

Upper Thames River Conservation Authority Plan Review Fees

Application Review	Type	2024 Fee
Formal Pre-consultation	Fee will apply when a formal pre-consultation comment letter has been requested by a municipality. This fee will be deducted from subsequent review fees once a formal application is submitted.	\$320.00
Comprehensive Official Plan Amendment	Includes housekeeping amendments initiated by Municipality	No charge
Official Plan Amendment	Minor/Routine - i.e., Single family residence	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,590.00
Zoning By-law Amendment (ZBA)	Comprehensive ZBA initiated by Municipality	No charge
	Minor/Routine	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,380.00
Consent (severance)	Minor/Routine	\$425.00
	Major - Large scale, complex features, requiring technical studies	\$850.00
Minor Variance	Minor/Routine	\$265.00
	Major - Large scale, complex features, requiring technical studies	\$1,325.00
Site Plan	Minor/Routine	\$580.00
	Intermediate - Intermediate scale requiring scoped technical studies	\$1,325.00
	Major - Large scale, complex features, requiring technical studies	\$3,200.00
Draft Plan of Subdivision or Condo	-	\$170 per lot to a maximum of \$14,300.00
Processing Fee	-	\$265.00

General Notes for all Application Fees

1. Fees are only collected for applications where natural hazard or natural heritage features affect the property.
2. The UTRCA reserves the right to waive the application fee or reduce the fee on a case-by-case basis.

3. Major applications include complex natural hazard and natural heritage issues involving multiple meetings and peer reviews to be completed by the UTRCA and/or other qualified professionals. The UTRCA reserves the right to determine what is considered to be a major application on a case-by-case basis.
4. Fees for multiple applications made for the same parcel within one year will be discounted as follows:
 - First application: full fee per lot/application,
 - Additional applications: 50% of the lesser of the application fee per lot/application.
5. A processing fee is charged in the following cases:
 - Provision of an extension letter,
 - Provision of a letter for a Draft Plan of Condominium for those proposals that are limited to conversion of existing buildings with no new construction or as long as the design complies with criteria established through a previous circulation (e.g., Subdivision or Site Plan).
6. Where an exception to a permit may be granted through the *Planning Act*, the review fee will be doubled.