

The Corporation of the Town of Amherstburg

By-law No. 2024-030

To Amend By-law 2023-112 – A By-law to Establish  
User Fees or Charges for Services, Activities or the  
Use of Property

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**Whereas** Section 391 of the Municipal Act, 2001 S.O. 2001 as amended, allows municipalities to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

**And Whereas** The Municipal Act, 2001 S.O. 2001 grants a municipality power to pass By-laws that impose specific fees for licensing, services, permits and other reasons;

**And Whereas** Section 7 of the The Building Code Act, 1992 S.O. 1992 authorizes the Council of a municipality to pass By-laws requiring the payment of fees on application for and the issuance of permits and prescribing the amounts thereof;

**And Whereas** Section 69 of The Planning Act, R.S.O. 1990, as amended, grants the Council of a municipality, by By-law, and a planning board, by resolution, authority to establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 446(1) of the Municipal Act, 2001 S.O. 2001 authorizes the municipality under this or any other Act or under By-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**And Whereas**, the Council of the Corporation of the Town of Amherstburg wishes to amend By-law 2023-057 to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

**Now Therefore** the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. By-law 2024-030 is amended to add Appendix A of this By-law in Schedule F Planning & Development Services.
2. This By-law shall come into force and take effect as of April 9, 2024.

Read a first, second and third time this 9<sup>th</sup> day of April, 2024.

  
MAYOR - MICHAEL PRUE

  
CLERK - KEVIN FOX

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2024 (except where noted)**  
**Schedule F**  
**Planning & Development Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Minimum Deposit to Accompany Application*	2024 Fee (Non-refundable plus actual costs)	Tax
Official Plan Amendment- Major	Per Application	\$ 1,000.00	\$ 5,522.00	2
Official Plan Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,762.00	2
Zoning By-law Amendment- Major	Per Application	\$ 1,000.00	\$ 5,522.00	2
Zoning By-law Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,762.00	2
Zoning By-law Amendment as a Result of an Condition of Consent	Per Application	\$ -	\$ 1,149.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application	\$ -	\$ 1,149.00	2
Combined Official Plan Amendment and Zoning By-law Amendment	Per Application	\$ 2,000.00	\$ 8,011.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo or Amendment to a Draft Plan or Extension of DPA	Per Application	\$ 2,000.00	\$ 9,419.00	2
Site Plan Control & Development Agreement- Major	Per Application	\$ 1,000.00	\$ 4,655.00	2
Site Plan Control & Development Agreement- Minor	Per Application		\$ 2,328.00	
Amendment of Site Plans & Development Agreement	Per Application	\$ 1,000.00	\$ 2,599.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00	\$ 2,490.00	2
Consent to Sever Land-Initial Application	Per Application	\$ -	\$ 1,516.00	2
Consent to Sever Land-Additional Lots to Initial Application	Per Application		\$ 563.00	2
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	Per New Lot		\$ 1,070.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application		\$ 1,191.00	2
Combined Consent to Sever Land and Minor Variance			\$ 2,381.00	
Certificate of Validation	Per Application		\$ 293.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing		\$ 441.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral		\$ 551.00	2
Official Plan or Zoning Bylaw (copy)	Per Copy		\$ 59.00	1
Planning Letter	Per Inquiry		\$ 86.00	2
Presubmission Application Fee (included in the 2024 Operating Budget)	Per Application		\$ 400.00	2
Street & Alley Closing Application	Per Application		\$1,505.00	2