

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>135</b>
Subject <b>Fees Policy</b>	

1. This policy is entitled “Fees Policy”.
2. Authority to enact this policy is provided under Section 49 of the *Municipal Government Act* as amended.
3. This policy applies except to the extent of any conflict with applicable provincial legislation.
4. Where the fee amounts in this policy differ from those set out in a bylaw, recorded resolution, policy or resolution of the Municipality of the County of Annapolis in effect on the effective date of this policy, the fee amounts set out in this policy shall amend those previously in effect.
5. The fees to be paid to the Municipality of the County of Annapolis for each of the following licenses, inspections, permits, applications, approvals, or services are set in, or amended to, the respective amounts shown in the following tables:

**FEES FOR SERVICES**

Mapping Inquiries Using GIS Time	\$50.00 / hour
Zoning Confirmation (Per PID)	\$50.00
Application Fee deposit for Municipal Planning Strategy, Secondary Planning Strategy and/or Amendments to Land Use Bylaw (unused portion of deposit is refundable)	\$1,000.00
Application Fee deposit for Development Agreement (unused portion of deposit is refundable)	\$1,500.00
Site plan approval	\$100.00
Variance approval	\$100.00
Providing Copy of East End Area Municipal Planning Strategy / Land Use Bylaw	\$25.00
Providing Copy of Cornwallis Park Municipal Planning Strategy / Land Use Bylaw	\$25.00
Providing Copy of Upper Clements Area Municipal Planning Strategy / Land Use Bylaw	\$15.00
Providing Copy of Subdivision Bylaw	\$10.00
Subdivision Approval	\$225.00
Development Permit Only- Non-refundable	\$25.00
Heritage Property Registration	\$0.00
Heritage Property De-Registration Deposit (unused portion of deposit is refundable)	\$750.00

**BUILDING PERMIT FEES**

New construction of and additions to residential buildings, community centres, cottages and churches	\$25 + 10¢ per sq. ft. (based on all useable floor area of new construction or addition)		
New construction of and additions to commercial, industrial and other buildings not otherwise specified	\$25 + 15¢ per sq. ft. (based on all useable floor area of new construction or addition)		
New construction of and additions to sheds, decks, shell storage buildings, agricultural storage buildings	\$25 + 6¢ per sq. ft. (based on all useable floor area of new construction or addition)		
New construction of and additions to barns for the primary purposes of agriculture and greenhouses (less than 50,000 sq. ft.)	\$25 + 3¢ per sq. ft. (based on all useable floor area of new construction or addition)		
New construction of and additions to structures for the primary purposes of agriculture and greenhouses - 50,000 sq. ft. or greater	\$25 + 1¢ per sq. ft. (based on all useable floor area of new construction or addition)		
Repairs, renovations or alterations to all existing buildings	\$25 + \$1 per \$1000 of estimated value of construction work		
Location or re-location of an existing building	\$50 + \$1 per \$1,000 of estimated value of construction work		
Demolition of building or structure	\$25.00		
<p><b><u>All square footage under this section shall be calculated as follows:</u></b></p> <p style="margin-left: 20px;"> <b>a.</b> Buildings intended for human occupancy shall include all useable floor space  <b>b.</b> Buildings not intended for human occupancy shall be based on the area of the main floor. </p>			
<p><b><u>Permit fees shall be refunded in situations and proportions as follows:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>a.</b> Applications never completed-</p> <p><b>b.</b> Permit denied-</p> <p><b>c.</b> Permit revoked or abandoned before work commenced-</p> <p><b>d.</b> Permit revoked or abandoned after work commenced-</p> </td> <td style="width: 50%; vertical-align: top; border: none;"> <p>Retain fee of \$25, balance refunded</p> <p>Retain fee of \$25, 50% of balance refunded</p> <p>Retain fee of \$25, 50% of balance refunded</p> <p>No refund</p> </td> </tr> </table>		<p><b>a.</b> Applications never completed-</p> <p><b>b.</b> Permit denied-</p> <p><b>c.</b> Permit revoked or abandoned before work commenced-</p> <p><b>d.</b> Permit revoked or abandoned after work commenced-</p>	<p>Retain fee of \$25, balance refunded</p> <p>Retain fee of \$25, 50% of balance refunded</p> <p>Retain fee of \$25, 50% of balance refunded</p> <p>No refund</p>
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NOTE: Notwithstanding the above, all permit, development and administrative fees shall be waived for rebuilding after a property has been destroyed by wildfire, hurricane, flood, storm or other natural disaster

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**Fees in Relation to Tax Certification**

Issuance of Tax Certificates	\$75 per certificate
Financial Institution Tax Payment Account Reference Information	\$10 per account

**Fees in Relation to Banking**

Returned Payment (Non-sufficient fund)	\$25
Wire Payments	\$17

**Fees in Relation to Photocopies and Faxes**

Photocopies 1 to 10 pages 11 to 50 pages 51 to 100 pages Oversized	\$0.25 per copy \$0.20 per copy \$0.10 per copy \$0.35 per copy
Faxes (incoming/outgoing): Local incoming/outgoing Long distance	\$0.25 per page \$2.00 first page \$1.50 per page thereafter

**Fees in Relation to Sewer**

Sewer Inspection Fee	\$75
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**Dog Tag Fees**

Dog Tags	\$25.00
Replacement Dog Tags	\$5.00

**Repeal**

*Policy 1.4.7 Dog Registration Fees Policy* adopted on December 15, 2009, is hereby repealed.

