

HCA Plan Review & Permit Fees
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2023 fees approved as of September 1, 2022

Plan Review Service Fees	Before HST	After HST
Subdivision and Condominiums		
Minor	\$1,658.00	\$1,873.54
Intermediate	\$6,629.00	\$7,490.77
Major	\$11,962.00	\$13,517.06
Applicant Driven Revision	\$4,204.00	\$4,750.52
Clearance Fees		
Per Phase Charge (on top of Major clearance fee above)	\$1,180.00	\$1,333.40
Consents		
Minor	\$1,092.00	\$1,233.96
Major	\$2,923.00	\$3,302.99
Minor Variances		
Minor	\$606.00	\$684.78
Major	\$1,318.00	\$1,489.34
Official Plan Amendments		
Minor	\$1,480.00	\$1,672.40
Major	\$5,056.00	\$5,713.28
Zoning By-law Amendments		
Minor (including H-Zone Removal)	\$1,480.00	\$1,672.40
Major	\$4,895.00	\$5,531.35
Site Plan Approval Application		
Minor	\$1,977.00	\$2,234.01
Intermediate	\$6,501.00	\$7,346.13
Major	\$7,964.00	\$8,999.32
Resubmission - 15% of full application fee		
Formal Consultation	\$661.00	\$746.93
Niagara Escarpment Plan Amendments - Applicant-Driven	\$3,823.00	\$4,319.99
Niagara Escarpment Plan Development Permits	\$1,592.00	\$1,798.96
Complex Applications	\$11,967.00	\$13,522.71
The application fee will be paid at the time of filing an application to the municipality. All subdivisions, vacant land condominiums, major and complex site plans (i.e. Community living projects, golf courses, cemeteries, etc.) continue to be circulated to the Hamilton Conservation Authority.		
Aggregate Extraction Applications	\$29,623.00	\$33,473.99
The application fee will be paid at the time of filing an application to the municipality. This fee relates to large aggregate extraction applications.		

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Notes and Definitions:

1. Subdivisions/Condominiums/Site Plans:

Major – The area is equal to or greater than 4.5 hectares in size and technical studies (i.e. SWM, EIS or Geotechnical) are required.

Intermediate – The area is less than 4.5 hectares in size and technical studies (i.e. SWM, EIS or Geotechnical) are required.

Minor – In the area of interest to the HCA.

2. Other Applications:

Major – Technical studies (i.e.. SWM, EIS or Geotechnical) are required.

Minor – In the area of interest of the CA.

3. Area of Interest – Natural Heritage, Natural Hazard areas on a CA screening map, checklist, OP and/or ZB.

4. Complex Applications are Planning Act (e.g.. OPA/ZBA) and/or Site Plan applications for commercial/industrial/residential applications equal to or greater than 4.5 hectares in size, golf courses, trailer parks, campgrounds, and cemeteries, etc., that involve complex policy considerations and/or the review of extensive multi-disciplinary technical studies.

5. Combined Applications - Combined applications will be charged at 100% of the highest fee rate and 50% of the combined fee rate for other review categories.

6. Refunds may be provided directly to the applicant if it is found that an application charged at the "major" rate only required the level of review normally associated with the minor or intermediate rates. In such cases, the minor or intermediate rate will be retained and the difference refunded.

7. Additional Fees may be charged directly to the applicant if it is determined that an application requires a greater level of review effort than normally associated with the application type and fee collected at the time of submission. HCA may also charge additional fees based on current fee schedule rates for applications that have been inactive for two years or more.

8. Subdivision Revision Fees will be paid directly to the HCA and must be paid prior to issuance of revised draft conditions. A draft plan revision fee will be applicable to developer driven amendments to a subdivision or condominium application.

9. Resubmission Fees will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on 15% of the original application fee.

10. Formal Consultation fees will be charged to provide preliminary preconsultation comments on all proposed planning applications circulated as part of the City's Formal Consultation process. This fee will be deducted from the application fee when a formal application is submitted.

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Development, Interference With Wetlands, Alterations to Shorelines & Watercourses

Pursuant to Hamilton Conservation Authority Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation 161/06 under Ontario Regulation 97/04, within HCA regulated areas, a permit is required

- Development
- Interference with Wetlands
- Alteration to Shorelines and Watercourses

1. Minor Development:

Is considered to be minor landscaping works and minor filling and grading activities, (between 0.05 m and 0.3 m in depth) OR minor additions to an existing structure (including decks) that involves less than a 50% increase in size of the original ground floor area or accessory structure to a maximum area of 28m².

	Before HST	After HST
Basic applications (no technical studies required)	\$730.00	\$824.90
Applications involving review of technical studies	\$1,344.00	\$1,518.72

2. Major Development:

Is considered to be the construction, reconstruction, and erection of a new building or structure, OR the construction of an addition to an existing structure that involves a 50% or greater increase in size of the original ground floor area, OR any change to an existing building or structure that would have the effect of altering the use or potential use of the building or structure or increase the number of dwelling units, OR site alterations involving the temporary or permanent placing, dumping or removal of fill material resulting in significant grade changes.

Basic applications (no technical studies required)	\$2,164.00	\$2,445.32
Applications involving review of technical studies.	\$4,702.00	\$5,313.26

3. Fill Placement:

The temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere, and the placement of material/fill is the primary

Minor - Less than 500 m ³ and no technical studies required	\$464.00	\$524.32
Intermediate - Less than 500 m ³ and technical studies required	\$2,963.00 plus \$0.50/m ³	
Major - Greater than 500 m ³	\$5,901.00 plus \$0.50/m ³	

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4. Interference with Wetlands, Alterations to Watercourses and Shorelines:

Alteration to Watercourse includes: straightening, changing, or diverting a watercourse channel, installation or replacement of culverts and bridges, bank re-grading or stabilization.

Alteration to Shoreline includes: installation or replacement/repair of retaining walls, other slope stabilization works and bank regrading.

Interference with Wetlands includes: buildings and structures to be located within 120 meters of a Provincially Significant Wetland or within 30 meters of all other wetlands; vegetation removal, grading, filling, and hydrological changes.

	Before HST	After HST
Minor - works not requiring supportive technical studies such as minor repairs or adjustments to existing shoreline protection/watercourse structures, simple culvert replacements, small full-span pedestrian bridges, buildings and structures, fill placement, jack and bore and directional drill activities.	\$1,353.00	\$1,528.89
Intermediate - works limited in scope/extent which may require supportive technical studies such as moderate-scale repairs to shoreline protection works, localized watercourse alterations and stream bank stabilization, buildings and structures, fill placement.	\$3,800.00	\$4,294.00
Major - works requiring supportive technical studies such as channel re-alignments and natural channel design, major shoreline protection works, new large-scale bridge crossings, buildings and structures, fill placement.	\$5,532.00	\$6,251.16
5. Multi-lot/Unit Development (10 or more lots or units) and Major Infrastructure Works: Infrastructure works (storm water management ponds, services, roads, bridges, etc.), new golf courses and major alterations to existing golf courses.	\$6,253.00	\$7,065.89
6. Violation Surcharge 75% surcharge will be applied when activities which require a permit under Regulations are undertaken without a permit.		
7. Minor Revisions to Permits	\$382.00	\$431.66
8. Expired Permits	\$317.00	\$358.21
9. Letter Of Permission	With Site Visit No Site Visit	\$329.00 \$227.00
		\$371.77 \$256.51
10. Resubmissions (per hour of review time)	\$108.32	\$122.40

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NOTES:

- Permits are issued for a two (2) year period. Significant alteration or changed ownership subject to new permit application. All fees are to be made payable to the Hamilton Region Conservation Authority.

- Permit extensions and/or renewals will not be granted. Where a permit has expired and the same applicant re-applies for a new permit within 6 months of the expiry of the original permit, and there have been no changes to the proposed works, HCA may issue a new permit for an administrative fee of \$305.

- Resubmission fees will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on total staff review time at the hourly review rate charged by the HCA.

Service/Reforestation/Planning Fees/Misc. Fees	Before HST	After HST
Natural Areas Inventory Database Private Requests		
Per hour preparation time	\$108.32	\$122.40
Reforestation Tree Planting Service		
The Authority provides a Reforestation Tree Planting Service to private landowners who own a minimum of 2 ha (5 acres) free of buildings. To recover the cost of this service, a charge to the private landowner applies. Landowner pays cost of trees in addition to planting costs. Replanting at same terms and conditions. This charge is based on full cost recovery of crew, equipment materials, benefits + 22% administration. Estimates are prepared on request.		
Fees for Seed Collection and Cuttings		
All work to be performed by purchaser and must satisfy authority environmental criteria. Volumes for uncleaned seed as collected.		
Cuttings per cubic meter	\$18.96	\$21.42
Seed Collections by weight per lb.		
Grass seed	\$44.09	\$49.82
Wildflower seed	\$64.00	\$72.32
Conifer seed	\$32.72	\$36.97
Walnut, Hickory, Oak seed	\$7.74	\$8.75
Other deciduous tree and shrub seed	\$2.89	\$3.27
Seed Collections by volume per litre		
Conifer cones	\$0.59	\$0.67
Walnut, Hickory, Oak seed	\$1.44	\$1.63
Other deciduous tree and shrub seed	\$0.99	\$1.12

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GIS Mapping	Before HST	After HST
Colour Printing (includes ortho photo or area fill) per sq.ft.	\$15.21	\$17.19
Colour printing (no ortho photo or area fill) per sq.ft. (any size up to 40" wide)	\$5.19	\$5.86
Digital files (email)		
Ortho photography 1km X 1km (ecw, jpg or geotiff) per file - Ortho photography available for 2002, 2010, 2015	\$37.01	\$41.82
Custom maps (including HCA scanned maps) based on size per sq.ft.	\$5.73	\$6.47
Vector Data (high detail e.g. Contours, dem) per sq.km.	\$56.73	\$64.10
Vector Data (low detail e.g. Watercourse etc.) per hour	\$108.32	\$122.40
Custom Map Preparation (plus printing or digital file cost)	\$108.32	\$122.40
Photocopies		
per sheet	\$0.27	\$0.30
Stream Flow/Weather/Fishery Data		
Per hour staff time	\$108.32	\$122.40
Stream flow Discharge measurement, per hour + mileage	\$108.32	\$122.40
Technical Data staff time relates to hourly engineering, Ecology, IT and GIS staff time to prepare data as requested.		
Tables/Charts/Plans/Maps		
Computer Disc	\$35.20	\$39.78
Electronic Files	\$26.18	\$29.58
Solicitor and Real Estate Agent Requests RE:Property		
A. Solicitor, Real Estate, Consultant Request, and Property Reports (requiring a site visit)	\$310.00	\$350.30
B. Solicitor, Real Estate, Consultant Request, and Property Reports (no site visit)	\$270.00	\$305.10
Property Reports include building permit inquiries and input to general inquires as to development constraints on a property. All requests are payable in advance. In all cases, this fee includes a written reply to the landowner/agent/consultant. The municipal building department will be copied, when building permits are being		
Administration Fee For Returned Cheques		
Administration fee per cheque	\$51.33	\$58.00
Borrowed Reports		
Deposits are normally held for borrowed reports until returned in good condition. Amount is based on 2 x value of report.		