



Planning & Development Fee Schedule & Payment Guide

Introduction

This Fee Schedule & Payment Guide has been produced to assist you in determining the processes, and fees associated with various planning and development-related application(s) at the Township of Bonfield.

Pre-Application Consultation(s)

As a township we encourage pre-application consultations so we can build relationships, provide useful feedback on specific proposals, and help prevent any unforeseen issues down the line.

Please refer to the separate '*Planning & Development Inquiry Form, November 2024*' which summarizes the information we may require... and some useful tips to help you find it!

Complete Applications

Your planning application may not be considered 'complete' until all required form(s), plans, sketches, documents, and the application fee(s) have been received by the Township. If in doubt about what needs to be submitted and in what order, please inquire with Simon Blakeley, Planning Administrator at planning@bonfieldtownship.com (705-776-2659 Ext. 126).

Application Fees

Application fees are based upon **By-Law No. 2024-26** and are potentially subject to change at any time. At the time of producing this guide, fees are scheduled to increase in 2026. Please see the complete fee schedule attached as Schedule A for reference.

Making Payment

To reduce the potential for confusion, please provide as much information as possible when making a payment to the Township of Bonfield, including your:

- First and Last Name
- Contact Information:
 - E-mail
 - Cell
- The Property Address (subject to planning)
- The File Number (if known)
- A brief summary of what the payment is for (i.e. Application Type); and
- The amount itself

Payment Options

You have several options when it comes to payment:

Option One: PaySimply: *(This link opens in a new window)*



<https://www.paysimply.ca/Partner/Details.aspx?id=58105>

- Pay Simply accepts Debit and Credit cards with a 2.5% fee and Interac E-Transfers with a 1.5% fee.

This service is being offered through [PaySimply.ca](https://www.paysimply.ca) a secure, third-party Canadian payment provider. All fees are paid to PaySimply and the Township of Bonfield. You will be notified of the fee amount prior to the payment being processed. You will also receive an email confirmation of your transaction including fees paid. Should you require any assistance with PaySimply payments, you may access the PaySimply Help Centre:

<https://help.paymentsource.net/paysimply/en/categories>

Or reach out to the Pay Simply Customer Service team at **1-844-440-7777**.

Option Two: By Cheque / Mail

Please mail your cheque, plus a summary of what the payment is for, to:

The Township of Bonfield, 365 Highway 531, Bonfield ON P0H 1E0

Option Three: At the Municipal Offices:

Hours are Monday to Friday 8:30am to 5:00pm (excluding Holidays)

Payment can be made by:

- Interac
- Credit Card (**surcharge fee of 1.5%*)
- Cash
- Cheque

Option Four: Online Banking Bill Payment

Add 'Bonfield (TWP) Township' as a payee.

- Include a summary of what the payment is for.
- This excludes Royal Bank & TD Bank

Option Five: Interac e-Transfer:

Send to webmaster@bonfieldtownship.com

- Please be sure to send an email to webmaster@bonfieldtownship.com which includes your name, roll number and the answer to the security question as "taxes".

Option Six: Credit Card on the phone:

Phone the Township Office at: **705-776-2641** and request to make a payment via Credit Card. A surcharge fee of 1.5% is added.

BY-LAW NO. 2024-26 - SCHEDULE" A"

TARRIF OF FEES FOR THE PROCESSING OF APPLICATIONS AND ASSOCIATED FEES MADE IN RESPECT OF PLANNING MATTERS

	2024	2026
Official Plan Amendment	\$1,000.00	\$1,090.00
Zoning By-law Amendment	\$1,000.00	\$1,090.00
Amendment to the Official Plan accompanied by an amendment to the Zoning By-law	\$1,600.00	\$1,740.00
Subdivision Approval	\$2,500.00	\$2,720.00
additional fee per lot/block created	\$100.00	\$110.00
Condominium Approval	\$2,500.00	\$2,720.00
additional fee per unit created	\$100.00	\$110.00
Application for Consent/Severance		
First Lot or lot addition or easement	\$1,000.00	\$1,090.00
Each additional lot or easement on same application	\$600.00	\$650.00
Compensation for the transfer of forced roads per linear foot	\$1.00	\$1.00
Deeming/Part-Lot Control/Holding By-Law	\$750.00	\$815.00
Site Plan Controls-Registered on Title	\$1,000.00	\$1,090.00
Pre-Consultation for Planning Matters	\$500.00	\$545.00
Minor Variance Application	\$500.00	\$550.00
Shore Road Allowance Closure and Disposition Application	\$750.00	\$815.00
cost of land in square meters	\$7.50	\$8.20
Or whichever is greater	\$2,500.00	\$2,720.00
deposit for legal (simple matters)	\$3,000.00	\$3,300.00
Shore Road Licence Application	\$250.00	\$270.00
Encroachment Agreement	\$250.00	\$270.00
Temporary Use By-Law	\$1,000.00	\$1,090.00
Application for the Sale and Disposition of Land	\$1,000.00	\$1,090.00
deposit for legal (simple matters)	\$3,000.00	\$3,300.00
Payment in lieu of parkland		
Less than 5 hectares of assessed value (MPAC)	5%	6%
Greater than 5 hectares of assessed value (MPAC)	7.5%	8.5%
Comment From North Bay Mattawa Conservation Authority	25%	25%
25% of application cost		
Validation Certificate	\$750.00	\$815.00
Zoning Certificate	\$50.00	\$55.00

Application fees are non-refundable unless deemed by Council or pursuant to the Planning Act, R.S.O. 1990 as amended.

All fees outlined are the base fee and any additional costs or deposits required will be added to the invoiced to the applicant for payment prior to finalization of planning matter.