



**Meeting Date:** February 17, 2021

**Submitted by:** James Hutson, Municipal Clerk

**Report No:** CLK-03-2021

**Subject:** Summary of Planning Application Submissions for 2020

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**Recommendation:**

THAT Council receives Report CLK-03-2021, re: Summary of Planning Application Submissions for 2020 as information.

**Purpose:**

The purpose of this report is to provide Council and members of the public with an overview in regards to the number of new planning applications which were submitted to Middlesex Centre during 2020, as well as to provide a comparison of these numbers with previous years.

**Background:**

The Municipality works in collaboration with Middlesex County Planning with respect to the processing of applications for projects requiring an approval under the *Planning Act, 1990*. Applications are submitted to the Middlesex Centre municipal offices and staff support the planning process by assisting with the circulation of complete applications, notices of forthcoming public meetings as well as notices of decisions. Reports and recommendations on planning applications are prepared by Middlesex County Planning staff.

There are several types of planning applications, which the municipality receives, and these include Zoning By-law Amendments, Official Plan Amendments, Minor Variances, Consents to Sever, Site Plan Control as well as Subdivision/Condominium Plans.

## Analysis:

The following chart provides an overview of the number of applications received in a given year, based upon type of application:

Planning Applications					
	2016	2017	2018	2019	2020
Official Plan Amendments	2	4	3	4	4
Zoning By-law Amendments	32	30	29	30	30
Minor Variances	23	18	23	20	29
Consents to Sever	28	32	26	33	26
Site Plan Approval	8	5	6	11	12
Part Lot Control Approval	0	0	0	0	0
<b>Total</b>	<b>93</b>	<b>89</b>	<b>87</b>	<b>98</b>	<b>101</b>

Plans of Subdivision / Condominium					
	2016	2017	2018	2019	2020
Applications	0	4	1	3	5
Draft Plan Approvals	1	4	1	1	2
Extension of Draft Approvals	0	2	4	3	1
Change to Draft Approvals	0	2	3	2	0
Final Plan Approvals	1	5	5	4	3
Open Files	16	19	20	22	20
Active Files	5	14	19	20	15

The above information is reflective of an increase in planning application activity over a five-year period, particularly as it relates to plans of subdivision/condominium. In the case of this application type, project work and related approvals can be a multi-year effort, involving collaboration between the municipality, the County of Middlesex and various stakeholders.

In summation, 101 total new applications were received in 2020, in addition to those in progress. When averaged over the year, this equates to an intake of 8.4 applications per month.

## Financial Implications:

The fees associated with the various application types are contained within the Fees and Charges By-law, which is approved by Council annually as part of the budgeting process. Application fees range from \$800.00 for a minor variance application to \$4,000.00 for a plan of subdivision/condominium. A full breakdown of applicable fees is noted below:

Item	Description of Charge	Fee Amount
1.1	Official Plan Amendment	\$3,500.00
1.2	Zoning By-law Amendment	\$2,500.00
1.3	Removal of Holding Symbol	\$400.00
1.4	Temporary Use By-law	\$700.00
1.5	Renewal of Temporary Use By-law	\$500.00
1.6	Draft Plan of Subdivision or Condominium	\$4,000.00
1.7	Phased Subdivision Agreements	\$750.00 for each phase after the initial phase
1.8	Amendment to Subdivision or Condominium Agreement	\$600.00
1.9	Redline Amendment for Subdivision or Condominium	\$500.00 (major) \$300.00 (minor)
1.10	Part Lot Control Exemption	\$500.00
1.11	Consent Application	\$1700.00 for the first consent and \$700.00 for each additional concurrent application on the same lot
1.12	Certificate of Consent (stamping of deed)	\$200.00 for the first consent and \$100.00 for each additional concurrent application on the same lot
1.13	Amendment to Conditions of Consent	\$700.00
1.14	Minor Variance Application (including but not limited to expansion of a legal non-conforming use)	\$800.00
1.15	Site Plan Approval	\$1,200.00
1.16	Amendment to a Site Plan Agreement	\$700.00

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Balanced Growth

The process for intake and review of planning applications by the Municipality, in partnership with the County of Middlesex, helps to ensure that proper land use planning principles are applied to development in the community.

**Attachments:**

N/A