.

Based on these projected increases and activity levels, it is projected that the Development Reserve will be in a surplus position of \$2.160M at the end of 2019.

Consultation with the Development Community

The *Building Code Act* requires the City to hold at least one public meeting with respect to any changes in Building permit fees. Notice must be given to the general public and interested parties 21 days prior to the meeting. It is recommended that notice be placed on the City's website, in the Markham Economist and Sun and the Thornhill Liberal, and be mailed to the Urban Development Institute, the Greater Toronto Home Builders Association, and development industry representatives listed on the City's "Developers Round Table" distribution list. Staff are recommending that the changes to the Development Fee By-law and Building Fee By-law be referred to the Development Services Committee Public Meeting to be held on December 11, 2018.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

The Finance Department has been working closely with Development Services Commission staff

to ensure proper direct and indirect cost recovery and to incorporate the results into the proposed 2019 operating budget. The fee adjustments recommended in this report for 2019, 5% for Building, 17.5% for Planning & Urban Design and 17.5% for Engineering will assist in providing increased funding for projected direct and indirect costs, including contributions to Building, and Development reserves. Finance and Development Services Staff will monitor financial performance against budget in 2019 and report back to Development Services Committee if any midyear adjustments to the Fee By-laws need to be contemplated along with a future year forecast.

Summary of Reserve Balances

Markham has experienced strong building activity over the past several years resulting in an appropriate reserve level for Building. This reserve has been utilized by the Building Department to invest in new processes and technologies, such as E-plan project and a comprehensive zoning by-law project, and to withstand cyclical downturns without abrupt changes to capacity and service levels. The combined reserve balance for Planning and Engineering remains in a deficit position and is projected to have a surplus balance in 2019 based on anticipated level of activity in 2019. The following table provides a history of the balances in Building and the Development reserves:

Reserve Balances Surplus/ Deficit (\$ millions)		
Year End	Building	Development
2008	2.412	(1.716)
2009	0.540	(5.632)
2010	(0.090)	(1.476)
2011	6.630	(2.455)
2012	11.887	(0.907)
2013	13.846	(3.959)
2014	11.890	(8.630)
2015	9.628	(10.668)
2016	10.219	(10.741)
2017	9.355	(7.768)
2018 Forecast	12.132	(1.465)
2019 Forecast	11.077	2.160
2020 Forecast	12.200	7.626
2021 Forecast	13.135	14.999

HUMAN RESOURCES CONSIDERATIONS

Recoveries of direct and indirect costs are consistent with Provincial legislation.

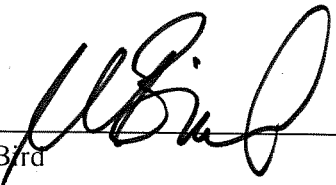
ALIGNMENT WITH STRATEGIC PRIORITIES:

Growth Management and Municipal Services delivery.

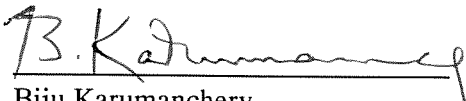
BUSINESS UNITS CONSULTED AND AFFECTED:

Development Services Commission departments and Finance Department were consulted.

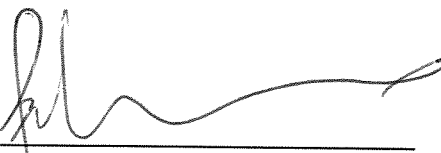
RECOMMENDED BY:




Chris Bird
Director of Building Standards



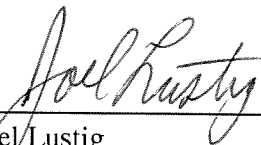
Biju Karumanchery
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Commissioner of Development Services



Joel Lustig
City Treasurer

ACHMENTS:

- Attachment "A" Draft of amendment to Development Fee By-law 211-xx
- Attachment "B" Draft of amendment to Building Fee By-law 2017-xx



BY-LAW 2018-XXX

Being a By-law respecting Construction, Demolition,
Change of Use Permits and Inspections

WHEREAS section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes municipal council to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters;

AND WHEREAS the Council of The Corporation of the City of Markham desires to repeal By-law 2016-148 and to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1. This By-law may be cited as the “Building By-law”.

2. DEFINITIONS

2.1. In this By-law:

“*Act*” means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;

“*applicant*” means the *owner* of a building or property who applies for a *permit* or any person authorized to apply for a *permit* on the *owner*’s behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation;

“*Building Code*” means the regulation made under Section 34 of the *Act*;

“*certified model*” means a unique building design for a detached or semi-detached unit that has been reviewed by the *chief building official* for compliance with the *Building Code* and is intended for construction pursuant to a *permit* issued under the *Act*. A *certified model* approval is not itself a *permit*;

“*chief building official*” means the *chief building official* appointed by by-law by Council for the purposes of enforcement of the *Act*, the *Building Code* and this By-law;

“*complete application*” means an application that meets the requirements set out in the building code for applications where the *chief building official* is required to make a decision within a prescribed time period, and section 4 and Schedule B of this By-law;

“*conditional permit*” means a *permit* issued under subsection 8(3) of the *Act*;

“*construct*” means construct as defined in subsection 1(1) of the *Act*;

“*demolish*” means demolish as defined in subsection 1(1) of the *Act*;

“*electronic submission*” means the filing of a *pre-application review* or an application for a building *permit*, *certified model* or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the *chief building official*.

“*owner*” means, in respect of the property on which the construction is to take place, the registered owner of the land and, except for *conditional permits*, may include a lessee, mortgagee in possession and the person acting as the owner’s authorized agent;

“*partial permit*” means a *permit* issued by the *chief building official* to construct part of a building;

“*permit*” means permission or authorization given in writing by the *chief building official* to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and *Building Code*;

“*permit holder*” means the *owner* to whom the *permit* has been issued or where a *permit* has been transferred, the new *owner* to whom the permit has been transferred;

“*pre-application review*” means the review of forms, documents and drawings which precedes the acceptance of a permit application to determine if it qualifies for an *electronic submission* for a permit;

“*Registered Code Agency*” means a registered code agency as defined in subsection 1(1) of the *Act*;

“*revised submission*” means additional information filed with the *chief building official* which depicts one or more changes to the proposed or as-constructed design of a building or part of a building for which a permit has already been issued and for which approval by the *chief building official* is required;

“*sewage system*” means a sewage system as defined in Subsection 1.4.1. of Division A of the *Building Code*;

“*supplementary submission*” means a resubmission of information in relation to building permit documents previously reviewed or issued, that requires additional review to determine *Building Code* compliance;

“*zoning preliminary review*” means a review of plans and other documents to determine, prior to building permit or *Planning Act* applications, whether proposed designs comply with applicable zoning by-laws;

“*City*” means The Corporation of the City of Markham.

2.2. Terms not defined in this By-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

3. CLASSES OF PERMITS

3.1. Classes of *permits* required for the construction, demolition or change of use of a building shall be set out in Schedule “A” to this By-law.

4. REQUIREMENTS FOR PERMIT APPLICATIONS

General Requirements

4.1. Every *permit* application, *certified model* application and application for an alternative solution must meet the requirements of this section and section 6 and shall:

- 4.1.1. be made by an *applicant*;
- 4.1.2. be submitted to the *chief building official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *chief building official*;
- 4.1.3. be accompanied by the required fees calculated in accordance with Schedule “A”;

- 4.1.4. unless otherwise determined by the *chief building official*, be in the form of an *electronic submission*;
- 4.1.5. unless otherwise determined by the *chief building official*, shall not be accepted until a *pre-application review* has been completed to the satisfaction of the *chief building official*; and
- 4.2. To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the building code, where those agencies issue approval documents and the law applies to the construction or demolition being proposed.
- 4.3. An application for a *permit* may be refused by the *chief building official* where it is not a *complete application*.
- 4.4. The *chief building official* may, as the chief building official deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.
- 4.5. Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.
- 4.6. When filing an application, the *owner* and the *applicant* shall provide an electronic address(s) for the purpose of receiving communications from the *chief building official* regarding the construction, demolition or change of use associated with a permit application or issued *permit*. The owner or authorized agent of the owner shall inform the *chief building official* immediately in writing when the electronic address(s) provided change or become not functional.

Applications for *Permits to Construct*

- 4.7. Every application for a *permit to construct* a building shall:
 - 4.7.1. identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building *permit* application is made;
 - 4.7.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this by-law; and
 - 4.7.3. be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *chief building official* to be unnecessary.

Applications for *Permits to Demolish*

- 4.8. Every application for a *permit to demolish* a building shall:
 - 4.8.1. identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a *permit to demolish* is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
 - 4.8.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law; and
 - 4.8.3. be accompanied by proof satisfactory to the *chief building official* that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

Applications for *Permits to Construct Part of a Building*

- 4.9. In addition to the requirements of subsection 4.6, every application for a *partial permit* shall:
- 4.9.1. require a *permit* application for the entire project; and
 - 4.9.2. be accompanied by plans, specifications, documents, forms and other information covering that part of the work for which application for a *partial permit* is made, together with such information pertaining to the remainder of the work as may be required by the *chief building official*.
- 4.10. The *chief building official* may issue a *partial permit* when the *chief building official* determines it is appropriate to expedite substantial construction before a *permit* for the entire building is available and where the relevant provisions of this By-law and the *Act* are met.
- 4.10.1. When determining whether to issue a *partial permit*, the *chief building official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.
- 4.11. The *chief building official* shall not, by reason of the issuance of a *partial permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

Applications for *Conditional Permits*

- 4.12. An application for a *conditional permit* cannot be filed until plans review of the scope of work is complete.
- 4.13. In addition to the requirements of subsection 4.6, where a *conditional permit* is requested, the *applicant* shall:
- 4.13.1. complete an application on a form prescribed by the *chief building official*; and
 - 4.13.2. submit documents and drawings prescribed in Schedule B of this By-law.
- 4.14. The *chief building official* may, at his or her discretion, issue a *conditional permit* where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this By-law and the *Act* are met.

Applications for *Permits for Change of Use*

- 4.15. Every application for a *permit* for a change of use shall;
- 4.15.1. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law;

Application for a *Certified Model*

- 4.16. An *applicant* may file an application for a *certified model*.
- 4.17. Every application for a *certified model* shall;
- 4.17.1. be made on an application form prescribed by the *chief building official*; and
 - 4.17.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 of this By-law.

- 4.18. Plans and specifications forming part of each *certified model* application shall be deemed to form part of the *permit* documents of each *permit* subsequently issued under the *Act*.

Abandoned *Electronic Submissions and Permit Applications*

- 4.19. Where an electronic submission has not been completed within 20 business days of creation, the electronic submission may be deemed by the *chief building official* to have been abandoned.
- 4.20. Where an application for a *permit* remains incomplete and inactive for six months after the *applicant* has been advised in writing of all the reasons for refusal, the application may be deemed by the *chief building official* to have been abandoned and written notice of the cancellation thereof shall be given to the *applicant*.

Revisions to *Permits*

- 4.21. After the issuance of a *permit* under the *Act*, the *applicant* shall give notice to the *chief building official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued, together with the details of such change, which change shall not be made without the prior written authorization of the *chief building official*.
- 4.22. Application for authorization of any substantial change shall constitute a *revised submission* or a *supplementary submission*.

5. PLANS AND SPECIFICATIONS

- 5.1. As part of the application for a *permit* and in addition to the requirements of section 4 of this by-law, every *applicant* shall submit to the *chief building official* the following:
- 5.1.1. sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law;
 - 5.1.2. Where a site plan is required to satisfy section 5.1.1, the site plan shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:
 - 5.1.2.1. lot size and dimensions of the property;
 - 5.1.2.2. setbacks from existing and proposed buildings to property boundaries and to each other;
 - 5.1.2.3. existing and finished ground levels or grades; and
 - 5.1.2.4. existing rights of way, easements and municipal services; and
 - 5.1.2.5. a copy of a current plan of survey, unless the *chief building official* waives this requirement.
- 5.2. As part of an application for a *certified model*, every applicant shall submit to the *chief building official* sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction conforms to the *Building Code*.
- 5.3. Plans, specifications and other documents submitted by an *applicant* shall:
- 5.3.1. be fully coordinated among design disciplines and intended for construction, demolition or change of use;
 - 5.3.2. be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;

- 5.3.3. be submitted on paper or other suitable and durable material; and
- 5.3.4. contain information and text that is clear and legible.

5.4. Unless otherwise deemed necessary by the *chief building official*, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.

5.5. On completion of the construction of a building, the *chief building official* may require the *applicant* to submit a set of as constructed plans, including a plan of survey showing the location of the building.

5.6. Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act* become the property of the *City* and will be disposed of or retained in accordance with relevant legislation or by-law.

6. AUTHORIZATION OF ALTERNATIVE SOLUTIONS

6.1. Where approval for an alternative solution under the *Building Code* is being sought, the *applicant* shall submit:

- 6.1.1. an application on a form prescribed by the *chief building official*;
- 6.1.2. supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
- 6.1.3. payment of the required fee prescribed by Schedule A.

7. FEES AND REFUNDS

7.1. The *chief building official* shall determine the required application fees in accordance with Schedule "A" to this By-law.

7.2. The *chief building official* shall not issue a *permit* until fees required by this By-law have been paid in full by the *applicant*.

7.3. In addition to the fees paid at the time of building *permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with Schedule "A".

7.4. In the case of withdrawal or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the *applicant*, the *chief building official* may refund any unearned fees which shall be calculated in accordance with section 3 of Schedule "A".

8. TRANSFER OF PERMITS

8.1. Upon change of ownership, *permit* applications and *permits* must be transferred to the new *owner* with the approval of the *chief building official*.

8.2. To transfer a *permit*, the new *owner* shall complete and submit an application form in accordance with the requirements of Section 4 of this by-law and pay the required fee as prescribed by Schedule "A".

8.3. Upon the transfer of the *permit* by the *chief building official*, the new *owner* shall be the *permit holder* for the purpose of this By-law, the *Act* and the *Building Code*.

9. NOTICES FOR INSPECTIONS

9.1. Inspection notices required by the building code and this By-law shall be made in writing or by telephone using the *City's* permit inspection request line which has been prescribed for this purpose.

- 9.2. Inspection notices are required a minimum of two business days prior to the stages of construction specified therein and shall be given in accordance with the requirements of Subsection 1.3.5 of Division C of the *Building Code*.
- 9.3. The person to whom the *permit* has been issued shall notify the *chief building official* or a *Registered Code Agency* where one is appointed, of each stage of construction for which a notice is prescribed by the *Building Code*.
- 9.4. Notwithstanding section 10 of this By-law, the person to whom the *permit* has been issued shall notify the *chief building official* of the date of completion of the building or demolition work no more than two days after that date.
- 9.5. In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the person to whom a *permit* has been issued shall give the *chief building official* notice of the readiness for inspection for the following stages of construction, where applicable:
 - 9.5.1. commencement of construction of the building
 - 9.5.2. commencement of construction of:
 - 9.5.2.1. masonry fireplaces and masonry chimneys,
 - 9.5.2.2. factory-built fireplaces and allied chimneys,
 - 9.5.2.3. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
 - 9.5.3. substantial completion of interior finishes

10. REGISTERED CODE AGENCIES

- 10.1. The *chief building official* is authorized to enter into and sign contracts for service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3. of Division C of the *Building Code*.
- 10.2. A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the *Act*.

11. FENCING CONSTRUCTION SITES

- 11.1. Where, in the opinion of the *chief building official*, a construction or demolition site presents a hazard to the public, the *chief building official* may require the *permit holder* to erect such fencing to the standards and specifications that the *chief building official* deems to be appropriate in the circumstances.
- 11.2. When determining if a construction or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *chief building official* shall have regard to:
 - 11.2.1. the proximity of the construction site to occupied dwellings;
 - 11.2.2. the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
 - 11.2.3. the hazards presented by the construction activities and materials;
 - 11.2.4. the feasibility and effectiveness of site fencing; and
 - 11.2.5. the duration of the hazard.
- 11.3. When the *chief building official* is of the opinion that fencing is required, the *permit holder* shall, prior to the commencement of any construction, demolition, or placement of materials or equipment on site, erect or cause to be erected fencing to the standards required by the *chief building official* to enclose the construction or demolition site for the purpose of preventing

unauthorized entry on the site. For the purposes of this section, construction or demolition site shall include the area of the proposed construction or demolition and any area where materials or equipment are stored or operated.

12. OFFENCES AND PENALTIES

12.1. Any person who contravenes any provision of this by-law is guilty of an offence and is liable upon conviction to a fine as provided for in the *Act*.

13. SEVERABILITY

13.1. Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

14. MISCELLANEOUS

14.1. All Schedules shall be and form part of this By-law.

14.2. A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

15. REPEAL AND TRANSITION

15.1. By-law Number 2017-150 is hereby repealed upon the date that this by-law comes into force.

15.2. Notwithstanding sections 15.1 and 16.1 of this by-law, for any *complete application* received prior to the effective date of this by-law, the provisions of By-law Number 2017-150 shall remain in force and effect for the purpose of that application.

16. EFFECTIVE DATE

16.1. This by-law shall come into force on the 1st day of January 2019.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
XXth DAY OF MONTH, 2018.

KIMBERLEY KITTERINGHAM
CITY CLERK

FRANK SCARPITTI
MAYOR

SCHEDULE "A"

CLASSES OF *PERMITS*, FEES AND REFUNDS

1. FEES

- 1.1 For applications submitted in person, all fees shall be paid in full at the time of application.
- 1.2 The fee for the *pre-application review* of applications shall be \$100. This fee is non-refundable and a credit for this fee will be applied to the total building *permit* fee.

2. CALCULATION OF *PERMIT* FEES

- 2.1 *Permit* fees shall be calculated on the basis of:
 - 2.1.1 the flat rate where indicated in Column 5 of Table 1 of this Schedule;
 - 2.1.2 the product of the applicable fee multiplier in Column 4 of Table 1 of this Schedule and the related floor area or other measure specified in Column 3; or
 - 2.1.3 where a fee is not listed in Table 1, \$20 for each \$1,000 or part thereof of the construction value prescribed by the chief building official.
- 2.2 Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 2.3 Except where otherwise exempt, in addition to the fees calculated according to subsections 2.1 and 2.2 fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 2.4 Section B of Table 1 of this Schedule applies where the scope of work does not affect any exterior wall or exterior roof assembly in existing construction.
- 2.5 Fees charged for the review of *certified models* shall be calculated using a fee multiplier equivalent to that applicable to Single or Semi Detached Dwellings determined in accordance with subsections 2.8 to 2.10 of this Schedule.
- 2.6 In addition to the fees calculated in accordance with Table 1 paid at the time of building *permit* application, fees for *supplementary submissions* and *revised submissions* shall be calculated at \$100/hour spent determining compliance.
- 2.7 Where *supplementary submissions* or *revised submissions* include certification of applicable law compliance, which compliance or applicability was incorrectly declared at the time of *permit* application, a fee of \$250 for each applicable law certification shall apply. Where an application form other than an applicable law checklist is required to be revised to reflect incorrectly declared information, a fee of \$250 applies.
- 2.8 In addition to the fees calculated in accordance with Table 1, each application for consideration of an alternative solution shall be accompanied by a non-refundable fee of \$2,000 for 7 hrs of review time. Each additional hour of review time will be billed at a rate of \$150/hour. Additional fees for outside consultants are due when applicable.
- 2.9 When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centreline of party walls or demising walls, except when calculating interior partition work. When measuring floor area for interior partitioning, corridors, lobbies, washrooms, lounges, and

other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where these areas are constructed in a shell-only building, fees shall be calculated at the applicable partitioned rate in Table 1.

- 2.10 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from measured floor area.
- 2.11 Where incorporated with an application for a class of dwelling described in Rows A6 or A7 of Table 1, no additional fee is required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.
- 2.12 Where incorporated with an application for a class of permit described under Section A and B of Table 1, no additional fee shall be levied for the scope of work described in Sections D and G of Table 1 that form part of the work proposed under the application.
- 2.13 For any permit application for a class of permit described under Section B of Table 1, floor area used for the calculation of fees shall be the lesser of :
 - 2.13.1 the area contained within a single rectangle encompassing all of the proposed work, or
 - 2.13.2 the actual area of the tenant space;
- 2.14 The occupancy classifications used in this By-law are based on the *Building Code* occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Table 1 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 2.15 For *permits* for change of use, the fee multiplier for the proposed occupancy will be applied to the entire floor area subject to the change of use.
- 2.16 Where a change of use *permit* is denied, the fees paid may be credited to a building *permit* which incorporates the construction required to accommodate the change of use.
- 2.17 Except for temporary buildings on construction sites for offices, fees for temporary buildings, including tents and stages, apply to buildings erected for less than 12 weeks.
- 2.18 The permit fee for the remediation, restoration, or demolition of premises used for the production of illicit substances is \$5,000. Administrative fees in accordance with Section 5 of this Schedule are in addition to this fee.

3. MINIMUM FEE

- 3.1 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Sections A, B, D, and E of Table 1 shall be \$100;
- 3.2 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Sections A, B, D, and E of Table 1 shall be \$500.
- 3.3 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Section C of Table 1 shall be \$900.

4. CALCULATION OF REFUNDS

4.1 Pursuant to Section 7 of this By-law, refunds shall be calculated as follows:

$$\text{Refund} = [\textit{Permit Fee Paid}] - [\text{Total } \textit{Permit Fees Payable} \times \% \textit{ Permit Fee Earned}]$$

4.2 The proportion of the total *permit* fee payable is earned according to the following schedule:

- 4.2.1 10% if administrative functions only have been performed;
- 4.2.2 20% if administrative functions and zoning review have been performed;
- 4.2.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
- 4.2.4 60% if all administrative functions and reviews have been completed and the building permit has been issued or is available to be issued.

4.3 No refund is available for:

- 4.3.1 Flat fees prescribed in Column 5 of Table 1;
- 4.3.2 minimum fees prescribed in subsections 3.1 and 3.2 of this Schedule;
- 4.3.3 fees in the amount of \$500 or less;
- 4.3.4 reduced area of work where the scope of work is reduced more than 2 business days after the application is filed;
- 4.3.5 incorrect work area declaration at the time of application;
- 4.3.6 where a permit is revoked, except where a permit is issued in error, or the applicant requests revocation no more than six months after the permit is issued;
- 4.3.7 applications or permits where construction or demolition has commenced;
- 4.3.8 applications cancelled more than 2 years after the *permit* application date; or
- 4.3.9 administrative fees listed in Section 5.0 of this Schedule.

4.4 Pursuant to section 10 of this by-law, 20% of the applicable permit fee paid shall be refunded where an application was made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, those services are fully paid for by the applicant and have been completed in accordance with the building code, and the Final Certificate as defined by the *Building Code Act* has been submitted to the Chief Building Official.

5. ADMINISTRATIVE FEES

5.1 To offset additional investigative and administrative costs, a fee of \$300 shall be paid where any Order to Comply is issued pursuant to section 12 or section 13 of the *Act* and an additional fee of \$1,000 shall be paid where any Stop Work Order is issued pursuant to section 14 of the *Act*. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.

5.2 To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the *Act*, a fee of \$500 shall be paid where any Unsafe Order is issued, and an additional fee of \$1,000 shall be paid where any Order respecting Occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.

5.3 To transfer a *permit* from one *permit holder* to another, an additional fee of \$150 shall be payable.

- 5.4 Except as provided in 4.6, for written requests for information concerning a property's compliance with the *Building Code* and applicable law, the fee shall be \$100.
- 5.5 For written requests for information to support Provincial license applications unrelated to a current *permit* or *permit* application, the fee shall be \$250. Where there is a current *permit* or *permit* application, the fee shall be \$100.
- 5.6 For the reproduction of documents, the fee shall be \$10 plus 110% of the cost of reproduction, plus a fee for *City* staff preparation time at \$100/hour.
- 5.7 Where a requested inspection reveals an infraction which was identified at a previous inspection and not remedied, an additional fee of \$100 shall be payable prior to subsequent inspections being scheduled.
- 5.8 Where an inspector determines that work for which an inspection has been requested is not sufficiently complete to allow proper inspection, an additional fee of \$100 shall be payable prior to subsequent inspections being scheduled.
- 5.9 For phased projects, in addition to the *permit* fee for the complete building, an additional fee of \$500 shall be payable for each phase not applied for at the time of the initial *permit* application.
- 5.10 For *conditional permits*, the conditional permit fee shall be the total *permit* fee for the proposed construction plus a non-refundable additional 10% of that fee.
 - 5.10.1 A minimum additional fee of \$2,000 and a maximum additional fee of \$5,000 applies to *conditional permits*.
 - 5.10.2 Where the *conditional permit* expiration date is extended at the request of the applicant, a non-refundable fee equal to the original conditional permit fee shall apply to each extension.
- 5.11 Notwithstanding subsection 2.5 of this Schedule, for changes of house models, an additional fee of \$300 plus the fee in Table 1 corresponding to new home construction for any resulting increase in floor area shall be payable. Where the floor area is reduced, no refund applies.
- 5.12 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee of \$200 shall be paid for each such inspection.
- 5.13 Pursuant to section 10 of this by-law, where an application is made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, and those services are fully paid for by the applicant, the applicable fee shall be reduced by 20% at the time a complete application is filed with a Plan Review Certificate as defined by the *Building Code Act*.
- 5.14 For review and approval of spatial separation agreements required by Division B of the *Building Code* a fee of \$500 applies.
- 5.15 Fees for Zoning Preliminary Reviews will be as follows:
 - 5.15.1 \$250 for low rise residential (including singles, semis (per unit), townhouse (per unit), decks, porches, sheds, and driveways);
 - 5.15.2 \$350 for interior alterations (including parking calculation); and
 - 5.15.3 \$350 for multiple residential and non-residential projects.

TABLE 1 - Calculation of Permit Fees				
1	2	3	4	5
Class of Permit, Occupancy Classification and Work Description			\$/m ²	Flat Fee
Section A: CONSTRUCTION of new buildings, additions to existing buildings, including Mezzanines or new intermediate floors				
A1	Group A: Assembly	Transportation Terminals	\$18.31	
A2		Portable classrooms (each) (new or relocated)		\$562
A3		Outdoor Pool	\$12.79	
A4		All Other Assembly Occupancies	\$22.01	
A5	Group B: Institutional		\$23.83	
A6	Group C: Residential	Single Detached Dwelling (SDD)	\$16.64	
A7		Multiple Unit buildings less than 4 storeys high	\$20.66	
A8		Multiple Unit buildings greater than 3 storeys, less than 7 storeys	\$20.67	
A9		Multiple Unit buildings greater than 6 storeys high	\$15.35	
A10		Repeat of Previously approved <i>Certified Model</i>	\$13.64	
A11		Hotel / Motel	\$22.01	
A12		Unfinished Basement / Foundations	\$5.68	
A13		Detached or semi-detached garage/carport		\$535
A14		Garage incorporating a dwelling unit (GDU)		\$1,286
A15		Repeat of previously approved GDU		\$966
A16		Accessory utility building (ie. Garden shed, Gazebo) less than 20 m ²		\$117
A17		Accessory utility building (ie. Garden shed, Gazebo) 20 m ² or greater		\$535
A18		Deck / Balcony / Covered Porch (each)		\$117
A19	Group D: Business and Personal Services	Shell Only (including unfinished basement)	\$14.19	
A20		Partitioned / Finished / Mezzanine	\$18.31	
A21		Temporary Real Estate Sales Office		\$1,179
A22	Group E: Mercantile	Shell Only (including unfinished basement)	\$11.93	
A23		Partitioned / Finished / Mezzanine	\$15.62	
A24	Group F: Industrial	Shell Only (including unfinished basement)	\$9.22	
A25		Partitioned / Finished / Mezzanine	\$12.77	
A26		Gas Station / Canopy, Car Wash	\$11.79	
A27		Repair garage	\$12.77	
A28		Parking Garage (underground, open air)	\$5.83	
A29		Farm Building	\$5.05	
A30		Rack Storage Systems regulated by the Building Code	\$9.22	
A31	All Occupancies	Permanent Tent / Air supported structure	\$6.60	
A32		Repair / reclad wall or replace roof structure	\$1.70	
A33		Ceiling (new or replacement)	\$0.46	
A34		Mechanical Penthouse	\$9.22	
A35		Temporary Building (Tent, Stages)		\$226
A36		Shoring (/m of length)	\$14.20	
A37		Underpinning (/m of length)	\$14.20	
A38	Designated Structures	Communication Tower		\$341
A39		Crane Runway		\$507
A40		Exterior Storage Tank		\$341
A41		Pedestrian Bridge (/m of length)	\$39.33	
A42		Retaining Wall (/m of length)	\$19.66	
A43		Sign regulated by the Building Code		\$341
Section B: ALTERATION or repair to existing construction and CHANGE OF USE (as defined by the Ontario Building Code)				
B1	Group A: Assembly	Restaurant	\$9.19	
B2		All other assembly occupancies	\$6.35	
B3	Group B: Institutional		\$6.35	
B4	Group C: Residential	Accessory Apartment	\$12.03	
B5		All other Residential occupancies	\$6.35	
B6		Exterior door or door from garage into dwelling		\$378
B7		Below grade stair		\$378
B8		Elevator (Housing Permits only)		\$378
B9	Group D: Business and Personal Service		\$6.35	
B10	Group E: Mercantile	Restaurant	\$9.19	
B11		All other mercantile occupancies	\$6.35	
B12	Group F: Industrial		\$5.79	
B13	All Occupancies	Electromagnetic Locking Device (\$536 + \$110/additional device)	\$115	\$562
B14		Parking Structure Repair	\$1.70	
B15		Balcony Guard Replacement (/m of length)	\$2.06	
B16		Window Replacement or Enlargement (each)	\$7.09	
Section C: DEMOLITION				
C1	Group C: Residential	Single / Semi-detached / accessory		\$525
C2	All Other Occupancies	Complete / Partial / Interior Demolition (\$945 minimum fee)	\$0.17	
Section D: MECHANICAL and FIRE PROTECTION WORK (Proposed as stand alone work)				
D1	All Occupancies	Heating, ventilation, air conditioning	\$1.10	
D2		Fire Alarm System (per storey)	\$371	
D3		Replacement Annunciator/Control Panel only (per storey served)	\$371	
D4		Sprinkler System	\$1.10	
D5		In-rack sprinkler System	\$1.10	
D6		Standpipe System (per riser)	\$146	
D7		Emergency Power		\$711
D8		Emergency Lighting (per storey)	\$191	
D9		Fireplace / Woodstove		\$117
D10		Heating plant replacement		\$187
D11		Special Ventilation Systems (each)		\$562
Section E: PLUMBING				
E1	Residential Service Connections	Service Connection (per lot)		\$117
E2	All Occupancies	Each fixture	\$18.00	
E3		Each Appliance	\$18.00	
E4		Each Rain Water Hopper	\$18.00	
E5		Conversion from Septic System to sewer		\$226
E6		Backflow preventer (\$500 +\$110/additional device)	\$110	\$500
E7		Water service (/length in m)	\$18.00	
E8		Building storm drain, building storm sewer (/length in m)	\$18.00	
E9		Replacement or re-lining of water distribution piping (/length in m)	\$18.00	
E10		Each Manhole	\$50.00	
E11		Each Catchbasin	\$50.00	
E12		Each Area Drain	\$50.00	
E13		Each Backwater Valve / Sump Pump / Sewage Ejector	\$117	
Section F: ON-SITE SEWAGE SYSTEMS (Proposed separately or in conjunction with other construction)				
F1		New System		\$1,686
F2		Replacement of Leaching Bed		\$904
F3		Replacement of Septic Tank or Minor Repair of Part of a System		\$562
F4		Evaluation of System (no alterations required)		\$226
F5		Review of Clearances Only		\$226
Section G: GREEN ENERGY SYSTEMS (Proposed as stand alone work)				
G1		Solar domestic hot water systems (serving individual dwellings)		\$117
G2		Solar domestic hot water systems (serving all other buildings)		\$617
G3		Solar photovoltaic systems (serving individual dwellings)		\$117
G4		Solar photovoltaic systems (serving all other buildings)		\$617
G5		Geothermal Systems		\$374
G6		Wind Turbines (per turbine)		\$248
G7		Drain water heat recovery unit (serving individual dwellings)		\$117

Schedule B

Documents & Drawings Required For A *Complete Application* (Paper or Digital Media). All digital media must comply with the Submission Standards approved by the Chief Building Official.

Row	Class of Permit	Documents and Drawings Required
1 (a)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • New Buildings <p>Residential</p> <ul style="list-style-type: none"> • Detached Houses • Semi-detached Houses • Duplex/Triplex/Fourplex • Townhouse Blocks 	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. TARION 'Declaration of Applicant for Building Permit' c. Heat loss/heat gain/duct calculations (per dwelling unit) d. Energy Efficiency Form * e. Residential Mechanical Ventilation Summary <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan b. Municipally Approved Site Grading Plan c. Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks) d. Structural Drawings e. Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks) f. HVAC Drawings g. On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)
1 (b)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • Additions/Alterations • Accessory Buildings <p>Residential as in Row 1(a)</p>	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Heat loss/heat gain/duct calculations c. Energy Efficiency Form * d. Residential Mechanical Ventilation Summary <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan b. Municipally Approved Site Grading Plan c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)
2(a)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • New Buildings • Additions <p>Non-residential buildings Residential apartment buildings Mixed use buildings Other residential buildings not described in Row 1(a)</p>	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers * c. Subsurface investigation report d. Heat loss/heat gain/duct calculations e. Plumbing Data Form * f. Energy Efficiency Form * g. Construction Fire Safety Plan (mid-rise wood building construction) <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan b. Municipally Approved Site Servicing / Site Grading Plan c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. Electrical Drawings h. Fire Protection System Drawings i. On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)

Row	Class of Permit	Documents and Drawings Required
2(b)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • Alterations • Tenant Improvements <p><i>Non-residential buildings and other residential buildings not described in Row 1(a)</i></p>	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers c. Heat loss/heat gain/duct calculations d. Plumbing Data Form * <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan b. Key Plan c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. Electrical Drawings h. Fire Protection System Drawings i. On-site Sewage System Drawings (including On-site Sewage System Statement of Design)
3	<p>Permit to Construct</p> <ul style="list-style-type: none"> • Tents/Air Supported Structures • Mechanical Only Permits • Plumbing Only Permits • Designated Structures • Farm Buildings • Green energy projects (solar, wind, geothermal etc.) • Other than Rows 1, 2 and 4 	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law <p>Drawings</p> <ol style="list-style-type: none"> a. Drawings from Rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law
4	<p>Permit for Change of Use</p>	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan b. Key Plan c. Architectural Drawings d. HVAC Drawings
5	<p>Permit to Demolish</p>	<p>Documents</p> <ol style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers <p>Drawings</p> <ol style="list-style-type: none"> a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) prepared in accordance with O.Reg. 260/08. c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the <i>chief building official</i>.
6	<p>Conditional Permits</p>	<p>Documents</p> <ol style="list-style-type: none"> a. Applicable Law checklist b. Approval documents required by an applicable law c. Construction Schedule d. Letter of Credit e. Deed

Notes:

1. Documents marked with an asterisk (*) are available from the chief building official.
2. The chief building official may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the chief building official, necessitate its submission.



MARKHAM
BY-LAW 2018-

A by-law to amend By-law 211-83, as amended
(A by-law to prescribe a Tariff of Fees
for the Processing of Planning Applications)

THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM HEREBY ENACTS AS FOLLOWS:

1. By-law 211-83, as amended, be and the same is hereby further amended as follows:
 - 1.1 By deleting Schedule 'A' to By-law 211-83, as amended, and substituting Schedule 'A' attached hereto.
2. All other provisions of By-law 211-83, as amended, not inconsistent with the provisions of this by-law shall continue to apply.
3. This By-law comes into force and takes effect on January 1, 2019.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
DAY OF DECEMBER, 2018.

CITY CLERK

MAYOR

SCHEDULE ‘A’ TO BY-LAW 2017-

**TARIFF OF FEES FOR PROCESSING OF PLANNING APPLICATIONS
GENERAL TERMS**

1.0. Fee Acceptance

- 1.1. Fees shall only be accepted in conjunction with the filing of an application containing all submission requirements as determined by the Director of Planning and Urban Design or designate and/or Director of Engineering or designate.
- 1.2. Applicants shall not be permitted to “pre-pay” application fees upon submission of an incomplete application in order to lock in fees and avoid future fee increases.

2.0. Fee Calculation

- 2.1. For each development application type, fee shall be calculated, and may include Development Application Fees, Supplementary Fees, and Miscellaneous Fees as listed in this by-law. Unless otherwise stated, fee subsections ending in roman numerals (ie. i), ii), iii), etc) form part of the overall subsection fee, and shall be applied cumulatively with the other fees ending in roman numerals within that subsection.
- 2.2. Fees shall be calculated at the rate in effect on the date paid. Applications for which fees have been paid in part, prior to the effective date of this by-law, shall be required to pay any additional fees established by this by-law.

3.0. Fee Payable in stages

- 3.1. Unless otherwise noted, fees are payable at time of application.
- 3.2. Where the fee payable in respect of an application is payable in stages, the fee owing at each stage shall be the fee, for such stage, in effect on the date the payment is made. No additional fee or increase in fee is payable in respect of stages for which a fee has already been paid.
 - 3.2.1. Where payment in full of all fees applicable to an application has been made, no additional fee, where established by this by-law, shall be payable.
 - 3.2.2. Other City of Markham fees may be applicable.

4.0. Fee Adjustments

- 4.1. Adjustments are made to fees to reflect changes in the total number of Units/Lots/ Parcels/ GFA/ Land Area/Estimated Cost of Works, Consultants Review Fees, etc.,
- 4.2. Adjustments to the total fee payable will be required at each payment stage.

5.0. Reimbursement of fees:

- 5.1. Fees shall be reimbursed upon applicant withdrawing the application, as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate:
 - 5.1.1. Refund percentage is based on all fees received.
 - 5.1.2. HST refund is calculated based on percentage of fee to be refunded.
 - 5.1.3. Refund percentage (%) is based on the application stage as follows:
 - 5.1.3.1. Prior to circulation of application 75%
 - 5.1.3.2. From circulation to completion of preliminary report and/or holding of a public meeting, if required 50%
 - 5.1.3.3. Prior to Committee receiving recommendation report and/or prior to Site Plan Endorsement (*Not applicable to Committee of Adjustment Applications*) 25%
 - 5.1.3.4. After Site Plan Endorsement and/or after Recommendation Report/ Memorandum received by Committee No refund

Notes:

- a) For all application fees calculated, **add HST** as applicable.
- b) All cheques shall be payable to ‘City of Markham’.

- c) For assistance contact - **City of Markham, Development Services Commission**,
 101 Town Centre Blvd., Markham, Ontario, L3R 9W3.
 Telephone: + (905) 475.4861 Fax: + (905) 479.7768 Email: dsc@markham.ca

DEVELOPMENT APPLICATION FEE

Table 1	Official Plan/Secondary Plan Amendment	Fee	Rate
1.1	Minor amendment (1)	\$27,378	Per Application
1.2	Major Amendment (2)	\$72,674	Per Application

- 1 An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design.
- 2 An application to amend the Official Plan that is more significant in scale and scope than a minor official plan amendment, and which may have greater impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.

Table 2	Zoning By-Law Amendment	Fee	Rate
1	Minor Amendment (1)	\$25,380	Per Application
2	Major Amendment (2)	\$51,054	Per Application
3	Removal of "H" (Holding) Provision	\$8,578	Per Application

- 1 An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design.
- 2 An application to amend the Official Plan that is more significant in scale and scope than a minor official plan amendment, and which may have greater impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.



Table 3	Plan Of Subdivision	Fee	Rate
1	Draft Plan of Subdivision		
1.1	Planning Review		
1.1.1 i)	Base fee	\$39,128	Per Application
1.1.1 ii)	Unit Fee (1)	\$2,033	Per Unit/Lot
1.1.1 iii)	Land Area (2)	\$20,151	Per Hectare
1.2	Urban Design Review		
1.2.1	Community Planning Review		
1.2.1 i)	Unit Fee (1)	\$388	Per Unit/Lot
1.2.1 ii)	Land Area (2)	\$20,151	Per Hectare
1.2.2	Landscape Review		
1.2.2 i)	Base Fee (9)	\$8,871	
1.2.2 ii)	Calculated Fee (the greater of) (3)	\$670 (4)	Per Unit/Lot
Or		14.1% (5)	% of Construction Cost
1.3	Engineering Review (6)		
1.3.1	Calculated Fee (the greater of)	\$1,998	Per Unit/Lot
Or		11.75% (8)	% of Construction Cost
4	Extension of Draft Plan Approval	\$8,578	Per Application
5	Revision of Draft Approved Plan and/or Draft Plan Conditions (7)		
5.1	Minor (does not require report to Committee)	\$5,311	Per Application
5.2	Major (requires report to Committee)	\$16,803	Per Application
6	Request for Subdivision Agreement		
6.1 i)	First Phase of subdivision	\$56,283	Per Application
6.1 ii)	Subsequent Phases	\$39,539	Per Application

- 1 Unit fee applicable to Single Detached, Semi Detached and/or Freehold Townhouse units. To be collected as follows:
 40% collected at submission of application
- 2 Applicable to blocks created for Residential, Mixed-Use, Institutional, Commercial or Industrial uses. (Excludes park blocks, valley lands, hazard lands, environmental buffer blocks, storm water management blocks, open space areas and public roads to be conveyed into public ownership). To be collected as follows:
 40% collected at submission of application
 60% collected at execution of agreement
- 3 Payable at the execution of agreement
- 4 Up to 100 units/lots on a plan of subdivision
- 5 Cost of construction of landscape work
- 6 To be collected as follows:
 60% collected at submission of engineering drawings
 40% collected at execution of a pre-servicing agreement (if applicable) or a subdivision agreement
- 7 At the request of the owner
- 8 % of cost of internal and external works within the Plan of Subdivision, as prepared by the Consulting Engineer. Includes erosion and sediment controls, underground and above-ground works, streetlights, etc. plus a 10% contingency added to the estimate
- 9 Payable at first submission of Landscape drawings for each phase of the draft plan of subdivision

Table 4	Plan of Condominium	Fee	Rate
1	Condominium Fee (1)	\$42,829	Per Application
2	All other Condominium Types other than above	\$36,719	Per Application
3	Extension of Condominium Draft Approval	\$8,578	Per Application
4	Revision of Condominium Draft Approved Plan (2)	\$11,574	Per Application

- 1 Includes standard, common element (POTL), and vacant land condominium application types
- 2 Includes Draft Plan Conditions and amalgamation of multiple condominiums where requested by the owner

Table 5	Site Plan Applications	Fee	Rate
1	Residential (15)		
1.1	Small Developments (1)		
1.1 i)	Planning Review fee	\$2,597	Per Unit
1.1 ii)	Urban Design Review (2)	\$881	Per Unit
1.1 iii)	Engineering Review Fee (2)	\$870	Per Unit
1.2	Large Developments (3)		
1.2.1 i)	Base Fee	\$11,926	Per Application
1.2.1 ii)	Unit Fee (4) (5)	\$2,033	Per Unit
1.2.1 iii)	GFA Fee (4) (6) (10)	\$5.13	Per M ²
1.2.2	Urban Design Review		
1.2.2 i)	Base Fee	\$4,876	Per Application
1.2.2 ii)	Percentage fee (2) (7)	14.1%	Percent
1.2.2 iii)	Calculated GFA Fee (2)	\$5.13	Per M ²
1.2.3	Engineering review (8)		
1.2.3 i)	Base Fee	\$8,695	Per Application
1.2.3 ii)	Percentage fee (2) (9)	12.93%	Percent
1.2.3 iii)	Calculated GFA Fee (2)	\$5.04	Per M ²
1.3	Additions or Alterations		
1.3.1	Small Developments (1)		
1.3.1.1	Less than 50 square metres	\$176	Per Unit
1.3.1.2	50 to 100 square metres	\$881	Per Unit
1.3.1.3	Greater than 100 square metres		
1.3.1.3 i)	Planning Review fee	\$881	Per Unit
1.3.1.3 ii)	Urban Design Review	\$787	Per Unit
1.3.1.3 iii)	Engineering Review	\$787	Per Unit
1.4	Residential Driveways or parking area	\$176	Per Application

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Table 5 Continued

2	Institutional, Commercial or Industrial (ICI) (17)		
2.1	ICI without units accommodating overnight stay		
2.1 i)	Base Fee	\$11,926	Per Application
2.1 ii)	GFA Fee (10) (11)	\$5.13	Per M ²
2.2	ICI with units accommodating overnight or longer stay (12)		
2.2.1 i)	Base Fee	\$11,926	Per Application
2.2.1 ii)	Unit Fee (10)	\$2,033	Per Unit
2.2.1 iii)	Calculated GFA Fee (10) (13)	\$5.13	Per M ²
2.2.2	Urban Design Review		
2.2.1 i)	Base Fee	\$4,876	Per Application
2.2.1 ii)	Percentage Fee (7)	14.1%	Percent
2.2.1 iii)	Calculated GFA Fee (2) (14)	\$5.13	Per M ²
2.2.3	Engineering Review (8)		
2.2.3 i)	Base Fee	8,695	Per Application
2.2.3 ii)	Percentage Fee (9)	12.93%	Percent
2.2.3 iii)	Calculated GFA Fee (2) (14)	\$5.13	Per M ²
2.3	Parking Lot or Outdoor Patio		
2.3.1	New Parking Lot		
2.3.1 i)	Planning Review Fee	\$4,336	Per Application
2.3.1 ii)	Urban Design Review	\$881	Per Application
2.3.1 iii)	Engineering Review	\$870	Per Application
2.3.2	Expansion or Renovation of Existing Parking Lot, and New Patios		
2.3.2 i)	Planning Review Fee	\$2,162	Per Application
2.3.2 ii)	Urban Design Review	\$881	Per Application
2.3.2 iii)	Engineering Review	\$870	Per Application
2.4	Façade Change after approval (16)		
2.4.1	Minor (17)	\$881	Per Application
2.4.2	Major	\$4,336	Per Application
2.5	Extension of Site Plan Endorsement or Site Plan Approval/Agreement	\$2,162	Per Application
2.6	Minor Applications or Changes to Approved Plans (16)		
2.6 i)	Planning Review Fee	\$4,336	Per Application
2.6 ii)	Urban Design Review	\$881	Per Application
2.6 iii)	Engineering Review	\$870	Per Application
3	Heritage Site Plan		
3.1	Residential	Section 1	
3.2	ICI - Institutional, Commercial, or Industrial		
3.2.1	Less than 50m2	\$1,234	Per Application
3.2.2	50m2 or greater	Section 2	
3.3	Façade changes (18) (19)	\$881	Per Application



- 1 Single Detached, Semi-Detached, Townhouse, and/or Apartment development with under 10 lots, blocks, or units total
- 2 Payable at the execution of agreement
- 3 Mixed Development or Single Detached, Semi-Detached, Townhouse, and or Apartment development with more than 10 lots, blocks, or units total
- 4 Unit fee applicable to Single Detached, Semi Detached and/or Freehold Townhouse units
- 5 Applicable to Single Detached, Semi-Detached, Townhouse, and/or Apartment units
- 6 Applies to the GFA of the building, exclusive of the area of units identified in Table 5, Section 1.2.1 ii)
- 7 Estimated cost of construction of landscape work
- 8 Includes Site Plan Works
- 9 Estimated cost of internal and external works
- 10 To be collected as follows:
- 11 Total GFA of the development
- 12 Including but not limited to Hotels, Senior Homes, etc.
- 13 Applies to the GFA of the building, exclusive of the area of units identified in Table 5, section 2.2.1 ii)
- 14 Notwithstanding the definition of GFA, the subject fee shall include the GFA of areas underground dedicated to parking
- 15 Includes additions or alterations to developments of 11 units or greater
- 16 As Determined by the Director of Planning & Urban Design, Director of Engineering, or their
- 17 Includes Heritage Development 50m² or greater
- 18 When changes are funded in part or wholly by a Grant from Council
- 19 Facades not subject to special provision 18 are subject to section 2.4

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Table 6	Committee of Adjustment	Fee	Rate
1	Minor Variance		
1.1.1	Development Standards (1)	\$5,840	Per Application
1.1.2	Residential Small Scale (2)	\$2,479	Per Application
1.2	Variance with respect to use (3)	\$13,454	Per Application
1.3	Technical Variance (4)	\$2,033	Per Application
1.4	Multiple Variances (5)		
1.4 i)	Base Fee	\$9,753	Per Application
1.4 ii)	Unit Fee (6)	\$2,033	Per Unit
1.5	Heritage variance (7)	\$0	Per Application
2	Land Division		
2.1	Consent for creation of one or more lots		
2.1 i)	Base fee	\$13,454	Per Application
2.1 ii)	Unit Fee (8) (10)	\$2,033	Per Unit
2.1 iii)	Land Area Fee (9) (10)	\$20,151	Per Hectare
2.2	Other Consent (11)	\$7,050	Per Application
2.3	Change of Condition prior to final consent	\$1,774	Per Application
2.4	Re-Application of Provisionally approved Consent without completion of conditions within One year timeframe (12) (13)	\$5,640	Per Application
3	Sign Fee (14)	\$35	Per Application

- 1 Additions, alterations, or new dwellings 50m² or greater, or apartment, condominium, mixed use buildings or ICI
- 2 Additions, Alterations, or new single, semi-detached, or townhouse dwellings, or to accessory buildings, structures or decks less than 50m²
- 3 Includes residential, ICI, and where use and development standard variances are requested
- 4 To rectify and existing site condition, at the discretion of the Director of Planning and Urban Design or their designates
- 5 Multiple lots on a Draft Plan of Subdivision or registered M-Plan
- 6 Number of actual units or lots (any decimal number rounded off to the next greater number)
- 7 Applies to heritage buildings, or Heritage Properties where Heritage Staff or Heritage Markham has requested the implementation of a historic condition or feature, at the discretion of the Director of Planning or their Designate.
- 8 Applies only to consents creating new residential lots, excluding apartments, condominiums, and mixed use buildings
- 9 Applies to all consents except those identified in Table 6, Section 2.1 ii)
- 10 Payable prior to finalization of consent
- 11 Includes consent for partial discharge of mortgage, easement, lease of 21 years or more, and validation of title
- 12 Application must be received within 6 months of the laps of the original consent application
- 13 Proposed lot configuration and development must be identical to the lapsed application receiving
- 14 One sign required on each public or private street upon which the subject site has frontage, as determined by the Secretary Treasurer of the Committee of Adjustment



7	Supplementary Fee	Fee	Rate
1	Electronic submission fee (1)	\$118	per application
2	Additional Public Meeting Fee (2) (3)	\$8,225	per meeting
3	Additional Report to Committee or Council (2) (3)	\$8,225	per report
4	Re-Circulation of Drawings (3)		
4.1	Minor Circulation (5)	\$529	per circulation
4.2	Major Circulation (2)	\$5,346	per circulation
5	Four or More Submissions (2) (6) (7)	\$6,521	per submission
6	More than two inspections (3) (8)	\$1,680	per inspection
7	Studies (4)		
7.1	Planning And Urban Design Studies		
7.1.1	Large Scale Major Studies (9)	\$66,446	per study
7.1.2	Update or Amendment to existing Study (10)	\$26,614	per study
7.2	Engineering Studies		
7.2.1	New Study (11)	\$34,721	per study
7.2.2	Update or Amendment to existing Study	\$11,633	per study
8	Hire/Retain a Consultant/Vendor (12)	(13)	
9	Third Party Appeal (14) (16)	(15)	
10	Request for Development Agreement (17)		
10.1	Planning		
10.1.1	Major	\$8,871	per agreement
10.1.2	Minor	\$1,774	per agreement
10.2	Urban Design		
10.2.1	Major	\$8,871	per agreement
10.2.2	Minor	\$1,821	per agreement
10.3	Engineering		
10.3.1	Major	\$8,695	per agreement
10.3.2	Minor	\$1,739	per agreement

- 1 Required for all applications submitted electronically
- 2 Due to revisions by owner/applicant
- 3 Payable prior to meeting, inspection, or circulations
- 4 Payable at submission of study
- 5 Includes Consent to Sever and Minor Variance Applications due to revisions or request for deferral by owner, and/or after 1 year from the original date of application submission due to inactivity
- 6 Payable at submission
- 7 Due to the owner/applicant's failure to revise drawings/plans/reports as requested by the City
- 8 Due to unaddressed deficiencies identified during earlier inspections
- 9 Includes review and approval of large scale major studies including but not limited to: Community Design Plans or Precinct Plans associated with a new secondary plan, major official plan amendment/Secondary Plan Amendment, Major Zoning or major site plan application on a large scale complex site
- 10 Includes review and approval of small scale studies at the discretion of the Director of Planning and Urban Design or their designates
- 11 Includes review and approval of large scale major studies including but not limited to: Master Transportation Study, Master Environmental Servicing Plan, Noise Study, Geotechnical Study, etc. associated with a new Secondary Planed, major Official Plan Amendment/Secondary Plan Amendment, major Zoning or major Site Plan application on a large scale complex site
- 12 Fees for the City to retain a consultant/Vendor for the review, implementation or monitoring related to an application, as determined by the Director of Planning and Urban Design and/or the director of Engineering, or their designate
- 13 Actual cos of Consultant/vendor plus an administrative fee in the amount of 29.4% of the actual cost of the consultant/vendor
- 14 City's cost to retain outside Legal Council, and other outside experts including but not limited to Planning, Urban Design, or Engineering consultants or experts as determined necessary by the City Solicitor and Commissioner of Development Services, where an approved development application is appealed to the Local Planning Appel Tribunal
- 15 Actual cost of legal counsel and consultants, plus an administrative fee in the amount of 29.4% of the actual cost of the consultant/vendor
- 16 Fees shall be payable in accordance with a Cost Acknowledgement Agreement between the City and the Applicant
- 17 Major or Minor application as determined by the Director of Planning and Urban Design or the Director of Engineering or their designates, and payable at the execution of the agreement

	8 Miscellaneous Fees	Fee	Rate
1	Review and Comment on Minister's Zoning Order		
1.1	New Application	\$7,931	per application
1.2	Comment on extension of a temporary use	\$2,597	per application
2	Deeming By-law	\$8,578	per application
3	Exemption from Part Lot Control (1)	\$8,578	per M-Plan
4	Telecommunication Tower	\$20,680	per application
5	Model Home/Sales trailer agreement (2)	\$5,523	per agreement
6	Heritage Permit (3)	\$564	per application
7	Townhouse Siting	\$623	Per unit
8	Residential Service Connection (4)	30.55%	Percent
9	Site Alteration Permit		
9.1	Urban Design		
9.1 i)	Base Fee	\$5,746	per application
9.1 ii)	Area Fee	\$1,187	per hectare
9.2	Engineering		
9.2 i)	Base Fee	\$5,640	per application
9.2 ii)	Area Fee	\$1,163	per hectare
10	Construction Management Plan and/or Traffic Management Plan Review and/or public Communication Plan/Report (5)	\$4,982	per application
11	Shoring and Hoarding Encroachment Plan (2)	\$5,025	per application
13	Miscellaneous Submission (6)		
13.1	Percentage Fee (7)	14.1%	Percent
13.2	Hourly Rate for Estimate Hours	\$270	per hour
14	GIS Hourly Rate	\$118	per hour

- 1 Applicable to units that have not been captured through Draft Plan of Subdivision Application Fee
- 2 Payable at the execution of an agreement
- 3 For unauthorized work
- 4 Percent of the total cost of the engineering work required within the municipal road allowance
- 5 Payable at the submission of Plans
- 6 Not identified under a fee category as determined by the director of Planning and Urban Design or Director of Engineering or their designates
- 7 Estimated based on the cost of works

OTES/DEFINITIONS

COMMITTEE OF ADJUSTMENT

Technical Variance: A minor variance related to an existing building or structure, but requires variance approval due to one or more minor siting errors. Determination of whether or not a variance is a Technical Variance is at the discretion of the Director of Planning and Urban Design, or designate.

Development Standards: Any requirement of a zoning by-law other than permitted use (i.e. yard setbacks, building height, lot coverage).

Use: Any requirement of a zoning by-law related to the types of uses permitted on a property.

PLAN OF CONDOMINIUM

Standard Condominium: A plan of condominium that consists of both individually owned units and common elements. Note that all condominiums that existed at the time that the Condominium Act, 1998 came into effect are deemed Standard Condominiums.

Phased Condominium: A form of Standard Condominium (*see above*) that permits individually owned units and common elements to be added to a condominium corporation in phases, over a maximum of ten (10) years.

Common Element Condominium: A plan of condominium that consist only of common elements (e.g. a laneway or a golf course), with no individually owned units. The owners of the common elements are owners of freehold parcels of tied land (POTLs) which are not part of the condominium property.

Vacant Land Condominium: A plan of condominium where individually owned units are effectively vacant lots upon which buildings will be located after the condominium is registered.

Amalgamated Condominium: A plan of condominium where two or more condominium corporations merge into one corporation.

Leasehold Condominium: A plan of condominium where individually owned units and common elements are leased by the landowner to purchasers who will never own the land. The purchasers buy a leasehold interest in the units and common elements for a fixed number of years.

ENGINEERING

Definitions of internal and external works for site plan applications:

Internal works - Include but are not limited to curbs, pavement, retaining walls, grading, water mains, sanitary sewers, storm sewers, manholes, catch basins and their leads, erosion and sediment controls and on site storm water management facilities (e.g., Oil Grit Separators (OGS), storage facilities, chambers, infiltration trenches/chambers, soakaway pits and bioretention systems).

External works - Include but are not limited to sanitary and storm sewer connections, manholes, water service, driveways, sidewalks, boulevard treatment and other road works (Pavement, curbs, catch basins and their leads, hydrants, streetlighting, hydro poles, traffic controls).

Site Alteration: Includes but not limited to, the removal of topsoil from land, placement or dumping of fill on land, the alteration of the grade of land or excavation by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities that would change the landform and natural vegetative characteristics of the land.

Residential Service Connection: A watermain, sanitary sewer or storm sewer that connects from a residential house/unit to a municipal watermain, sanitary sewer or storm sewer.

Engineering Plans: Technical plans that show sanitary, water and stormwater servicing schemes, grading, utilities location, erosion and sediment controls, shoring and construction details of the proposed development.

Water Supply Analysis Report: Provides detailed design for a water supply distribution system including mitigation measures to ensure adequate water supply flow and pressure for the proposed development.

Construction Management Plan: Technical plan that shows how construction works for a proposed development will be managed. The plan shows surface encroachment (e.g. vehicular lane, sidewalk, signage, utilities, trees and municipal easements), storage/loading areas, dewatering equipment, aerial/crane encroachment, vehicular and material access points, hoarding, traffic management, and possible impacts on properties (noise/vibration mitigation and construction condition surveys).

Traffic Management Plan: Shows how the alterations and disruptions to traffic caused by the construction activities of the proposed development, servicing infrastructure, or road shall be mitigated and managed.

Shoring Encroachment and Hoarding Plan: Technical plan that shows the design and installation of a shoring system consisting of piles and tie-back system, location of the utilities/services and hoarding, and any significant features pertinent to the municipal right-of-way encroachment, to facilitate the construction of underground and aboveground structures that are close to or within the municipal right-of-way. This plan helps ensure construction works do not impede pedestrian and vehicular traffic in any significant manner and do not impact any underground and aboveground utilities or infrastructures.

Public Communication Plan/ Report: Outlines the planned public communication process and actions to inform the travelling public, project stakeholders, emergency response agencies, and directly impacted businesses and local residents about the planned construction activities and changes to traffic operations due to proposed temporary road closure and alterations and disruptions to traffic necessary to safely complete construction of proposed development, municipal services and roads. The Plan/Report may consist of any of the following elements: notices to the impacted residents, businesses and travelling public placed in print media, project road signs including detour routes, changeable message signage, notices to the public placed on Internet web pages, brochures, direct mail outs to impacted businesses

and local residents, and public meetings. The Plan is modified throughout the project life cycle to address issues as they arise.

GENERAL

City: The Corporation of the City of Markham

Committee: Committee is a group of individuals appointed by Council, such as the Development Services Committee (DSC), Markham Heritage Committee, Committee of Adjustment or any other sub-committee; with a specific function to review, comment and/or approve the related development applications.

Heritage: Heritage designated building (Part IV designation) or any building located within the boundary of a Heritage Conservation District (Part V designation).

ICI: Institutional, Commercial, Industrial

Townhouse Siting: Review of the design aspects of townhouse blocks and ensures appropriate building placement and elevation treatments for specific townhouse blocks.

Gross Floor Area (GFA) of Building(s): Defined as the total floor area (inside the building envelope, including the external walls, and excluding the roof) above and below grade less area dedicated to underground parking.

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