



# Planning Act Application Information Package

This information package is a resource to assist you with completing your Application. Please do not submit this package with your Application.



## 2026 Planning Fee Schedule

Service	County Fee	Grey Sauble Conservation Authority Fee	Saugeen Valley Conservation Authority Fee	Maitland Valley Conservation Authority Fee
Pre-Application				
Inquiry	\$0.00	Consult the Conservation Authority	Consult the Conservation Authority	Consult the Conservation Authority
Pre-Submission Consultation	\$820.00	Consult the Conservation Authority	Consult the Conservation Authority	Consult the Conservation Authority
Application Re-Submission (application deemed incomplete)	\$330.00	Consult the Conservation Authority	Consult the Conservation Authority	Consult the Conservation Authority
Application Re-Submission (application deemed incomplete and no pre-submission consultation <u>OR</u> major change)	\$820.00	Consult the Conservation Authority	Consult the Conservation Authority	Consult the Conservation Authority
Stand Alone Applications				
Minor Variance	a) \$3,250.00 for 1 or 2 variances  b) \$4,200.00 for 3 or more variances	\$630.00	\$290.00	\$205.00
Zoning By-law Amendment (ZBA)	\$3,840.00	\$830.00	\$390.00	\$275.00
Consent (Severance), including easements and rights-of-way	a) \$3,350.00 for the first new lot created, lot addition, easement or right-of-way (includes one Consent Certificate)  b) \$1,780.00 for each additional consent, including a new lot, lot addition, easement or right-of-way on same subject lands (includes one Consent Certificate)  c) \$190.00 for additional certificates or Certification of Consent or Consent Cancellation (associated with another Planning Act Application)  d) \$690.00 Change of Conditions	\$635.00	a) \$390.00  b) \$195.00	\$275.00
Local Official Plan Amendment (LOPA)	\$4,310.00	\$970.00	\$390.00	\$275.00
County Official Plan Amendment (COPA)	\$4,230.00	\$970.00	\$390.00	\$275.00

County Official Plan or Zoning By-law Amendment if no Plan Amendment Required associated with a <b>Standard</b> Pit or Quarry	\$26,620.00	\$1,030.00 (under 20 ha, above water table)  \$1,150.00 (over 20 ha, above water table)	\$390.00	\$275.00
County Official Plan or Zoning By-law Amendment if no Plan Amendment Required associated with a <b>Complex</b> Pit or Quarry	\$64,350.00	\$2,840.00 (under 20 ha, below water table)  \$3,374.00 (over 20 ha, below water table)	\$390.00	\$275.00
Subdivisions				
Subdivision / Condominium Draft Approval  a) Up to 20 lots/blocks or units b) 21 to 50 lots/blocks or units c) More than 50 lots/blocks or units  *0.3 metre reserve blocks shall not be included in the calculation of the application fee	Flat Fees:  a) \$7,210.00 b) \$9,000.00 c) \$10,800.00	Base Fee: \$6,400.00  Per Unit (0-50 units): \$143.00  Per Unit (50+ units): \$50.00  <i>Please contact GSCA for final calculation and payment of GSCA fee</i>	Subdivisions: \$120.00 per lot or block with a minimum flat fee of \$900.00 and a maximum fee of \$10,740.00  Condominiums: The lesser of \$120.00 per unit or \$1,290.00/ha with a minimum flat fee of \$900.00 and a maximum flat fee of \$10,740.00	\$80.00 per lot or residential unit  Minimum \$720.00 (9 lots or fewer)  Maximum \$9,300.00 (124 or more lots)
Subdivision / Condominium Request for Major Revisions (Revisions to the Draft Plan and/or Conditions of Draft Approval requiring a re-circulation)	\$3,000.00	\$2,490.00	N/A	N/A
Subdivision / Condominium Request for Minor Revisions (Revisions to the Draft Plan and/or Conditions of Draft Approval that DO NOT require re-circulation) <u>OR</u> Extension to Draft Approval (for each additional year beyond lapsing) <u>OR</u> Deeming a Subdivision not to have lapsed	\$1,520.00	\$705.00	N/A	N/A
Subdivision / Condominium Emergency Extension to Draft Approval (when Draft	\$2,430.00	N/A	N/A	N/A



Approval Extension is submitted 10 or less working days prior to date of lapsing (for each one (1) year Draft Approval Extension)				
Subdivision / Condominium Final/Phase Approval	\$3,000.00	N/A	N/A	N/A
Condominium – Exemption from Draft Approval	\$3,000.00	N/A	N/A	N/A

Service	County Fee	Grey Sauble Conservation Authority Fee	Saugeen Valley Conservation Authority Fee	Maitland Valley Conservation Authority Fee
Joint Applications				
Joint COPA + LOPA	\$7,050.00	\$1,552.00	\$580.00	\$410.00
Joint COPA + LOPA + Consent	\$8,190.00	\$2,060.00	\$770.00	\$550.00
Joint COPA + LOPA + Consent + ZBA	\$9,430.00	\$2,724.00	\$970.00	\$690.00
Joint COPA + LOPA + ZBA	\$7,770.00	\$2,216.00	\$770.00	\$550.00
Joint COPA + Consent	\$5,720.00	\$1,280.00	\$580.00	\$410.00
Joint COPA + Consent + ZBA	\$7,350.00	\$1,284.00	\$770.00	\$550.00
Joint COPA + ZBA	\$5,750.00	\$1,440.00	\$580.00	\$410.00
Joint COPA + Consent + Variance	\$6,700.00	\$1,788.00	\$720.00	\$520.00
Joint COPA + Variance	\$5,400.00	\$2,056.00	\$530.00	\$380.00
Joint LOPA + Consent	\$5,800.00	\$1,280.00	\$580.00	\$410.00
Joint LOPA + Consent + ZBA	\$7,350.00	\$1,284.00	\$770.00	\$550.00
Joint LOPA + ZBA	\$5,860.00	\$1,440.00	\$580.00	\$410.00
Joint Consent + ZBA	\$5,320.00	\$1,172.00	\$580.00	\$410.00
Joint Consent + ZBA (add or remove holding)	\$4,280.00	\$1,172.00	\$580.00	\$410.00
Joint Consent + Variance	\$4,490.00	\$1,012.00	\$530.00	\$380.00
Peer Review				
Internal Peer Review (Natural Heritage)	a) Terms of Reference Review \$260.00  b) Site visit for EIS Scoping or Terms of Reference \$560.00  b) Standard Environmental Impact Study (EIS) Review \$1,340.00  c) Major Environmental Impact Study (EIS) Review \$2,690.00	N/A	N/A	N/A
External Peer Review	\$6,000.00 Deposit 15% of the deposit is non-refundable if the application is withdrawn prior or during the approval process	N/A	N/A	N/A
Other				
Part Lot Control	\$1,150.00	N/A	N/A	N/A
Foreclosure, Power of Sale or Validation of Title	\$1,150.00 (plus County legal costs)	N/A	N/A	N/A
Consent Cancellation (with no other Planning Application)	\$410.00	N/A	N/A	N/A
Remove Holding Zone (where processed by the County)	\$410.00	N/A	N/A	N/A



**Notes:**

- i) Planning Fees are HST Exempt, except for External Peer Review Fees, which are subject to HST.
- ii) Cheques are payable to 'County of Bruce', unless otherwise indicated.
- iii) Additional Municipal fees may apply, which may be collected by the County of Bruce on behalf of the Municipality (a separate cheque addressed to the local Municipality will be required). Please consult with your Municipality for further information.
- iv) Fees charged by the Grey Sauble Conservation Authority, Saugeen Valley Conservation Authority and Maitland Valley Conservation Authority shall be applied and collected in addition to the fees listed in Schedule C (Planning and Development) of the Fees and Charges By-Law (and as set out in this Fee Schedule).
- v) Separate technical fees for review of studies or other site-specific reports or documents may also be required.
- vi) Within the Municipality of Northern Bruce Peninsula, Natural Hazards review is addressed through the peer review process.
- vii) External Peer Review Deposits are collected to address costs charged by third party reviewers. Deposits are subject to a 15% non-refundable administrative charge. Positive balances greater than \$100 will be returned at the conclusion of the application. Applicants will be responsible for costs that exceed the deposit.
- viii) Applications withdrawn prior to being deemed complete are eligible for refund, subject to a \$820.00 administration fee.
- ix) Applications withdrawn after being deemed complete are not eligible for refund. Where a file is withdrawn after being deemed complete a resubmission may be considered with a reduced or waived fee consistent with the anticipated cost to re-process the application.

**Definitions:**

**County Official Plan Amendment (COPA) or Zoning By-law Amendment if no Plan Amendment Required associated with a Standard Pit or Quarry:**

A pit or quarry operation that is 80 hectares or less in size, is above the water table and is outside a settlement area.

**County Official Plan Amendment (COPA) or Zoning By-law Amendment if no Plan Amendment Required associated with a Complex Pit or Quarry:**

A pit or quarry operation that is over 80 hectares in size, is below the water table or is within a settlement area.

**Standard Environmental Impact Study (EIS):**

Environmental Impact Study completed to support a single dwelling, additions on an existing structure(s), accessory buildings, lot severances, redevelopments or small-scale development/subdivisions proposing five or less homes/units, site alteration within an existing disturbed area where there is separation from natural heritage features of potential concern. Most agricultural uses will likely fall under this category.

**Major Scale Environmental Impact Study (EIS):**

Subdivisions/developments of more than five units, commercial and industrial uses, new large-scale farm related operations may fall under this category. The scope of an EIS will be determined through the review of the Terms of Reference.

## Purpose of Application – Sample Statements

Information to be included in all applications:

- Type, number, area, and dimensions of any proposed structures.
- Proposed height of proposed structures.
- Type and number of existing structures on property.
- List buildings or structures that are proposed to be demolished.

### Official Plan Amendment:

This application proposes to change the Official Plan designation of the property from \_\_\_\_\_ to \_\_\_\_\_. This would permit the development of (description of proposal).

### Zoning By-law Amendment:

This application proposes to rezone the property from \_\_\_\_\_ to \_\_\_\_\_. (Brief explanation of proposed type of use should be provided).

This application proposes to rezone a \_\_\_\_\_ m<sup>2</sup> portion of our property for \_\_\_\_\_.

This application proposes to change the boundary of the zoning designation to permit \_\_\_\_\_.

### Minor Variance:

This application seeks relief from Section \_\_\_\_\_ of the Zoning By-law which requires a (insert provision type) of \_\_\_\_\_ m. We are proposing a (insert zoning provision) of \_\_\_\_\_ m.

Explanation or letter outlining the reasons why the proposed use cannot comply with the provisions of the zoning by-law.

### Changes to Legal Non-Conforming Use:

The new use is (similar to the existing use / more compatible with the zoning by-law than the existing use) (insert reasoning)

The application proposes to (extend / enlarge / replace) a legal non-conforming use (describe use, describe existing size and new size).

### Plan of Subdivision:

This application proposes to create a subdivision with \_\_\_\_\_ lots/blocks.

- Include description of proposed servicing.

### Consent:

#### Creation of a New Lot:

This application proposes to sever \_\_\_\_\_ m<sup>2</sup>/hectare parcel with a frontage of \_\_\_\_\_ m. The retained parcel will have an area of \_\_\_\_\_ m<sup>2</sup>/hectares with a frontage of \_\_\_\_\_ m on (name of road). The severed parcel will be developed for \_\_\_\_\_. The retained parcel will be developed for \_\_\_\_\_.

#### Lot Addition:

The application proposes to add a \_\_\_\_\_ m<sup>2</sup> parcel to the (north/east/west/ south) for a total frontage of \_\_\_\_\_ m on (enter name of road) and an area of \_\_\_\_\_ m<sup>2</sup>, retaining a \_\_\_\_\_ m<sup>2</sup> parcel with a frontage of \_\_\_\_\_ m on (enter name of road). The conveyed parcel will be developed for \_\_\_\_\_. The retained parcel will be developed for \_\_\_\_\_.

#### Easement:

The application proposes to grant a \_\_\_\_\_ ha easement over a \_\_\_\_\_ m<sup>2</sup> (residential/commercial/industrial) parcel in favour of \_\_\_\_\_ for \_\_\_\_\_ (e.g., stormwater, utility, access).

#### Certificate of Cancellation:

This is an application for an owner to request a Certificate of Cancellation of a previous Consent (i.e. a lot created by severance consent approval given by the Committee of Adjustment). The Certificate would provide that subsection 50(12) of the Planning Act, R.S.O. 1990, c.P. 13 as amended does not apply to the subject land. The result of the Certificate would allow for the merging of the subject land with an adjacent parcel or parcels of land.





County of Bruce  
Planning & Development Department  
brucecounty.on.ca  
226-909-5515

# Site Plan (Sketch) Requirements

The sketch needs to:

- ☐ be legible
- ☐ be generally to scale
- ☐ indicate what direction is north
- ☐ show dimensions in metric units
- ☐ fit on a single page

The sketch may:

- ☐ be done by hand or on a computer
- ☐ include a table outlining building setback and size dimensions

Applications require a sketch showing the following:

- ☐ the boundaries and dimensions of the subject land
  - ☐ Buildings and Structures Existing, proposed or to be demolished (labeled)
  - ☐ Location, indicating distance from the front lot line, rear lot line and side lot lines
  - ☐ Type
  - ☐ Area
  - ☐ Dimensions
- ☐ Servicing, if applicable (wells, septic tanks)
- ☐ the approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas) that:
  - ☐ are located on the subject land and on land that is adjacent to it, and
  - ☐ in the applicant's opinion, may affect the application
- ☐ the current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial)
- ☐ the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- ☐ if access to the subject land will be by water only, the location of the parking and docking facilities to be used
- ☐ the location and nature of any easement affecting the subject land

Site Plans for Consent (Severance) Applications also Require:

- ☐ the boundaries and dimensions of any land abutting (bordering) the subject land that is owned by the owner of the subject land
- ☐ the approximate distance between the subject land and the nearest original surveyed township lot line or landmark such as a bridge or railway crossing
- ☐ the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained
- ☐ the location of all land previously severed from the parcel originally acquired by the current owner of the subject land





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# Office Locations

The County of Bruce Planning & Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices:

## The Lakeshore Hub

Serves the following local municipalities:	Contact Information
Municipality of Kincardine (Town of Kincardine, Village of Tiverton, former Townships of Kincardine and Bruce);  Town of Saugeen Shores (Town of Southampton, Town of Port Elgin, former Township of Saugeen	County of Bruce Planning & Development Department  1243 MacKenzie Road PORT ELGIN, ON N0H 2C6  Ph: 226-909-1601    Fax: 519-832-9000  Email: <a href="mailto:bcplpe@brucecounty.on.ca">bcplpe@brucecounty.on.ca</a>

## The Inland Hub

Serves the following local municipalities:	Contact Information
Municipality of Brockton (Town of Walkerton, former Townships of Brant and Greenock);  Township of Huron-Kinloss (Town of Lucknow, Village of Ripley, former Townships of Huron and Kinloss); and  Municipality of South Bruce (Village of Mildmay, Village of Teeswater, former Townships of Carrick and Culross)	County of Bruce Planning & Development Department  30 Park Street, PO Box 848 WALKERTON, ON N0G 2V0  Ph: 519-881-1782    Fax: 519-507-3030  Email: <a href="mailto:bcplwa@brucecounty.on.ca">bcplwa@brucecounty.on.ca</a>

## The Peninsula Hub

Serves the following local municipalities:	Contact Information
Municipality of Arran-Elderslie (Town of Chesley, Villages of Tara and Paisley, former Townships of Arran and Elderslie);  Municipality of Northern Bruce Peninsula (Village of Lion’s Head, former Townships of Eastnor, Lindsay, and St. Edmunds); and  Town of South Bruce Peninsula (Town of Wiarton, Village of Hepworth, former Townships of Albemarle and Amabel)	County of Bruce Planning & Development Department  268 Berford Street, PO Box 129 WIARTON, ON N0H 2T0  Ph: 519-534-2092  Email: <a href="mailto:bcplwi@brucecounty.on.ca">bcplwi@brucecounty.on.ca</a>