

**SCHEDULE 1**  
**Recommended 2026 User Fees and Service Charges**

**B-1 PLANNING**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Effective: January 1, 2026**

FEE TITLE	DESCRIPTION		RECOMMENDED 2026 FEE
Condominium / Subdivision Agreements	An agreement between the Town and a landowner / developer intended to fulfill a condition of Draft Condo or Subdivision Approval. DISBURSEMENTS ARE IN ADDITION TO THE APPLICATION FEE.		\$ 2,291
Condominium / Subdivision Draft Approval Extension Requests	Fee charged for the Town's comments on a request to the District for an extension to Draft Condominium of Subdivision Approvals.		\$ 761
Consent Agreements	An agreement between the Town and a landowner intended to fulfill a condition of consent (severance). DISBURSEMENTS ARE IN ADDITION TO THE APPLICATION FEE.		\$ 387
Consent Applications	An application to divide (sever), reconfigure property or to establish a legal easement or right-of-way.		\$ 1,298
Consent Application: After Initial Application, Per Additional Grantee	Applicable fee for the granting of additional Rights-of-Way across the same Right-of-Way on one property.		\$ 236
Copy - Zoning By-law	A copy of the Zoning By-law (Rate per Each: Text & Schedules).		\$ 157
Copy - Official Plan	A copy of the approved Gravenhurst OP.		
	Text:		\$ 151
	Maps:		\$ 220
Deeming By-law (as a lone applicant with a distinct application)	An application to deem a property not to be subject to subdivision control.		\$ 612
Deeming By-law (as a lone applicant with another concurrent application type)	As above.		\$ 497
Deeming By-law (as a group applicant of five or more)	As above.		\$ 1,068
Deeming By-law (as a group applicant of less than five)	As above.		
	Per Applicant fee		\$ 461
	Maximum Fee for the Group		\$ 1,010
Digital Reference Plans for Plans of Condominium & Subdivisions & Consents	Fee to offset the cost of maintaining the Town's digital map base. RATE IS PER NEW LOT CREATED.		\$ 58
License of Occupation Application	To allow an encroachment for the private use of land (ex: driveway) on Town property. Individual Application Fee.		\$ 1,485
	Group Application Fee per each additional application (Individual application fee still applies).		\$ 376
	License Fee 10 years - Structural Encroachments.		\$ 3,183
Licenses of Occupation Renewal - Application Fee	Same Owner and no conditions changed from previous License of Occupation.		\$ 530
License of Occupation Temporary Application Fee	As above, however, only used prior to the completion of an application for road allowance or shore road allowance closure. Fee includes mapping, correspondence, drafting license and notice to internal departments.		\$ 312
Minor Variance Application	An application to vary the regulations of a particular zone applicable to the R-1 and R-2 zones and existing single detached dwellings in any other zone (applicable to low and medium density proposals only.)		\$ 761

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Minor Variance Application	An application, submitted in conjunction with a consent application, to vary the regulations of a particular zone applicable to the R-1 and R-2 zones and existing single detached dwellings in any other zone (applicable to low density proposals only.)		\$ 1,766
Minor Variance Application	An application to vary the regulations of a particular zone applicable to the business, commercial, industrial, institutional and medium/high-density residential zones.		\$ 993
Minor Variance Application	An application, submitted in conjunction with a consent application, to vary the regulations of a particular zone applicable to the business, commercial, industrial, institutional and high-density residential zones.		\$ 2,002
Official Plan Amendment Application "MAJOR"	An application to change Gravenhurst Official Plan policy or redesignate lands for large development proposals (more than one lot or for major policy changes). DISBURSEMENTS ARE IN ADDITION TO THE APPLICATION FEE (i.e. legal fees, peer review fees etc.)		\$ 4,709
Official Plan Amendment Application "MINOR"	An application to change Gravenhurst Official Plan policy or redesignate lands for large development proposals (only one lot only or for minor policy changes). DISBURSEMENTS ARE IN ADDITION TO THE APPLICATION FEE (i.e. legal fees, peer review fees etc.)		\$ 2,124
Ontario Land Tribunal (OLT) Hearing Deposit	A deposit collected in the event of certain appeals to Planning Applications to assist with Town legal costs associated with a hearing. (Deposit plus cost recovery)		\$ 2,309
Original Shore Road Allowance Closure Applications	An application to close a portion of an unopened Original Shore Road Allowance and to add the lands to an abutting lot.		\$ 1,004
	Solicitor's fee, Solicitor's disbursements, and survey costs are in addition to the application fee.		\$ -
	LAKE MUSKOKA: Rate per foot of shoreline is in addition to the above referenced application fee and noted disbursements. RATE IS PER RUNNING FOOT OF SHORELINE.		\$ 94
	ALL OTHER LAKES: Rate per foot of shoreline is in addition to the above referenced application fee and noted disbursements. RATE IS PER RUNNING FOOT OF SHORELINE.		\$ 69
Part Lot Control By-laws	An application to divide a property that is subject to subdivision control.		\$ 1,068
Public Notice Circulation	Re-Circulation of an notice for an application and for the circulation of a notice for private Public Meetings.		\$ 357
Refund of Application Fee	If file has been opened – (25% processed). Disbursements incurred must be paid in addition to the fee.		\$ 88
	If processed up to circulation of the application. Or 50% of application processed. Disbursements incurred must be paid in addition to the fee.		\$ 157
Release Agreement	A request made to release a registered agreement between the Town and a landowner pertaining to a property.		\$ 357

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FEE TITLE	DESCRIPTION		RECOMMENDED 2026 FEE
Site Alteration Permit	An application made for exemption to the Site Alteration By-law prior to the commencement of any works.		\$ 370
Site Alteration Permit	An application made for exemption to the Site Alteration By-law. Unauthorized works started prior to a the issuance of a permit.		\$ 738
Site Plan Approval (Commercial/Industrial/Institutional / Multi-Residential Uses)	An application to seek approval for a proposed development and related site works.		\$ 2,136
Private Public Meeting Fee	Where the Town is requested to circulate for a public meeting for a private entity (e.g. telecommunication tower proposal).		\$ 312
Site Plan Approval (Single Detached Dwellings)	An application to seek approval for a proposed development and related site works.		\$ 946
Site Plan Agreement Amendment (Commercial/Industrial/Institutional / Multi-Residential Uses)	An application to amend an existing Site Plan Agreement.		\$ 681
Site Plan Agreement Amendment-Residential (Single Detached Dwellings)	An application to amend an existing Site Plan Agreement.		\$ 560
Site Plan Agreement Amendment - Sketch Only	A request to amend or update a site plan that does not require a formal amendment to the registered site plan, or agreement.		\$ 126
Site Plan Agreement Compliance Letter	A request to confirm compliance with a site plan agreement. A site inspection by Town staff is included.		\$ 184
Surplus Lands - Application Fee	DISBURSEMENTS ARE IN ADDITION TO THE APPLICATION FEE.		\$ 946
Telecommunication and Renewable Energy Facility (Council Approval)	A request made for Council endorsement of a telecommunication or renewable energy project.		\$ 1,177
Telecommunication and Renewable Energy Facility (Staff Approval)	A request made for Staff endorsement of a telecommunication or renewable energy project.		\$ 370
Tree Cutting Permit	An application made for exemption to the Tree Preservation By-law prior to the commencement of any works.		\$ 370
Tree Cutting Permit	An application made for exemption to the Tree Preservation By-law. Unauthorized works started prior to the issuance of a permit.		\$ 738
Unopened Road Allowance Closure Applications	An application to close a portion of an Unopened Road Allowance.		\$ 946
	Solicitor's fee, Solicitor's disbursements, appraisal costs, and survey costs are in addition to the application fee.		\$ -
	Rate per square metre of property conveyed is in addition to the above referenced application fee and noted disbursements. RATE IS PER SQUARE METRE.		\$ 22
Zoning Amendment Application	An application to change a zone or the regulations applicable to the zones of zoning By-law for low density residential proposals.		\$ 1,177
Zoning Amendment Application	An application, submitted in conjunction with a consent application, to change a zone or the regulations applicable to the zones of zoning By-law for low density residential proposals.		\$ 2,124
Zoning Amendment Application	An application to change a zone or the regulations applicable to the zones of zoning By-law for business, commercial, industrial and medium/high density residential proposals.		\$ 1,766

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Zoning Amendment Application	An application, submitted in conjunction with a consent application, to change a zone or the regulations applicable to the zones of zoning By-law for business, commercial, industrial and medium/high density residential proposals.		\$ 2,712
Zoning Amendment - "Holding" Symbol Removal	An application to remove the "Holding" symbol from the zone applicable to a property.		\$ 473
Zoning Compliance Letters	A letter commenting on Official Plan, zoning, and building permit related issues.		\$ 157
Zoning Compliance Letters (Immediate Response)	As above, except response is required within a time period equivalent to one business day.		\$ 312
Zoning Compliance Letters, confirmations - Secondary Response, Preliminary Site Plan Review, Motor Vehicle Dealer Licensing and Real Estate Agent / Appraiser	Same as a Zoning Compliance Letter, except a second response was required to answer a second set of questions related to the initial request or to confirm a specific zoning related question.		\$ 88
Council Special Consideration Fee	Per hour fee to reimburse costs for unforeseen information or approval requests		\$ 63
Subdivision/Condominium Review Fee	Fee to comment on a Subdivision or Condominium application circulated from the District of Muskoka		\$ 1,472