

The Corporation of the City of Guelph

By-law Number (2026) - 21227

A by-law to amend By-law Number (2025) – 21054, as amended, to update to the fees schedule for Community Planning Permit applications to account for small applications, to reflect costs of similar applications outside of the Community Planning Permit Area, and to balance the fees to account for a wider range of scale in applications for each permit class, an amendment to a tariff of fees for the processing and approval of development applications pursuant to the Planning Act, RSO 1990, c P.13, Subsection 114 as amended.

Whereas Section 69(1) of the Planning Act, RSO 1990, c P.13, as amended authorizes the Council of the Municipality to prescribe a tariff of fees for the processing of development applications made in respect of planning matters.

The Council of the Corporation of the City of Guelph enacts as follows:

That the Development Application fees, effective January 1, 2026, be amended. Tables 1 and 2, as included in Schedule 1 below, be replaced with the fees in Table 3 as included in Schedule 2 to this By-law.

Schedules:

Schedule 1: Existing Fees Schedule

Schedule 2: Proposed Fees Schedule

Cam Guthrie, Mayor

**Stephen O’Brien, City Clerk [or]
Dylan McMahon, Deputy City Clerk**

Passed this 15th day of April, 2026

Schedule 1: Existing Fees schedule

Table 1: 2026 Development Application fees for Community Planning Permit Applications

Service or Process	Fee (\$)	Notes
Pre-consultation	3,649.00	For all permit classes. May be waived at the discretion of the General Manager, Planning and Building Services/Chief Planner
Class 1 (minor)	8,131.00	
Class 1 (major)	8,131.00 plus variable fee	An application is considered major if it fits any of the following criteria: For residential uses, the development or redevelopment of 20 or more units For non-residential uses, the development or redevelopment consisting of 3,250 m2 gross floor area or more. For any development, the review of 4 or more required technical studies or reports accompanying an application.
Class 2 (minor)	21,873.00 plus variable fee	Variable fee may be waived at the discretion of the General Manager, Planning and Building Services/Chief Planner.
Class 2 (major)	39,898.00 plus variable fee	An application is considered major if it fits any of the following criteria: For residential uses, the development or redevelopment of 10 or more units For non-residential uses, the development or redevelopment consisting of 3250 m2 gross floor area or more. For any development, the review of 4 or more required technical studies or reports accompanying an application. Variable fee may be waived at the discretion of the General Manager, Planning and Building Services/Chief Planner.
Class 3 (minor)	39,196.00 plus variable fee	Variable fee may be waived at the discretion of the General Manager, Planning and Building Services/Chief Planner.

Service or Process	Fee (\$)	Notes
Class 3 (major)	52,747.00 plus variable fee	An application is considered major if it fits any of the following criteria: For residential uses, the development or redevelopment of 10 or more units For non-residential uses, the development or redevelopment consisting of 3250 m2 gross floor area or more. For any development, the review of 4 or more required technical studies or reports accompanying an application. Variable fee may be waived at the discretion of the General Manager, Planning and Building Services/Chief Planner.
Variable Fee:		
Residential Application		
per unit	204.00	
<u>Commercial/Office/ Institutional Application</u>		
per m ² of GFA	3.88	Site-specific amendment, involves minor policy change or exemption.
<u>Industrial Application</u>		
per m2 of GFA	2.45	
Agreement Required with Community Planning Permit Approval	1,564.00	
Applicant Initiated Revision	50% of the application fee	Fee for revised reports + revised drawings.

Table 2:

Service or Process	Fees (\$)	Notes
Removal of H Symbol – Routine	3,232.00	
Extension of Community Planning Permit provisional approval	3,961.00	

Schedule 2: Proposed Fees Schedule

Table 3: 2026 Development Application fees for Community Planning Permit Applications

Service or Process	Fee (\$)	Notes
Initial Meeting	1,042.00	This may apply to preliminary development proposals requiring circulation for staff review. Fee may be waived.
Pre-Consultation		Mandatory prior to any permit class application. May be processed as Minor or Major Pre-consultation application.
Pre Consultation – Minor	1,042.00 ⁽⁵⁾	
Pre-Consultation – Major ⁽³⁾	3,649.00 ⁽⁵⁾	
Pre-Submission Review		Optional application. Fees paid for the Pre-submission application contribute to the complete application.
Pre-Submission Review – Minor	2,189.00	The fees paid for pre-submission review contribute to a complete application.
Pre-Submission Review – Major ⁽³⁾	8,131.00	The fees paid for pre-submission review contribute to a complete application.
Permit Application		Formal application: May submit a Class 1, Class 2, or Class 3 permit application.
Class 1 – Single dwelling/Accessory ⁽¹⁾	834.00	
Class 1 – Minor ⁽²⁾	5,942.00 plus variable fee ⁽⁴⁾	
Class 1 – Major ⁽³⁾	14,253.00 plus variable fee ⁽⁴⁾	
Class 2 – Single dwelling/Accessory ⁽¹⁾	1,981.00	
Class 2 – Minor ⁽²⁾	8,131.00 plus variable fee ⁽⁴⁾	
Class 2 – Major ⁽³⁾	22,412.00 plus variable fee ⁽⁴⁾	
Class 3 – Single Dwelling/Accessory ⁽¹⁾	8,131.00	
Class 3 – Minor ⁽²⁾	39,196.00 plus variable fee ⁽⁴⁾	
Class 3 – Major ⁽³⁾	52,747.00 plus variable fee ⁽⁴⁾	
Variable Fees ⁽⁴⁾		
Per residential dwelling unit	204.00	
Per m ² of commercial, Office, or Institutional GFA	3.88	Site-specific amendment, involves minor policy change or exemption.

Service or Process	Fee (\$)	Notes
Per m ² of Industrial GFA	2.45	
Other Fees		
Agreement required with Community Planning Permit Approval	1,564.00	
Amendments to Agreement	834.00	
Administrative Conditions Clearance submission	1,459.00	For administrative submissions addressing conditions of approval and staff comments.
Per document/study review required for Condition clearance submissions	750.00 To a maximum of 8,000.00 ⁽⁵⁾	For submissions addressing conditions of approval requiring additional staff review of studies or documents.
Applicant initiated Minor Revision	1,459.00	Minor change(s) involving drawings. Fee required for each submission.
Applicant Initiated Revision	50% of the application fee	Fee for revised reports + revised drawings.
Site inspections	800.00	Per inspection
Engineering Inspections	1,750.00	
Extension of CPP Provisional Approval	3,961.00	
Extension of CPP Conditional Approval	3,232.00	
Removal of H Symbol – Routine	3,232.00	
Removal of H Symbol – Routine Complex	12,926	

notes for Table 3

- (1) Single dwelling/Accessory applies to class 1, 2, and 3 permit applications that are not considered major and it fits any of the following: 4 residential units or fewer on a single property; or accessory buildings or structures on a single property.
- (2) Minor applies to class 1, 2, and 3 permit applications if it is neither a Single dwelling/Accessory application, nor a Major application.
- (3) Major applies to applications that fits any of the following criteria: 10 or more residential units; 3,250 m² or more of non-residential GFA; or requires the review of 4 or more technical studies or reports accompanying an application.
- (4) Variable fees may be waived or reduced at the discretion of the General Manager, Planning and Building Services/Chief Planner.
- (5) May be waived or reduced at the discretion of the General Manager, Planning and Building Services/Chief Planner.