

Corporate Policy and Procedure



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TAB: FINANCE AND ACCOUNTING
SECTION: FEES AND OTHER REVENUE
SUBJECT: PROCESSING FEES FOR VARIANCES FROM SERVICING AGREEMENTS

POLICY STATEMENT Developers and builders requiring services over and above those normally required for development processing, are assessed additional processing fees by the Transportation and Works Department.

PURPOSE The normal development processing charges are based on a percentage of the construction value of the work undertaken and cover costs associated with processing applications, administration and inspections.

Occasionally, additional services from the Transportation and Works Department are required in processing or modifying development applications. Additional fees are assessed to cover these costs.

This policy identifies those services for which additional fees will be charged. For information on the fee, refer to the Fees and Charges By-law.

EXCEPTIONS The Commissioner of Transportation and Works has the authority to waive or reduce the fees charged, based on the circumstances. Individuals who feel that their fees should be waived or reduced should submit written justifications to the Commissioner, outlining the circumstances which should be considered.

SERVICES FOR WHICH FEES ARE CHARGED The following services are assessed additional fees as established by the Fees and Charges By-law:

- review of interim servicing submissions;
- phasing of developments after initial submissions have been reviewed;

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- processing of pre-servicing submission;
- variances to block grading in industrial/commercial or multiple family areas after approval of the servicing agreement;
- variance approval to residential lot grading after registration of the subdivision;
- revisions to servicing agreement;
- modifications to engineering drawings/servicing schemes after approval of servicing agreement;
- investigating grading complaints; and
- inspection of municipal services relating to condominiums and site plans.

REFERENCE: GC-206-92 - 1992 09 16 (Amended 1998 04 17 - reference to inclusion of fees in Fees and Charges By-law.)

LAST REVIEW DATE: April, 2005

CONTACT: For more information, contact Development Engineering, Transportation and Works Department.