

HALIFAX REGIONAL MUNICIPALITY

ADMINISTRATIVE ORDER NUMBER 15

Respecting License, Permit And Processing Fees

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

SHORT TITLE

1. The Administrative Order may be cited as Administrative Order Number 15, the License, Permits and Processing Fees Administrative Order.

LICENSE FEES ESTABLISHED

2. The fees for licenses issued pursuant to the By-laws mentioned in Schedule "A" to this Administrative Order shall be as set forth therein.

Done and passed in Council this 30th day of March, 1999.

Walter Fitzgerald
Mayor

Vi Carmichael
Municipal Clerk

Schedule "A"

1. Notwithstanding the processing fees set forth in the various Municipal Planning Strategies, Land Use By-Laws and Subdivision By-Laws in force in Halifax Regional Municipality, including the Heritage By-law, the following processing fees shall apply in the place and stead of the fees:

Major Applications (Type 1):

Entails applications including, but not limited to, municipal planning strategy amendments; comprehensive development districts; commercial, industrial or institutional re-zonings or development agreements involving a building with a footprint in excess of 930m² (10 000 ft²); re-zonings or development agreements regarding multiple-unit dwellings (townhouses or apartment buildings); re-zonings or development agreements to facilitate the construction of new streets for single unit dwellings; any proposal involving large tracts of land (i.e. golf courses); and substantial amendments to any Type 1 project.

Processing fee

\$1100.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Intermediate Applications (Type 2):

Entails applications including, but not limited to, text changes to by-laws; commercial, industrial or institutional re-zonings or development agreements involving a building with a footprint less than 930m² (10 000 ft²); heritage property development agreements; proposals involving a major lot modification; proposals involving decks, balconies or signs; proposals involving the creation of an additional dwelling unit in an existing building containing less than 5 units; alterations to non-conforming uses; demolition and de-registration of heritage properties; proposals for non-substantial amendments to any Type 1 project; and any amendment to any Type 2 project.

Processing fee

\$330.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Minor Applications (Type 3):

Entails applications including, but not limited to approval of telecommunications facilities; discharge of development agreements; and extensions to time deadlines

Processing fee

\$330.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Variances

\$500.00 (\$200 is non-refundable - if appealed remaining \$300 is non-refundable)

Schedule "A"

Planning Pre-Applications

Entails applications to provide feedback on a planning application proposal based on preliminary information. The comments provided follow a technical review of the proposal based on planning policy and municipal and other applicable regulations. The Pre-Application process also aims to identify the submission requirements (i.e., drawings, studies, reports, outside agency feedback) for Major and Intermediate Planning Applications or Substantive Site Plan Applications in Downtown Halifax.

Processing fee **\$330.00 (non-refundable)**

The Pre-Application processing fee may be applied toward processing fees for Major and Intermediate planning applications or Substantive Site Plan Applications in Downtown Halifax received within 90 business days of completion of the Pre-Application file.

Downtown Halifax Substantive Site Plan Applications

Entails applications pursuant to section 5(13) of the Land Use By-law for Downtown Halifax.

Processing fee **\$770.00 (non-refundable)**

Development Permits:

Type of Use

	<u>Processing Fee</u>
Multiple, Institutional, Commercial and Industrial (new or additions)	\$250.00
Low Density New Residential(up to two units) and Enclosed Additions and MICI renovations and lease hold improvements	\$100.00
Accessory Structures (including decks)	\$25.00

Zoning Confirmation Letters Processing fee
\$100.00

Schedule "A"

Minor Variances

By-law #	Short Title	Section	Fee
2. By-law 70 (County)	Lot Grading By-law	S.7.1	\$75.00
3. By-law 23290	Grade Alteration By-law	S.6	\$75.00
4. By-law O-100	Open Air Burning By-law Residential Commercial	S.5(8)(d)	No Fee \$50.00

5. By-Law T-108 Taxis & Limousines

(5) The fees pursuant to Bylaw T-108, the Taxi and Limousine By-law are as follows:

(a) The annual fee for an owner's license is \$50.00, or for a partial term shall be the license fee prorated on a monthly basis.

(b) The owner's annual renewal fee is \$50.00, or for a partial term shall be the license fee prorated on a monthly basis.

(c) The annual driver's license fee \$50.00, or for a partial term shall be the license fee prorated on a monthly basis.

(d) The driver's renewal fee is \$50.00, or for a partial term shall be the license fee prorated on a monthly basis.

(e) The fee to change or replace a destroyed, lost or stolen license is \$10.00.

(f) The fee for a taxi, limousine or accessible taxi bumper sticker is \$1.00.

(g) The fee for each semi annual Hotel Standard vehicle inspection is \$17.50.

6.

By-law #	Short Title	Section	Fee
By-law E-200	Encroachment By-law	S. 5(2)	
Encroachment up to 1.5 square metres			\$ 60.00
Encroachment from 1.5 to 2.5 square metres			\$ 95.00
Encroachment over 2.5 square metres			\$125.00

Schedule "A"

Encroachment Bylaw S. 6

- (1) Encroachment other than those described in paragraph 4(a)(iv) of Bylaw E-200 shall be subject to an annual rental fee in the amount of \$1.00 per 0.1 square metres of such encroachment, with a minimum fee of \$10.00.
- (2) Temporary Encroachments shall be subject to a daily rental fee for the temporary use of the street or a part thereof during construction at the following rate:
 - (a) \$0.30 per square metre for the travelled way;
 - (b) \$0.25 per square metre for the sidewalk between the curb and 2 metres back from the curb face; and
 - (c) \$0.15 per square metre for the balance of the sidewalk and to the street line or property line which shall be payable monthly in advance, with the first month's payment due at the time the license is issued and subsequent payments being due one month from the time of the previous due date.
- (3) For the purpose of subsection (2), where the encroachment occupies any part of a metered parking space, it shall be deemed to occupy the total metered parking space and the daily rental fee shall apply to 16.7 square metres of travelled way.

7.

By-law #	Short Title	Section	Fee
By-law P-800	Pesticide By-law	S. 7(2)	\$0.00
		Any other permits	\$0.00

8. Fees

- 1. Halifax Regional Municipality shall collect a \$2000¹ application fee, to change the name of a private road, public street or highway listed on the Civic Address File, where the existing street name is not in contravention of the HRM Civic Addressing Policies (i.e. a personal preference), except where a street name change resolves a civic addressing problem.
- 2. Halifax Regional Municipality shall collect a fee of \$300 per property to change a civic number, when the existing number is not in contravention of the Civic Addressing Policies (i.e. a personal preference) and only where a whole new number is available, except where a civic number change resolves a civic addressing problem.
- 3. Halifax Regional Municipality shall collect a fee of \$150² for the manufacture and installation of each Private Road sign and sign post as provided for in **Part 10** of the Civic Addressing By-law.

¹ This application fee assumes a consultative process.

² This fee is under review.

Schedule "A"

9.

By-law #	Short Title	Section	Fee
By-law P-1000	On-Street Parking Exemptions & Permits	S. 4(1)	
		Residential Parking Exemption	\$30.00 Annual
		Visitor Parking Exemption	1 Day - \$5.00 14 Day - \$20.00
		Parking Permit – Area "A"	\$40.00 Monthly
		Parking Permit – Area "B"	\$35.00 Monthly
		Parking Permit – Area "C"	\$30.00 Monthly
		Parking Permit – Area "D"	\$20.00 Monthly
		Lost or Stolen Exemptions or Permits Replacements	\$10.00 each

The areas as described below include all streets which are located in the boundary up to and including both sides of the identified boundary street.

Area "A" within the former City of Halifax

All that area of the former City of Halifax bounded as follows:

Beginning at the point of intersection of the shoreline of Halifax Harbour with the extension easterly of the northern official street line of Cogswell Street; Thence westerly following the northerly official street line of Cogswell Street to the extension northerly of the western official street line of Ahern Street; Thence westerly and southerly following the western official street line of Ahern Street and the extension thereof to the western official street line of Bell Road; Thence southerly following the western official street line of Bell Road, South Park Street and Young Avenue and the extension thereof to the southern official street line of Point Pleasant Drive; Thence easterly following the southern official street line of Point Pleasant Park Drive and the extension thereof easterly to the shoreline of Halifax Harbour; Thence Northerly following the shoreline of Halifax Harbour to the place of beginning.

Area "B" within the former City of Halifax

All that area of the former City of Halifax bounded as follows:

Beginning at the point of intersection of the shoreline of Halifax Harbour with the extension easterly of the northern official street line of Cogswell Street; Thence westerly following the northerly official street line of Cogswell Street to the extension northerly of the western official street line of Ahern Street; Thence westerly and southerly following the western official street line of Ahern Street and the extension thereof to the western official street line of Bell Road; Thence southerly following the western official street line of Bell Road, South Park Street and Young Avenue and the extension thereof to the southern official street line of Point Pleasant Drive; Thence westerly following the southern official street line of Point Pleasant Park Drive to the eastern official street line of Franklyn Street; Thence southerly and

Schedule "A"

westerly following the eastern official street line of Franklyn Street and the boundary of the Point Pleasant Park to the eastern shore of the waters of the North West Arm; Thence Northerly following the shoreline of North West Arm to point of intersection of the extension southerly of the western street line of Bellevue Avenue; Then northerly following the western street line of Bellevue Avenue to the southern street line of Oakland Road; Then easterly following the southern street line of Oakland Road to the point of intersection with the extension of the western official street line of Waterloo Street; Then northerly following the western official street line of Waterloo Street and the extension thereof to the northern official street line of South Street; Thence westerly following the northern official street line of South Street to the western official street line of Seymour Street; Thence northerly following the western official street line of Seymour Street and the extension thereof to the northern official street line of Coburg Road; Thence westerly following the northern official street line of Coburg Road to the western official street line of Vernon Street; Thence northerly following the western official street line of Vernon Street and the extension thereof to the northern official street line of Quinpool Road; Thence easterly following the northern official street line of Quinpool Road to the eastern official street line of Windsor Street; Thence northerly following the eastern official street line of Windsor Street to the southern official street line of Cunard Street; Thence easterly following the southern official street line of Cunard Street to the western official street line of North Park Street; Thence southerly following the western official street line of North Park Street to the southern official street line of Cornwallis Street; Thence easterly following the southern official street line of Cornwallis Street and the extension thereof to the western shore of Halifax Harbour ; Thence southerly following shore of the Halifax Harbour to the place of beginning.

Area "C" within the former City of Halifax

The remaining streets within Peninsula Halifax outside of those areas as described in Areas "A" and "B" for the former City of Halifax.

Area "C" within the former City of Dartmouth

Beginning at the point of intersection of the shoreline of Halifax Harbour with the extension westerly of the northwestern official street line of Brookside Avenue; Thence northeasterly following the northwestern official street line of Brookside Avenue to the southwestern official street line of Wyse Road; Thence southeasterly following the southwestern official street line of Wyse Road to the extension of the northwestern official street line of Boland Avenue; Thence northeasterly following the northwestern official street line of Boland Avenue and the extension thereof to the northeastern official street line of Victoria Road; Thence northwesterly following the northeastern official street line of Victoria Road to the southeastern official street line of Woodland Avenue; then northeasterly following the southeastern official street line of Woodland Avenue to the point of intersection of the extension of the northeastern official street line of Maple Street; Thence southeasterly following the northeastern official street line of Maple Street and the extension thereof to the northwestern official street line of Ochterloney Street; Thence northerly following the northwestern official street line of Ochterloney Street to the western official street line of Prince Albert Road; Thence southerly following the western official street line of Prince Albert Road to the extension northwesterly of the southwestern official street line of Pleasant Street; Thence southeasterly following the southwestern official street line of Pleasant Street to the eastern official street line of Albert Street; Thence southerly following the eastern official street line of Albert Street to the shoreline of Halifax Harbour; Thence generally Northerly following the shoreline of Halifax Harbour to the place of beginning.

Area "D" within the former City of Dartmouth

The remaining streets within the former City of Dartmouth outside the area as described in Area "C".

Schedule "A"

10.

By-law #	Short Title	Section	Fee
By-law B-600	Blasting By-law	s. (18)	
		For Blasting less than 50 cubic metres of rock	\$100.00
		All other applications	\$600.00

11.

By-law #	Short Title	Section	Fee
By-law A-200	Automatic Machines By-law	S. 2. 5	
	Juke Box		\$125.00
	Amusement Machine		\$125.00
	Bulk Machine		\$ 25.00
	Vending Machine		\$ 55.00
	Mechanical Ride		\$ 35.00

Continuous period of time for an automatic license is defined as a twelve month period starting on April 1st and ending March 31st.

12.

By-law #	Short Title	Section	Fee
A. By-law P-500	Parking By-law	10	Within the former City of Dartmouth \$1.00/hour
B. By-law P-500	Parking By-law	10	Within the former City of Halifax \$1.50/hour

13.

By-law #	Short Title	Section	Fee
By-law C-500	Commerce & Vending On Municipal Lands	4	
	Mobile canteen which is a motor vehicle		\$915.00 annum
	Bicycle Wagon		\$120.00 annum
	All other mobile Canteens		\$230.00 annum
	Special Events	31 (5)	\$200.00 event
	Artisans/Craftspeople -Spring Garden Road	32 (3)	\$ 35.00 annum
	-Waterfront	32 (4)	\$250.00 annum
	Newspaper Boxes	34 (2)	\$ 55.00 annum
	Vender Badge	19 (1), 31 (4)	\$ 5.00 badge

14.

By-law #	Short Title	Section	Fee
By-law A-201	Automatic Machine Licensing By-law		
	Amusement Machine		\$35.00 annum
	Bulk Machine (Coin Mechanism)		\$10.00 annum
	Laundry Machine		\$25.00 annum
	Vending Machine License (Snack/Beverages)		\$55.00 annum
	Newspaper Boxes		\$55.00 annum

15.

By-law #	Short Title	Section	Fees
By-law S-900	Temporary Signs By-law	8.1 (g)	
	Short term events signs		\$20.00 per license per occasion
	Grand opening/moving signs		\$20.00 per license per occasion
	Multi special events signs		\$20.00 per license per occasion
	Apartment building signs		\$20.00 per license per Occasion

By-law #	Short Title	Section	Fees
	Mobile Signs		\$60.00 per license per 120 day occasion \$20.00 per license per 30 day occasion
	Planter box type signs		\$80.00 per license per year
	Banners		\$60.00 per license occasion
	Sandwich Boards - on private property - within public right-of-way		\$80.00 per license per year \$80.00 per license per year

16.

Permanent Sign Fees	Within Former City of Dartmouth	Fees
	9.29 square metres or less	\$ 40.00 per sign
	Over 9.29 square metres	\$200.00 per sign
	Sign area is measured from the outermost area of the display surface and includes the entire display surface and any background	
	Within Former City of Halifax	
	Non-illuminated signs	\$30.00 per sign
	Illuminated signs	\$35.00 per sign
	Billboards	\$60.00 per sign

17.

Schedule of Engineering Fees – Local Improvement Charges	
Paving	5% of property owners share of total construction costs
Stand-alone curb	5% of property owners share of total construction costs
Sidewalk, Curb & Gutter	10% of property owners share of total construction costs

18.

By-law #	Short Title	Section	Fee
By-law N-300	Nuisance By-law	S.8(3)	\$50.00

19.

By-law #	Short Title	Section	Fee
By-law S-300	Streets By-law	23 (2)	
		Activity	
		Lateral Connection – Main	\$200.00
		Renew Lateral Connection – Main	\$200.00
		Sewer Cap Off	\$200.00
		Water Lateral Cap	\$200.00
		Water Lateral Main to Prop	\$200.00
		Extension to Sewer Main	\$700.00
		Sewer Main Repair	\$700.00
		New Watermain	\$700.00
		Watermain Relining	\$700.00
		Watermain Renewal	\$700.00
		Culvert	\$200.00
		Curb/Sidewalk Cut	\$200.00
		Utility Pole Support Anchor(s)	\$125.00
		Utility Pole Installation	\$125.00
		Replace Utility Pole	\$125.00
		Oversize Move	\$125.00
		Sidewalk Cafe’	\$200.00
		Temporary Closure – Crane	\$200.00
		Partial Closure – Crane	\$200.00
		Partial Closure – Movie	\$200.00
		Temporary Closure – Movie	\$200.00
		Partial Closure – General	\$200.00
		Temporary Closure – General	\$200.00
		Overhead Power Lines	\$125.00
		Overhead Telecom Lines	\$125.00
		Monitor Well/Borehole	\$125.00
		Rickshaws	\$200.00
		Special Events	No Charge
		Overhead Banner	\$125.00
		Lateral Connection- Pro Line	\$200.00
		Renew Lateral Connection – Prop	\$200.00
		Water Lateral Renewal	\$200.00
		Buried Electrical Lateral	\$200.00
		Buried Electrical Main	\$200.00
		Buried Telecom Lateral	\$200.00
		Buried Telecom Main	\$200.00
		Newspaper Boxes	\$125.00
		Refuse Container	\$125.00
		Advertising Benches	\$125.00

By-law #	Short Title	Section	Fee
		Kiosk/Booths	\$125.00
		Transit Shelter	\$125.00
		Capital Project	\$125.00
		Repairs to Street Surface	\$125.00
		Repairs to sidewalk	\$125.00
		Road Construction	\$125.00
		Temp Workplace Adjacent to ROW	\$125.00
		Temporary Workplace on ROW	\$125.00
		Natural Gas Lateral	\$200.00
		Natural Gas Main (<20m)	\$200.00
		Natural Gas Main (21m < 500m)	\$700.00
		Natural Gas Main (>500 m)	Staff Time
		24(1)(a)	\$1000.00 Security Deposit
		24 (1)(b)	
		SID (Percentage of Pavement Reinstatement Cost)	
		8.5 – 10	30%
		7.0 – 8.5	25%
		6.0 – 7.0	20%
		4.0 – 6.0	15%
		0.0 – 4.0	5%
		24 (1)(c)	15% of total restoration Cost based on current unit prices
		25 (2)	\$ 1000.00 Application Fee \$20,000.00 Security Deposit
		25(6)	\$65.00 per inspection
		28(h)(i)	\$2 million per occurrence
		28(h)(ii)	\$2 million per occurrence
		30(2)	\$1000.00 Security Deposit

Amendment No. 1
Processing Fees

Notice of Motion: March 23, 1999
Approved: March 30, 1999

Amendment No. 2
Items 2 & 3 added to Schedule "A"

Notice of Motion May 4, 1999
Approved: May 11, 1999

Amendment No. 3

Item 4 added to Schedule "A"
(By-Law O-100 Open Air Burning By-Law)

Notice of Motion: June 1, 1999
Approved: June 15, 1999

Amendment No. 4

addition of Item 5 to Schedule "A"
(By-Law T-108 Taxi & Limousine)

Notice of Motion: June 1, 1999
Approved: July 6, 1999

Amendment No. 5
addition of Item 6
(By-Law E-200 Encroachments)

Notice of Motion: June 1, 1999
Approved: July 13, 1999

Amendment No. 6
addition of Item 7
(By-Law P-800 Pesticides)

Notice of Motion: December 12, 2000
Approved: January 9, 2001

Amendment No. 7
Add Item 8
(Fees)

Notice of Motion: February 5, 2002
Approved: February 12, 2002

Amendment No. 8
Add Item 9
(On Street Parking Exemptions and Permits)

Notice of Motion: December 10, 2002
Approved: March 18, 2003

Amendment No. 9
Add Item 10
(Blasting By-law)

Notice of Motion: November 4, 2003
Approved: November 18, 2003

Amendment No. 10
Add Item 11
(Automatic Machines)

Notice of Motion: February 3, 2004
Approved: March 2, 2004

Amendment No. 11
Amendments to Schedule A
(Heritage Property Demolition and De-registration & Planning Applications)

Notice of Motion: (Councillor Sloane) June 13, 2006
Approval June 20, 2006

Amendment No. 12
Addition to schedule - Section 12
(Parking Meter Rates)

Notice of Motion:
Approval: June 20, 2006
Effective Date July 1, 2006

Amendment No. 13

Addition to schedule
(Commerce & Vending on Municipal Lands)

Notice of Motion: July 14, 2006
Approval: September 12, 2006
Effective Date: September 16, 2006

Amendment No. 14

Addition to schedule
(Automatic Machines)

Notice of Motion: August 8, 2006
Approval: October 3, 2006
Effective Date: October 14, 2006

Amendment No 15

Addition to schedule
(Sign By-law)

Notice of Motion: June 27, 2006
Approval: September 12, 2006
Effective Date: November 18, 2006

Amendment No 16

Addition to schedule
(Street Improvements)

Notice of Motion: March 6, 2007
Approval: April 14, 2007
Effective Date: April 1, 2006

Amendment No 17

Addition to schedule
(By-Law N-300 Nuisances)

Notice of Motion: July 3, 2007
Approval: August 7, 2007

Amendment No 18

Addition to schedule
(By-law S-308 Streets)

Notice of Motion: June 24, 2008
Approval: July 8, 2008

Amendment No. 19

Addition to schedule
(By-law C-500)

Notice of Motion:

May 11, 2010

Approval:

May 18, 2010

Amendment No. 20

Addition to schedule
(By-law S-309)

Notice of Motion:

June 22, 2010

Approval: August 3, 2010

Amendment No. 21

Replace Section 1 of Schedule A

Notice of Motion:

September 21, 2010

Approval:

September 28, 2010

Amendment No 22

Replace Schedule "A", Section 5

Notice of Motion:

September 21, 2010

Approval:

October 19, 2010

Effective Date:

December 24, 2010

Amendment No 23

Amendment to Section 9

Notice of Motion:

January 24, 2012

Approval:

January 31, 2012