

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 L-400	Lot Grading By-law	S.17	\$75.00
3. By-law 23290	Grade Alteration By-law	S.6	\$75.00
4. By-law O-109	Open Air Burning By-law Residential Commercial	s.10(1)	No Fee \$50.00

5. The fees pursuant to By-law T-1000, the Taxi, Accessible Taxi and limousine By-law are as follows:

- (a) The annual fee for an owner's licence is \$50.00, or for a partial term shall be the licence fee prorated on a monthly basis.
- (b) The owner's renewal fee is \$50.00, or for a partial term shall be the licence fee prorated on a monthly basis.
- (c) The permanent driver's licence fee is \$100.00 for a two year term or for a partial term shall be the licence fee prorated on a monthly basis.
- (d) The driver application fee is \$50.00 which includes a 12 month license if the applicant successfully passes the testing requirements.
- (e) The fee to change or replace a destroyed, lost or stolen licence 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.

Schedule A

¹ This application fee assumes a consultative process.

² This fee is under review.

9. REPEALED

9A.

By-law #	Short Title	Section	Permit	Fee
P-1200	<i>On-Street Parking Permits By-law</i>			
		8(b)	Annual Resident Parking Permit	\$30.00/year
		8(b)	Annual Carshare Vehicle Parking Permit	\$30.00/year
		8(b)	Temporary Resident Parking Permit	\$0.00
		8(b)	Annual Visitor Parking Permit	\$30.00/year
		8(b)	Temporary Visitor Parking Permit	\$5.00/day \$20.00/14 days \$40.00/30 days
		8(b)	Monthly Parking Permit: Zone 7, 8, 9 Zone 2, 5, 6, 10 Zone 1, 3, 4	\$45.00/month \$35.00/month \$30.00/month
		8(b)	Municipal Parking Permit	\$0.00
		57	Municipal Parking Permit Replacement Permit	\$0.00
		57	All other Replacement Permits	\$10.00

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. Repealed

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-501	Vending On Municipal Lands	4	
	Food Services vehicle		\$915.00 annum
	Bicycle Wagon		\$120.00 annum
	Stands		\$230.00 annum
	Artisans/Craftspeople -Spring Garden Road	40 (3)	\$ 35.00 annum
	-Waterfront	40 (3)	\$250.00 annum
	Newspaper Boxes	42 (2)	\$ 55.00 annum

14. Repealed

15.

By-law #	Short Title	Section	Fees
By-law S-801	By-law for Temporary Signs	5(3)(h)	
	Multiple Resident Signs		30.00 per license per 30 day Occasion
	Mobile Signs		\$30.00 per license per 30 day occasion
	Box signs		\$100.00 per license per year
	Banners		\$60.00 per license per occasion
	Sandwich Boards		\$80.00 per license per Year
	Inflatable Signs		\$30.00 per license per 30 day occasion
	Community Event Sign		\$20.00 per license
	Multi Special Event Signs		\$30.00 per license per occasion

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

By-law #	Short Title	Section	Fee
		Replace Utility Pole	\$125.00
		Oversize Move	\$125.00
		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
		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%

By-law #	Short Title	Section	Fee
		SID (Percentage of Pavement Reinstatement Cost)	
		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) 28(h)(ii)	\$2 million per occurrence \$2 million per occurrence
		30(2)	\$1000.00 Security Deposit

20.

By-law #	Fee
By-law S-500	
Solar Collector Permit	\$150.00

21.

By-law #	Short Title	Details	Fee
By-law S-1000	<i>Sidewalk Café By-law</i>		
		Seasonal Sidewalk Café License Fee for unenclosed sidewalk café.	\$250 per Seasonal Sidewalk Café
		Seasonal Sidewalk Café License fee for unenclosed sidewalk café where the tables and chairs are removed from the sidewalk each day by the closing time of the principle use property.	No fee
		Seasonal Sidewalk Café License Fee for enclosed sidewalk cafés smaller than 9.29 square meters.	\$400 per Seasonal Sidewalk Café
		All other Seasonal Sidewalk Café License Fee.	\$800 per Seasonal Sidewalk Café
		Annual Sidewalk Café License Fee.	\$1,000 per Annual Sidewalk Café
		Parking Meter Removal and Reinstatement Fee.	\$150 per meter per sidewalk café season
		Street Post Removal and Reinstatement Fee.	\$150 per street post per sidewalk café season

22.

By-law #	Short Title	Section	Fee
A-600	<i>Advertising on Provincial Highways By-law</i>		
		9(1) Application for initial license	\$200
		9(2) Application for license renewal	\$50
By-law #	Short Title	Details	Fee
By-law M-200	<i>Residential Standards By-law</i>		
		Rooming House License Fee.	\$100 per New License
		Rooming House License Renewal Fee.	\$100 per License Renewal

23.

By-law	Fee Type	Section	Fee
Subdivision Application Fees	Concept Application Processing Fee	91(d)	\$250
	Tentative Application Processing Fee	100(c)	\$250
	Final Application Processing Fee	106(c), Subsections (i) to (iv) incl.	for up to and including 10 lots, \$250 total
			for 11 to 20 lots, \$500 total;
			for 21 to 50 lots, \$1000 total;
			for over 50 lots, \$1500 total
	Repeal of a Subdivision Processing Fee	141(c)	\$250
	Amended Final Plan of Subdivision Processing Fee	151(c)	\$250

24.

By-law #	Short Title	Section	Details	Fee
B-400	Alarm By-law	3(2)	Alarm System Permit Fee	\$0.00

25.

By-law #	Short Title	Section	Details	Fee
C-1000	Charges for Water Supply Improvement	5(h)	Application Fee	\$150.00

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 4, 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 10, 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

Amendment No 24

Addition to schedule

Notice of Motion:	September 25, 2012
Approval:	October 2, 2012

Amendment No 25

Amendments to # 5

Notice of Motion:	September 25, 2012
Approval:	October 23, 2012
Effective Date:	November 17, 2012

Amendment No 26

Replace Section 13

Notice of Motion:	June 24, 2014
Approval:	September 9, 2014

Amendment No 27

Amendment to Minor Variances

Notice of Motion:	July 22, 2014
Approval:	September 9, 2014

Amendment No 28

Amendment – addition of Section 21 – Sidewalk Café

Notice of Motion:	September 9, 2014
Approval:	October 21, 2014

Amendment No 29

Amendment – Revised Section 15 – Signs

Notice of Motion:	October 7, 2014
Approval:	January 13, 2015
Effective Date:	April 17, 2015

Amendment No 31

Amendment – Revised Section 15 – Signs

Notice of Motion:	February 24, 2015
Approval:	March 31, 2015
Effective Date:	April 17, 2015

Amendment No. 32

Amendments – Section 19 & 21

Notice of Motion: April 28, 2015
Approval: May 12, 2015

Amendment No. 30

Section 22

Notice of Motion: December 9, 2014
Approval by Ministers: May 20 & 22, 2015
Effective Date: September 5, 2015

Amendment No. 33

Amendment – Section 21

Notice of Motion: August 4, 2015
Approval: October 6, 2015

Amendment No. 34

Amendment – Section 2

Notice of Motion: August 4, 2015
Approval: May 31, 2016
Effective Date: July 2, 2016

Amendment No. 36

Amendment – Section 22

Notice of Motion: May 31, 2016
Approval: July 19, 2016
Effective Date: July 23, 2016

Amendment No. 35

Amendment – Section 23

Notice of Motion: May 24, 2016
Approval: June 21, 2016
Effective Date: July 30, 2016

Amendment No. 37

Amendment – Section 24

Notice of Motion: June 13, 2017
Approval: July 18, 2017
Effective Date: August 1, 2017

Amendment No. 38

Amendment – Section 5(h)

Notice of Motion: February 13, 2018
Approval: March 20, 2018
Effective Date: March 31, 2018

Amendment No. 39

Repeal Section 9 and add Section 9A

Notice of Motion: August 14, 2018
Approval: October 2, 2018
Effective Date: October 6, 2018

Amendment No. 40

Repeal Table 11 and Table 14 of Schedule A

Notice of Motion

September 11, 2018

Approval:

September 18, 2018

Effective Date:

November 3, 2018

Amendment No. 41

Amendment – Section 20, Chart

Notice of Motion:

December 4, 2018

Approval:

January 15, 2019

Effective Date:

February 9, 2019
