

**Policy Title: Processing Fees for Variances from Servicing Agreements**

**Policy Number: 04-01-04**

Section:	<b>Finance and Accounting</b>	Subsection:	<b>Fees and Other Revenue</b>
Effective Date:	<b>September 28, 2016</b>	Last Review Date:	<b>September, 2018</b>
Approved by: <b>Council</b>		Owner Division/Contact: <b>Development Engineering &amp; Construction, Transportation and Works Department</b>	

## Policy Statement

Developers and builders requiring services over and above those normally required for development processing are assessed additional processing fees by the Transportation and Works Department.

## Purpose

The normal development processing charges are based on a percentage of the construction value of the work undertaken and cover costs associated with processing applications, administration and inspections.

Occasionally, additional services from the Transportation and Works Department are required in processing or modifying development applications. Additional fees are assessed to cover these costs.

This policy identifies those services for which additional fees will be charged. For information on the fee, refer to the Fees and Charges By-law, as amended.

## Exceptions

The Commissioner of Transportation and Works has the authority to waive or reduce the fees charged, based on the circumstances. Individuals who feel that their fees should be waived or reduced should submit written justifications to the Commissioner, outlining the circumstances which should be considered.

## Services for Which Fees Are Charged

The following services are assessed additional fees as established by the Fees and Charges By-law:

- Review of interim servicing submissions
- Phasing of developments after initial submissions have been reviewed

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- Variances to block grading in industrial/commercial or multiple family areas after approval of the Servicing Agreement and/or applicable Development Agreements
- Variance approval to residential lot grading after registration of the subdivision
- Revisions to Servicing Agreement
- Modifications to engineering drawings/servicing schemes after approval of Servicing Agreement
- Investigating grading complaints, and
- Inspection of municipal services relating to condominiums and site plans

## Revision History

Reference	Description
GC-206-92 1992 09 16	
April 17, 1998	Amended - reference to inclusion of fees in Fees and Charges By-law
September 24, 2018	Scheduled review; minor admin revisions
March 14, 2019	Housekeeping to update section name and remove reference to rescinded pre-servicing fee (Sept, 2016).