

The Corporation of Loyalist Township  
P.O. Box 70, 263 Main Street,  
Odessa, Ontario  
K0H 2H0



Tel: (613) 386-7351  
Fax: (613) 386-3833  
[www.loyalist.ca](http://www.loyalist.ca)

Please find attached a copy of Loyalist Township's **Minor Variance** application. The fee to submit an application is **one thousand two hundred dollars (\$1,200)**.

- For application \$1,000
- Engineering review fee \$ 200

Before you submit your application, you are encouraged to contact the Planning Technician, Hardi Pandya at [hpandya@loyalist.ca](mailto:hpandya@loyalist.ca) (613) 386-7351, ext. 142#, or the Planning Supervisor, James Griffin at [jgriffin@loyalist.ca](mailto:jgriffin@loyalist.ca) (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

**Appointments are required.**

**If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).**

# Plan Review Fee Schedule

Applications made under the Planning Act,  
written comments to member municipalities.



## Plan Review Fees – Effective January 1, 2024

Planning Application Type	Fee <sup>3</sup>	Notes
Official Plan Amendment	\$755 (minor <sup>4</sup> ) \$1,255 (major <sup>6</sup> )	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$445	See above.
Consent	\$445 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$445	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$445 (minor <sup>4</sup> ) \$1,315 (standard <sup>5</sup> ) \$2,440 (major <sup>6</sup> )	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$445 (minor <sup>4</sup> ) \$1,315 (standard <sup>5</sup> ) \$2,440 (major <sup>6</sup> )	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,290 \$1,210 \$830	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 148/06. <sup>7</sup>
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

### Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.

# Technical Report Review Fee Schedule



## Technical Report Review Fees – Effective January 1, 2024

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee <sup>5</sup>	Notes
Technical Report – Brief <sup>1</sup>	\$420	<b>Normal Review (30 days)</b> <ul style="list-style-type: none"><li>• Floodplain hydrology analysis</li><li>• Geotechnical (unstable soils and slopes)</li><li>• Stormwater management</li><li>• Environmental impact analysis (EIA)</li><li>• Environmental impact statements (EIS)</li><li>• Sediment and erosion control plans</li><li>• Wetland hydrologic impact analysis</li></ul>
Technical Report – Standard <sup>2</sup>	\$970	
Technical Report – Major <sup>3</sup>	\$1,555	
Resubmissions / Revisions <sup>4</sup>	50%	

### Notes:

1. Brief Reports: are typically those prepared in the form of a letter or opinion generally relating to the development of a single residential lot.
2. Standard Reports: are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports: are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one submission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.

# Permit Fee Schedule

Section 28 – Development, Interference with Wetlands & Alterations to Shorelines & Watercourses (Ontario Regulation 148/06)



## Permit Fees – Effective January 1, 2023

Category	Fee	Application Type
Group 1	\$200	<ul style="list-style-type: none"> <li>Letter of Permission<sup>1</sup></li> </ul>
Group 2	\$445	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstruction, basements greater than 10 square metres and less than or equal to 93 square metres.</li> <li>Fill<sup>3</sup> less than or equal to 200 cubic metres (including septic systems)</li> <li>Site alteration/grading greater than 0.1 hectares and less than or equal to one hectare.</li> <li>Permanent docks.</li> <li>Single culvert replacements.</li> <li>Infrastructure<sup>8</sup> minor maintenance<sup>5</sup> greater than 10 metres and less than or equal to 50 metres.</li> <li>Agricultural/municipal drain channel maintenance.</li> <li>Dredging less than or equal to 25 square metres in area, and maintenance dredging<sup>9</sup>.</li> <li>Channel or shoreline alterations<sup>7</sup> less than or equal to 50 metres in length.</li> </ul>
Group 3	\$910	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstruction, basements greater than 93 square metres and less than or equal to 464 square metres.</li> <li>Fill<sup>3</sup> greater than 200 cubic metres and less than or equal to 500 cubic metres (including septic systems).</li> <li>Site alterations/grading greater than one hectare and less than or equal to two hectares.</li> <li>Infrastructure<sup>8</sup> major maintenance (i.e. wing wall/abutment replacement).</li> <li>Multiple culvert replacements.</li> <li>Channel<sup>6</sup> or shoreline alterations<sup>7</sup> greater than 50 metres and less than or equal to 200 metres.</li> <li>Permanent, fixed, or floating docks greater than 45 square metres surface decking.</li> <li>Dredging greater than 25 square metres in area.</li> </ul>
Group 4	\$1,685	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, structures, boathouses, additions, reconstructions, basements greater than 464 square metres.</li> <li>Multiple residential subdivisions (maximum 10 lots grouped together).</li> <li>Fill<sup>3</sup> greater than 500 cubic metres (including septic systems).</li> <li>Site alteration/grading greater than two hectares.</li> <li>New infrastructure<sup>8</sup>.</li> <li>Channel<sup>6</sup> or shoreline alterations<sup>7</sup> greater than 200 metres in length.</li> </ul>
Inquiry (Level 1)	\$85	<ul style="list-style-type: none"> <li>Brief realty or property development inquiry – no inspection.<sup>10</sup></li> </ul>
Inquiry (Level 2)	\$250	<ul style="list-style-type: none"> <li>Brief realty or property development inquiry – with inspection.<sup>10</sup></li> </ul>
Inquiry (Level 3)	\$210	<ul style="list-style-type: none"> <li>Standard legal, realty, or property development inquiry – no inspection.<sup>10</sup></li> </ul>
Inquiry (Level 4)	\$385	<ul style="list-style-type: none"> <li>Standard legal, realty, or property development inquiry – with inspection.<sup>10</sup></li> </ul>

## Notes:

1. Letter of Permission includes buildings and structures 10 square metres or less in size, demolition of a building or structure, fill not exceeding 12 cubic metres, seasonal docks, marine railways and non-permanent boat lifts, site alterations/grading less than or equal to 0.1 hectares, agricultural tile drain outlets, dug wells located above the seasonal high water mark, geothermal heat loop systems, fencing, or other minor works that, in the opinion of Cataraqui Conservation staff, do not necessitate the issuance of a permit.
2. Project Advice may relate to the regulation, erosion, habitat, drainage, docks, and construction.
3. Fill means the placement or removal of any material that alters the contour of the ground.
4. Building means a structure consisting of a wall, roof, and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures, and service systems or a sewage system.
5. Minor Maintenance means the repair of a structure involving no change in the size, shape, or location of the structure.
6. Channel Alterations include channel diversions, or re-alignment.
7. Shoreline Alterations include boat ramps, shoreline erosion protection, and solid structures on the bed of a waterbody.
8. Infrastructure includes bridges, culverts, pipelines, stormwater management structures, and utilities (i.e. cables, poles, and pipes).
9. Maintenance Dredging must be completed within five years of the previous dredging permit issuance date.
10. Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.

The Permit fee will be reduced by 50% for applications submitted within one year of a directly related Planning Act application that was reviewed by Cataraqui Conservation.

Section 28 (12) hearings are subject to an administration surcharge of \$500.

Retroactive permit applications for works that have been completed without a permit will only be accepted if the works meet Cataraqui Conservation approved Guidelines for Implementing Ontario Regulation 148/06. A 100% surcharge will be applied for retroactive permit applications.

A \$100 charge is applied for permit amendments that are administrative in nature (e.g. expiry date extension). Applications that are more substantially amended or re-submitted after approval are subject to a surcharge of 50% of the original fee that was paid.

Fees for applications involving multiple activities will be based on the highest applicable category.

Technical reports submitted in support of a permit application will be subject to an additional review fee in accordance with Cataraqui Conservation's Technical Report Review Fee Schedule.

Permit applications received under a Minister's Zoning Order will be subject to a 100% surcharge plus applicable legal fees.

Fees are not subject to taxation.

**Schedule "A"**  
**Loyalist Township Septic charges effective**  
**January 1, 2021**

<b>Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage systems</b>	<b>\$950.00</b>
<b>Class 4 (leaching bed) sewage systems (4500 litres per day or less)</b>	<b>\$950.00</b>
<b>Class 4 A (leaching bed) sewage system (greater than 4500 litres per day)</b>	<b>\$1,050.00</b>
<b>Class 5 (holding tank) sewage systems (4500 litres per day or less)</b>	<b>\$950.00</b>
<b>Class 5 A (holding tank) sewage system (greater than 4500 litres per day)</b>	<b>\$1,050.00</b>
<b>Additional inspections and Changes of Installers</b>	<b>\$250.00</b>
<b>Septic tank installation only</b>	<b>\$750.00</b>
<b>Performance review for renovations or building additions</b>	<b>\$500.00</b>
<b>Performance review for adding a pool, shed or garage</b>	<b>\$250.00</b>
<b>Minor Variances or zoning by-law amendments</b>	<b>\$450.00</b>
<b>Minor variance or zoning by-law amendments with a performance review</b>	<b>\$700.00</b>
<b>Subdivision or condominium applications</b>	<b>\$500.00 per lot</b>
<b>Severance or lot addition applications</b>	<b>\$500.00 per lot</b>
<b>Certificate of Approval renewals</b>	<b>\$150.00</b>
<b>File Searches</b>	<b>\$150.00</b>





## Application for Minor Variance or Permission

Application No. \_\_\_\_\_ Date Received \_\_\_\_\_

Payment Received \_\_\_\_\_

**The undersigned hereby applies to the Committee of Adjustment for the Loyalist Township, under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application, from By-law No. 2001-38 (as amended).**

1. Name of Owner \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_

Postal Code/ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail \_\_\_\_\_

2. Name of Solicitor or Authorized Agent \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_

Postal Code/ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail \_\_\_\_\_

3. Names and addresses of any mortgages, holders or charges or other encumbrances:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.**

4. Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number.

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5. Dimensions of the subject land:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

6. Current official plan provisions applying to the subject land:

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7. Current zoning and by-law provisions applying to the subject land:

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8. Nature and extent of the relief from the zoning by-law requested:

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9. Reason why the proposed use cannot comply with the provisions of the zoning by-law:

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10. Access to the subject land is by which of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> provincial highway | <input type="checkbox"/> municipal road that is maintained all year |
| <input type="checkbox"/> county road        | <input type="checkbox"/> another public road                        |
| <input type="checkbox"/> right of way       | <input type="checkbox"/> by water                                   |



11. If access to the subject land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

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12. Any buildings or structures on the subject land:

☐

Yes

☐

No

13. If the answer to item 12 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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14. Existing use of the subject land:

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15. Proposed uses of the subject land:

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16. Any buildings or structures proposed to be built on the subject land:

☐

Yes

☐

No

17. If the answer to item 16 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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18. Date the subject land was acquired by the current owner:

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19. Date the existing buildings or structures on the subject land were constructed:

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20. Length of time that the existing uses of the subject land have continued:

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21. Which water system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated piped water system.
- ☐ Privately owned and operated individual.
- ☐ Communal well.
- ☐ Lake or other water body or other means.

22. Which sewage disposal system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated sanitary sewage system.
- ☐ Privately owned and operated septic system.
- ☐ Communal septic system.
- ☐ Privy or other means.

23. Storm drainage is provided by: (please check the appropriate box)

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sewers  | <input type="checkbox"/> Swales      |
| <input type="checkbox"/> Ditches | <input type="checkbox"/> Other means |

24. If known, whether the subject land is the subject of an application under the Planning Act, R.S.O 1990, as amended, for approval of a **plan of subdivision or a consent:**

- ☐ Yes ☐ No

25. If the answer to item 24 is yes, and if known, the file number of the application, date (year) of application and the status of the application:

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26. If known, whether the subject land has ever been the subject of an application for a **minor variance or permission** under Section 45 of the Planning Act, R.S.O 1990, as amended.

☐

Yes

☐

No

27. If the answer to item 26 is yes, and if known, the file number of the application, date (year) of application and the status of the application:

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28. A sketch showing the following must be provided:

- i. The boundaries and dimensions of the subject property.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on the land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way.
- vi. If access to the subject land is by water only, the location of parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

viii. Where it is determined by Township staff that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

29. Name of surveyor or draftsperson and date of survey or sketch:

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**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
ACT**

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to Bohdan Wynnycyk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone (613) 386-7351, extension 144.

Signature of Applicant or Authorized Agent: \_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

**If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application.**

**ACCESS TO LAND**

I authorize Township staff and Committee of Adjustment members to enter onto my property to conduct a site inspection related strictly to this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**STATUTORY DECLARATION**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

I, \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

in the \_\_\_\_\_ of \_\_\_\_\_ acknowledge  
(County/Region)

statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant, Solicitor,  
or Authorized Agent

### **AGREEMENT TO INDEMNIFY**

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OMB by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A certified cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner

**SKETCH / DRAWING**

Application No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Civic Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Date of Drawing \_\_\_\_\_

**You may attach your sketch/drawing separately.**