



PURPOSE

The purpose of this policy is to provide a clear and concise policy to set out and amend the fees the Municipality of the District of East Hants charges for certain applications, approvals, permits, licenses and services that are applicable for residents and businesses when requesting permits, licenses, or other forms of services.

SCOPE

The Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in Policy or Resolution of the Municipality in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

POLICY

POLICY STATEMENT

The fees to be paid to the Municipality of the District of East Hants for each of the following applications, permits, licenses or services are set out in, or amended to, the respective amounts shown in the following table:



Applications, Permits, Inspections, Licenses, Permits or Services

Description of Application, Permit, Inspection, License, Permit or Service	Fee
PLANNING AND DEVELOPMENT	
PLANNING	
Rezoning	<p>Application Admin fee: Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</p> <p>Non-commercial, non-multi-unit residential: \$200,</p> <p>All other application: \$500</p> <p>Deposit: All applications, \$750</p>
MPS Amendment	<p>Application Admin fee: Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</p> <p>Non-commercial, non-multi-unit residential: \$200,</p> <p>All other application: \$500</p> <p>Deposit: All applications: \$1,000</p>
Development Agreement or Substantial Amendment to a Development Agreement	<p>Application Admin fee: Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</p> <p>Non-commercial, non-multi-unit residential: \$200,</p> <p>All other application: \$500</p> <p>Deposit: all applications: \$750</p>
Discharge Development Agreement	The cost of registering agreement with Land Registration Office
Unsubstantial amendment to Development Agreement	Admin Fee: \$100 Deposit: \$300
Development Agreement Renewal (expired)	If within 3 years of Council approving a Development Agreement an application is required due to the original agreement expiring, the admin fee will be 50% of the full application fee. The proposal needs to be substantially the same as the original Development Agreement proposal.



Description of Application, Permit, Inspection, License, Permit or Service	Fee
DEVELOPMENT CONTROL	
Development Permit	\$100
Site Plan Application	\$50
Application for Variance to the Land Use Bylaw	\$100
Application for Signage Permit	\$50
Zoning Confirmation Letter	Zoned Area \$75 Un-zoned Area \$25
SUBDIVISION	
Preliminary	\$100
Tentative	\$50 per lot
Final Plan	\$100
BUILDING PERMITS	
Building Permit - includes unfinished basement for residential buildings, community centres and churches.	Admin Fee: \$125, plus \$0.10/sq. ft.
Building Permit for commercial, industrial less than 2500 sq. ft.	Admin Fee: \$300, plus \$0.14/sq. ft.
Building Permit for commercial, industrial 2500 - less than 10000 sq. ft.	Admin Fee: \$500, plus \$0.14/sq. ft.
Building Permit for commercial, industrial 10000 - less than 49000 sq. ft.	Admin Fee: 2,500, plus \$0.14/sq. ft.
Building Permit for commercial, industrial 49000 sq. ft. or larger	Admin Fee: \$5,000, plus \$0.14/sq. ft.
Sheds, shell warehouses, garages, barns and other farm buildings	Admin Fee: \$75, plus \$0.04/sq. ft.
Residential alterations or repairs	Admin Fee: \$25, plus \$5/\$1,000 of construction value
Commercial, industrial alterations or repairs	Admin Fee: \$100, plus \$10/\$1,000 of construction value
Occupancy Permit	\$50
Demolition Permit	\$25
Outdoor residential decks, verandas, stairs, barrier free ramps	\$25
Pool Permit	\$25
Unavailable or not prepared for inspection upon arrival of Building Inspector	\$50/occasion
Permit Renewal	\$25
FIRE INSPECTION	
A fire inspection requested by property owner/agent which is beyond the scope of the fire inspection schedule or required for non-regulatory approvals (e.g. liquor license)	\$50



Description of Application, Permit, Inspection, License, Permit or Service	Fee
OTHER FEES	
Copies of Maps	Small: \$10 Large: \$25
Copy of East Hants Official Community Plan	Copy with Maps: \$125 Black & White Copy without Maps: \$25
Copy of Subdivision Plans	Printed on Plotter: \$25
Copy of municipal documents over 75 pages in length	\$25
DOG BYLAW FEES- Bylaw 111-A	
Dog Registration Fee	\$12 per dog per annum; Between June 1 st and December 31 st , the fee shall be prorated to \$6.00
Replacement Tag	\$5.00
Kennel operators registered with the Canadian Kennel Club	\$50.00 per annum
Dogs impounded by the Municipality of East Hants	\$40.00 redemption fee from the owner of any impounded dog \$15.00 daily boarding fee from the owner of any impounded dog
FINANCE AND ADMINISTRATION	
Tax Certificate Fee	Tax Certificate issued: \$60 per issue (Resolution C13(124))
Collection Fees	The Chief Administrative Officer is authorized to set policy, based on a cost recovery model, fees associated with collection such as, but not limited to, fees for cheques/Preauthorized Debit not able to be processed by a bank.
Fees for Pension Plan Administration	The Chief Administrative Officer may set policy, based on a cost recovery model and as limited by legislation, for fees related to Pension Plan Administration for the Retirement Plan for the <i>Employees of Municipality of the District of East Hants</i> .



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Ensure that any change in charges for certain applications, approvals, permits, licenses and services that are applicable for residents and businesses when requesting permits, licenses, or other forms of services are presented as an amendment to the Municipal Fee Policy.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
	Initial Approval	Manager of Administrative Services	Director of Finance & Administration	Council	April 26 th , 2017