

Memorandum

To	Jamie Tellier
From	Andrew Grunda
Date	February 3, 2022
Re:	City of Burlington Planning Fees Review

Fax ☐ Courier ☐ Mail ☐ Email ☒

The following is provided in response to the information request from Victoria Mortelliti of BILD dated February 2, 2022. Ms. Mortelliti's email requests the following information be provided. Our memorandum addresses each of the items as reference below.

1. Whether the "Additional Staff by Department" shown in Table 3-1 are included in the FTE in Table 3-2, as these additional staff in theory would reduce the proportion of staff time required to process development applications.
2. Detail behind estimated "Planning Applications FTEs" in Table 3-2.
3. Additional breakdown of "Direct", "Indirect" and "Capital" costs as summarized in Table 4-1, including breakdowns by department or other breakdowns available.
4. Methodology used to calculate/allocate direct costs and indirect costs
5. Annual data (2017-2020) on costs included in cost recovery table, including the following:
 - a. Annual direct costs by application type
 - b. Annual indirect costs by application type
 - c. Annual capital costs by application type
 - d. Annual data (2017-2020) on revenues, including the following:
 - i. Annual revenues by application type
 - ii. Number of applications and unit counts for applications received by type and unit count
 - iii. Number of applications with multiple application types
6. Detail regarding how estimated "Recommended Fees Total Annual Revenues" were calculated in Table 4-2.



- Item 1. Yes, the additional full-time equivalent (FTE) positions identified in Table 3-1 of our report have been included in the capacity analysis and costing. In discussions with City staff, it was determined that the current application processes and applicant level of service expectations would require the additional staff complement in processing anticipated application volumes. These additional staff positions show a commitment by the City to provide the necessary resourcing to meet applicant demands.
- Item 2. In the attached excel table titled “Planning Application FTEs” we have provided the estimated processing time per application, in hours, by Community Planning and Other City Departments. These processing times were applied to average annual application volumes to produce the staff capacity utilization by department. This staff capacity utilization is then presented as FTE positions by application type, which are summarized in Table 3-2 of our report.
- Item 3. In the attached excel table titled “Annual Processing Cost Details” we have provided a breakdown of the direct, indirect and capital costs by department for each application type.
- Item 4. Page 2-6 of our report describes the methodology used to calculate and allocate the direct and indirect costs. Our report includes the following in this regard:
 - Direct Costs – “Based on the results of the capacity utilization analysis, the proportionate share of each individual’s direct cost is allocated to the respective costing categories. The City’s 2021 Operating Budget was used to generate the direct cost allocations within the model and included the following cost components: Employee costs (e.g. salary, wages and benefits, mileage, conferences, etc.); Materials and supplies costs (e.g. supplies, printing, minor equipment, etc.); and Services and rents costs (e.g. services/contracted work, etc.)”. The capacity utilization results are provided in information request Item 2.
 - Indirect Costs – “The support functions and general corporate overhead functions are classified separately from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the costing categories according to staff effort estimates”. The cost drivers used for each indirect function is provide in Table 2-2 of the report. To illustrate this further, Human Resources net operating expenditures total \$2.7 million in the 2021 Operating Budget. The cost driver to allocate these costs to direct service departments is the proportionate share of FTE positions. Community Design and Development Review represent approximately 4.7% of the FTE positions. As such, approximately \$127,000 is allocated this department, and 56% of



this cost is allocated into the planning applications based on the capacity analysis presented in Item 2 above.

- Item 5. The intent of the study is to recommend adjustments to the City's current planning fees. The methodology calculates the cost per application type based on the per application processing effort, as quality control tested by the capacity analysis presented above. The cost per application is subsequently applied to the average number of applications received annually by type over the 2017-2020 period to present the total annual costs of service. The historic average annual application volumes are used to mitigate annual fluctuations in application activity and reflects fixed short-term staffing levels. To measure the effectiveness of the current fee schedule to recover these costs of service, the current fees are then applied to the average annual application assumptions (and size characteristics) to calculate the associated revenue. As such, actual cost and revenue data by application type for 2017-2020 is not used in the methodology and can not be provided. However, we have included a summary table of annual application volumes and size characteristics by application type used in the calculations.
- Item 6. In the attached excel table titled "Revenue Calculation" we have provided the details of the calculated revenue presented in Table 4-3.

We trust this memorandum sufficiently addresses the information request. We would be glad to discuss this further as required.

City of Burlington
Planning Fees Review

Per Application Processing Effort (in hours)

Department/Business Unit	
Community Planning	
Administration	
Development and Design	
Planning Implementation	
Policy and Community	
Total Community Planning	
Other Departments	
By-law	
Clerks	
Engineering	
Finance	
Forestry	
Legal	
Parks	
Transit	
Transportation	
Total Other Departments	
Total	

Staff Capacity Utilization by Department (%)

Department/Business Unit	Total FTEs
Community Planning	
Administration	2
Development and Design	15
Planning Implementation	21
Policy and Community	10
Total Community Planning	48
Other Departments	
By-law	12
Clerks	3
Engineering	14
Finance	4
Forestry	5
Legal	3
Parks	2
Transit	4
Transportation	5
Total Other Departments	52
Total	100

Staff Capacity Utilization by Department (F.T.E.s)

Department/Business Unit	Total FTEs
Community Planning	
Administration	2
Development and Design	15
Planning Implementation	21
Policy and Community	10
Total Community Planning	48
Other Departments	
By-law	12
Clerks	3
Engineering	14
Finance	4
Forestry	5
Legal	3
Parks	2
Transit	4
Transportation	5
Total Other Departments	52
Total	100

OPA Major	OPA Quarries	ZBA Major	ZBA Minor	ZBA Revisions - Major	ZBA Revisions - Minor	Subdivision - Major	Subdivision - Minor	Subdivision - Common Element	Subdivision Revision - Major	Subdivision Revision - Minor	Draft Approval Extension	Amendments to Subdivision and Development Agreement Conditions	H Removal	Part Lot Control	Parkway Application	Sign Variance	Condominium	Condo - Common Element	Condo - Vacant Land	Standard Condo	Condo Conversion	Condominium Revision - Major	Condominium Revision - Minor	Site Plan Major	Site Plan Minor	Site Plan Extension	Site Plan Revisions - Minor	Site Plan Revisions - Major	Consent - Major (Lot Creation)	Consent - Minor	Consent - Additional Lot	Consent Revisions - Major	Consent Revisions - Minor	Request for Deferral by Applicant	Validation of Title	Minor Variance - Single Detached & Minor Additions	Minor Variance - Major	Minor Variance - Non-Residential	Minor Variance Revisions - Major			
13	49	23	17	-	-	15	15	15	-	-	0	4	-	-	2	-	3	-	15	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
708	1,635	620	471	196	188	821	581	581	173	131	15	83	-	-	-	-	-	-	-	-	-	-	-	21	-	-	-	-	10	-	-	-	-	-	-	-	-	-	8	-	-	-
23	23	58	53	53	53	-	-	-	-	-	-	-	15	13	21	10	71	46	563	51	148	19	19	100	45	11	21	29	41	34	4	9	8	2	17	56	55	55	38			
42	-	36	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
786	1,707	737	573	249	241	836	596	596	173	131	15	87	15	13	22	10	74	46	577	51	156	19	19	122	45	11	21	29	51	34	4	9	8	2	17	56	63	55	38			
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	23	16	16	-	-	17	30	30	1	1	5	13	1	-	-	-	1	30	-	-	-	-	-	4	4	-	4	1	1	-	-	-	-	-	-	1	-	-	-	-		
206	24	235	94	4	2	528	333	333	6	6	10	10	8	-	3	-	405	-	324	-	12	-	-	316	128	-	2	83	83	-	-	-	-	-	-	-	30	30	8	-	-	
-	-	0	-	-	-	4	4	4	-	-	4	4	-	-	-	-	-	-	4	-	-	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	-	2	2	-	-	2	2	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	2	2	-	9	-	3	3	-	-	-	-	-	-	3	4	4	-	-		
6	11	6	6	-	-	9	9	9	-	-	-	-	1	1	-	-	-	9	-	-	-	-	7	5	-	9	-	9	9	-	9	-	-	-	-	6	6	6	-	-		
19	14	19	19	11	3	90	10	10	-	-	-	-	-	-	-	-	7	-	10	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4	-	5	4	-	-	6	5	5	-	-	-	-	-	-	-	-	-	5	-	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
157	66	157	95	-	-	92	92	92	-	-	-	-	-	-	-	2	-	92	-	-	-	-	14	8	-	0	0	3	-	-	-	-	-	-	-	-	-	2	2	-	-	
418	137	438	235	15	5	746	483	483	7	7	19	26	10	1	3	3	412	1	473	-	12	-	-	361	148	-	9	6	99	96	9	-	-	-	-	-	39	42	20	-	-	
1,204	1,844	1,176	808	264	246	1,582	1,078	1,078	180	138	34	113	24	14	26	13	485	46	1,050	51	168	19	19	482	193	11	29	35	149	129	12	9	8	2	17	95	105	76	38			

OPA Major	OPA Quarries	ZBA Major	ZBA Minor	ZBA Revisions - Major	ZBA Revisions - Minor	Subdivision - Major	Subdivision - Minor	Subdivision - Common Element	Subdivision Revision - Major	Subdivision Revision - Minor	Draft Approval Extension	Amendments to Subdivision and Development Agreement Conditions	H Removal	Part Lot Control	Parkway Application	Sign Variance	Condominium	Condo - Common Element	Condo - Vacant Land	Standard Condo	Condo Conversion	Condominium Revision - Major	Condominium Revision - Minor	Site Plan Major	Site Plan Minor	Site Plan Extension	Site Plan Revisions - Minor	Site Plan Revisions - Major	Consent - Major (Lot Creation)	Consent - Minor	Consent - Additional Lot	Consent Revisions - Major	Consent Revisions - Minor	Request for Deferral by Applicant	Validation of Title	Minor Variance - Single Detached & Minor Additions	Minor Variance - Major	Minor Variance - Non-Residential	Minor Variance Revisions - Major			
	2.6%	0.4%	7.9%	0.1%	0.0%	0.0%	1.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	19.5%	1.7%	28.9%	0.5%	1.7%	2.5%	7.8%	0.6%	0.0%	1.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%
	0.5%	0.0%	1.9%	0.0%	0.3%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%	0.1%	0.1%	0.4%	0.9%	0.0%	0.0%	0.0%	5.1%	2.2%	0.0%	0.0%	0.0%	1.4%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.8%	8.2%	2.8%	0.0%
	1.7%	0.0%	2.5%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	6.8%	0.6%	10.7%	0.2%	0.7%	1.0%	2.5%	0.2%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.2%	0.4%	0.0%	0.0%	0.0%	2.7%	1.0%	0.0%	0.0%	0.8%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	4.1%	1.2%	0.0%	
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	3.1%	0.1%	3.6%	0.1%	0.0%	0.0%	0.8%	0.2%	0.0%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.3%	0.0%	0.0%	0.0%	1.2%	1.2%	0.0%	0.0%	0.2%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	
	6.1%	0.0%	11.7%	0.1%	0.0%	0.0%	5.4%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.2%	0.0%	0.3%	0.0%	0.0%	0.0%	24.0%	9.6%	0.0%	0.0%	4.3%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.4%	6.6%	0.6%	0.0%		
	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	0.3%	0.0%	0.3%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.4%	0.0%	0.0%	0.4%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.9%	2.5%	0.9%	0.0%				
	0.8%	0.1%	1.3%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.3%	1.6%	0.0%	0.0%	2.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.9%	5.7%	2.0%	0.0%				
	3.8%	0.1%	6.5%	0.1%	0.7%	0.3%	6.4%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.1%	0.0%	0.0%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
	0.4%	0.0%	0.8%	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
	12.9%	0.2%	21.9%	0.3%	0.0%	0.0%	2.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	3.0%	1.7%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0.5%	0.0%		
	3.3%	0.0%	5.9%	0.1%	0.0%	0.0%	2.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.0%	0.1%	0.0%	0.0%	0.0%	7.4%	3.0%	0.0%	0.0%	0.0%	1.4%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.7%	2.5%	0.4%	0.0%		
	5.0%	0.3%	8.3%	0.1%	0.4%	0.5%	2.3%	0.2%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.2%	0.2%	0.0%	0.0%	0.0%	5.2%	2.0%	0.0%	0.0%	0.0%	1.1%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	4.6%	3.3%	0.8%	0.0%			

OPA Major	OPA Quarries	ZBA Major	ZBA Minor	ZBA Revisions - Major	ZBA Revisions - Minor	Subdivision - Major	Subdivision - Minor	Subdivision - Common Element	Subdivision Revision - Major	Subdivision Revision - Minor	Draft Approval Extension	Amendments to Subdivision and Development Agreement Conditions	H Removal	Part Lot Control	Parkway Application	Sign Variance	Condominium	Condo - Common Element	Condo - Vacant Land	Standard Condo	Condo Conversion	Condominium Revision - Major	Condominium Revision - Minor	Site Plan Major	Site Plan Minor	Site Plan Extension	Site Plan Revisions - Minor	Site Plan Revisions - Major	Consent - Major (Lot Creation)	Consent - Minor	Consent - Additional Lot	Consent Revisions - Major	Consent Revisions - Minor	Request for Deferral by Applicant	Validation of Title	Minor Variance - Single Detached & Minor Additions	Minor Variance - Major	Minor Variance - Non-Residential	Minor Variance Revisions - Major	
0.05	0.01	0.16	0.00	-	-	0.02	0.00	0.00	-	-	0.00	0.00	-	-	0.00	-	0.00	-	0.00	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.92	0.26	4.33	0.07	0.26	0.38	1.17	0.09	0.00	0.15	0.01	0.00	0.01	-	-	-	-	-	-	-	-	-	-	-	0.22	-	-	-	0.07	-	-	-	-	-	-	-	-	-	0.24	-	-
0.10	0.00	0.41	0.01	0.07	0.11	-	-	-	-	-	-	-	0.01	0.02	0.00	0.02	0.03	0.02	0.08	0.18	0.00	0.00	0.00	1.07	0.47	0.00	0.00	0.00	0.30	0.07	0.00	0.00	0.00	0.00	0.00	0.01	2.70	1.71	0.60	0.00
0.17	-	0.25	0.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3.24	0.27	5.15	0.09	0.33	0.48	1.19	0.09	0.00	0.15	0.01	0.00	0.01	0.01	0.02	0.00	0.02	0.03	0.02	0.08	0.18	0.00	0.00	0.00	1.29	0.47	0.00	0.00	0.00	0.36	0.07	0.00	0.00	0.00	0.00	0.01	2.70	1.95	0.60	0.00	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0.09	0.00	0.11	0.00	-	-	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	0.00	-	0.00	0.00	-	-	-	-	0.04	0.04	-	-	0.00	0.01	0.00	-	-	-	-	-	0.05	-	-	-	
0.85	0.00	1.64	0.01	0.01	0.00	0.75	0.05	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	-	0.17	-	0.05	-	0.00	-	-	3.36	1.35	-	-	0.00	0.60	0.19	-	-	-	-	-	1.45	0.92	0.09	-	
-	-	0.00	-	-	-	0.01	0.00	0.00	-	-	0.00	0.00	-	-	-	-	-	-	0.00	-	-	-	-	0.01	0.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0.02	-	0.01	0.00	-	-	0.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	0.00	-	-	-	-	0.02	0.02	-	0.00	-	0.02	0.01	-	-	-	-	-	0.15	0.12	0.04	-	
0.02	0.00	0.04	0.00	-	-	0.01	0.00	0.00	-	-	-	-	0.00	0.00	-	-	-	-	0.00	-	-	-	-	0.07	0.05	-	-	0.06	0.02	0.00	-	-	-	-	-	0.27	0.17	0.06	-	
0.08	0.00	0.13	0.00	0.01	0.01	0.13	0.00	0.00	-	-	-	-	-	-	-	-	0.00	-	0.00	-	-	-	-	0.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0.02	-	0.03	0.00	-	-	0.01	0.00	0.00	-	-	-	-	-	-	-	-	-	-	0.00	-	-	-	-	0.07	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
0.65	0.01	1.09	0.02	-	-	0.13	0.01	0.00	-	-	-	-	-	-	-	0.00	-	-	0.01	-	-	-	-	0.15	0.09	-	0.00	0.00	0.02	-	-	-	-	-	-	-	0.08	0.03	-	
1.72	0.02	3.06	0.04	0.02	0.01	1.07	0.08	0.00	0.01	0.00	0.01	0.00	0.00	0.00	0.00	0.01	0.18	0.00	0.07	-	0.00	-	-	3.84	1.56	-	0.00	0.00	0.70	0.21	0.00	-	-	-	-	1.91	1.29	0.22	-	
4.97	0.29	8.21	0.13	0.35	0.49	2.26	0.17	0.00	0.16	0.01	0.01	0.02	0.01	0.02	0.00	0.03	0.21	0.02	0.15	0.18	0.00	0.00	0.00	5.13	2.03	0.00	0.00	0.01	1.07	0.29	0.00	0.00	0.00	0.00	0.01	4.61	3.25	0.82	0.00	

Minor Variance Revisions - Minor	Design Panel	Niagara Escarpment Commission Application	Zoning Verification Letters - Standard	Zoning Verification Letters - Fast Track	Zoning Verification Letters - Survey Compliance	Zoning Clearance Swimming Pools	Zoning Clearance Single family dwelling New	Zoning Clearance Single Family Additions/re novations	Zoning Clearance Other - decks, tents, accessory buildings, basement, etc.	Zoning Clearance Non-Residential (Commercial /Industrial/In stitutional)	Zoning Clearance Accessory Dwelling Units	Zoning Clearance Multi Residential Development	Zoning Clearance Temporary Tents and Stages	Zoning Exemption	Zoning Clearance Certificate Revision	Property Standards Appeal	TOTAL
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175
-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,259
38	-	14	6	9	9	2	15	15	13	15	14	6	2	5	7	16	1,951
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	111
38	16	14	6	9	9	2	15	15	13	15	14	6	2	5	7	16	8,495
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	12
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	215
-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,230
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26
38	16	14	6	9	9	2	15	15	13	15	14	6	2	5	7	16	8,495
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	215
-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,230
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	116
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	220
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38
-	-	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	874
-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	11	4,776
38	16	18	6	9	9	2	15	15	13	15	14	6	2	5	7	27	13,271

Minor Variance Revisions - Minor	Design Panel	Niagara Escarpment Commission Application	Zoning Verification Letters - Standard	Zoning Verification Letters - Fast Track	Zoning Verification Letters - Survey Compliance	Zoning Clearance Swimming Pools	Zoning Clearance Single family dwelling New	Zoning Clearance Single Family Additions/re novations	Zoning Clearance Other - decks, tents, accessory buildings, basement, etc.	Zoning Clearance Non-Residential (Commercial /Industrial/In stitutional)	Zoning Clearance Accessory Dwelling Units	Zoning Clearance Multi Residential Development	Zoning Clearance Temporary Tents and Stages	Zoning Exemption	Zoning Clearance Certificate Revision	Property Standards Appeal	TOTAL
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.3%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	68.8%
0.0%	0.0%	2.3%	3.2%	1.0%	0.4%	1.3%	7.7%	6.1%	6.3%	6.2%	0.4%	0.6%	0.1%	2.0%	0.0%	0.2%	75.8%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.3%
0.0%	0.2%	1.0%	1.4%	0.4%	0.2%	0.6%	3.3%	2.7%	2.7%	2.7%	0.2%	0.3%	0.0%	0.9%	0.0%	0.1%	56.1%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.2%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.6%
0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	83.2%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.3%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.8%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	24.1%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.2%
0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	46.0%
0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	31.4%
0.0%	0.1%	0.6%	0.7%	0.2%	0.1%	0.3%	1.6%	1.3%	1.3%	1.3%	0.1%	0.1%	0.0%	0.4%	0.0%	0.1%	43.3%

Minor Variance Revisions - Minor	Design Panel	Niagara Escarpment Commission Application	Zoning Verification Letters - Standard	Zoning Verification Letters - Fast Track	Zoning Verification Letters - Survey Compliance	Zoning Clearance Swimming Pools	Zoning Clearance Single family dwelling New	Zoning Clearance Single Family Additions/re novations	Zoning Clearance Other - decks, tents, accessory buildings, basement, etc.	Zoning Clearance Non-Residential (Commercial /Industrial/In stitutional)	Zoning Clearance Accessory Dwelling Units	Zoning Clearance Multi Residential Development	Zoning Clearance Temporary Tents and Stages	Zoning Exemption	Zoning Clearance Certificate Revision	Property Standards Appeal	TOTAL
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.25
-	0.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.33
0.00	-	0.49	0.67	0.20	0.08	0.27	1.61	1.29	1.32	1.31	0.09	0.13	0.02	0.42	0.00	0.04	15.91
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.43
0.00	0.12	0.49	0.67	0.20	0.08	0.27	1.61	1.29	1.32	1.31	0.09	0.13	0.02	0.42	0.00	0.04	26.92
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.02	0.03
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.38
-	-	0.13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11.64
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.04
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.42
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.77
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.48
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.13
-	-	0.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.30
-	-	0.14	-	-	-	-	-	-	-	-	-	-	-	-	-	0.02	16.19
0.00	0.12	0.63	0.67	0.20	0.08	0.27	1.61	1.29	1.32	1.31	0.09	0.13	0.02	0.42	0.00	0.06	43.11

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**City of Burlington
Planning Fees Review**

Application Volumes

Application Type	Proposed Costing Category	Historical Application Volume				Application Volume for Modelling
		2017	2018	2019	2020	
Official Plan Amendment	OPA Major	12	6	5	3	6.500
	OPA Quarries	-	-	-	1	0.250
Zoning By-Law Amendment (ZBA)	ZBA Major	24	8	9	3	11.000
	ZBA Minor	-	-	-	1	0.250
	ZBA Revisions - Major					2.095
	ZBA Revisions - Minor					3.143
Subdivision	Subdivision - Major	4	2	2	1	2.250
	Subdivision - Minor	-	-	-	1	0.250
	Subdivision - Common Element	-	-	-	-	0.001
	Subdivision Revision - Major	-	-	-	-	1.406
	Subdivision Revision - Minor	-	-	-	-	0.156
	Draft Approval Extension	-	-	-	2	0.500
	Amendments to Subdivision and Development Agreement Conditions	-	-	-	1	0.250
Holding Zone Removal	H Removal	3	-	-	-	0.750
Removal of Part Lot Control	Part Lot Control	-	1	1	6	2.000
Parkway Belt Application	Parkway Application	-	-	-	-	0.001
Sign Variance	Sign Variance	6	5	4	-	3.750
Condominium	Condominium (all)	12	2	10	5	
	Condominium					0.679
	Condo - Common Element					0.679
	Condo - Vacant Land					0.226
	Standard Condo					5.655
	Condo Conversion					0.011
	Condominium Revision - Major	-	-	-	-	0.001
	Condominium Revision - Minor	-	-	-	-	0.001
Site Plan	Site Plan Major	14	22	12	19	16.750
	Site Plan Minor	11	23	23	9	16.500
	Site Plan Extension	-	-	-	2	0.500
	Site Plan Revisions - Minor	-	-	-	-	0.001
	Site Plan Revisions - Major	-	-	-	1	0.250
Consent	Consent - Major (Lot Creation)	11	16	12	6	11.250
	Consent - Minor	2	10	1	1	3.500
	Consent - Additional Lot	-	-	-	-	0.001
	Consent Revisions - Major	-	-	-	-	0.001
	Consent Revisions - Minor	-	-	-	-	0.001
	Request for Deferral by Applicant	-	-	1	1	0.500
	Validation of Title	-	-	-	2	0.500
Minor Variance	Minor Variance - Single Detached & Minor Additions	99	80	74	53	76.500
	Minor Variance - Major	58	58	38	41	48.750
	Minor Variance - Non-Residential	9	29	24	6	17.000
	Minor Variance Revisions - Major	-	-	-	-	0.001
	Minor Variance Revisions - Minor	-	-	-	-	0.001
Design Panel	Design Panel		15	6	13	11.333
Niagara Escarpment Commission Application	Niagara Escarpment Commission Application	63	47	48	55	53.250
Zoning Letters	Zoning Verification Letters - Standard			182	159	170.500
	Zoning Verification Letters - Fast Track				35	35.000
Zoning Clearance	Zoning Verification Letters - Survey Compliance				14	14.000
	Zoning Clearance Swimming Pools	227	162	171	224	196.000
	Zoning Clearance Single family dwelling New			148	180	164.000
	Zoning Clearance Single Family Additions/renovations			159	118	138.500
	Zoning Clearance Other - decks, tents, accessory buildings, basement, etc.				158	158.000
	Zoning Clearance Non-Residential (Commercial/Industrial/Institutional)	106	166	141	136	137.250
	Zoning Clearance Accessory Dwelling Units	11	9	15	6	10.250
	Zoning Clearance Multi Residential Development				33	33.000
	Zoning Clearance Temporary Tents and Stages				14	14.000
	Zoning Exemption	201	126	151	57	133.750
	Zoning Clearance Certificate Revision	-	-	-	-	0.001
Property Standards Appeal	Property Standards Appeal			3	4	3.500

Where no annual data provided volumes based on relationship to full applications as indicated by staff.

*For applications seldom received, modelled based on an average volume of 0.001

**City of Burlington
Planning Fees Review
Application Characteristics**

Subdivisions

Description	Non-Res Site Area (ha.)	Res. Units	Non-Res. GFA
Major			
Major Subdivision 1		790	
Major Subdivision 2		1,450	
Major Subdivision 3	49.17		
Major Subdivision 4		233	
Major Subdivision 5		104	
Major Subdivision 6		907	50,210
Minor			
Minor Subdivision 1		5	
Minor Subdivision 2		5	
Minor Subdivision 3		25	
Minor Subdivision 4		10	

Zoning By-law Amendment

Description	Non-Res Site Area (ha.)	Res. Units	Non-Res. GFA
ZBA 1	1.20		
ZBA 2		123	100
ZBA 3		49	341
ZBA 4		790	
ZBA 5		1,450	
ZBA 6		360	
ZBA 7		386	
ZBA 8		450	1,208
ZBA 9		160	
ZBA 10		379	
ZBA 11		5	
ZBA 12	0.20	80	279
ZBA 13	1.52		1,126
ZBA 14		5	
ZBA 15		233	
ZBA 16		291	482
ZBA 17		130	
ZBA 18		153	
ZBA 19	0.33	310	707
ZBA 20		150	598
ZBA 21		39	113
ZBA 22		164	
ZBA 23		881	1,286
ZBA 24		248	1,068
ZBA 25		227	597
ZBA 26		342	540
ZBA 27		170	
ZBA 28		25	
ZBA 29		7	

ZBA 30	0.39		
ZBA 31		368	
ZBA 32		1,996	12,500
ZBA 33			7,953
ZBA 34		104	
ZBA 35		32	
ZBA 36		907	50,210

Site Plan

Description	Non-Res Site Area (ha.)	Res. Units	Non-Res. GFA
Site Plan 1	-	49	341
Site Plan 2	-	421	-
Site Plan 3	-	-	3,952
Site Plan 4	-	364	1,744
Site Plan 5	-	19	
Site Plan 6	-	-	420

Projected Revenues

Projected Revenues				Proposed Fees								
		Historical Annual Volume	Base per Application Fee	Per Unit Fee			Per 100 sq.mt. of Non-Res. GFA	Per hectare of Non-Res. Site Area	Application Characteristics			Annual Revenue
				(0-25 Units)	(26-100 Units)	(>101 Units)			Size (Units)	Size (GFA, m2)	Site Area (ha.)	
Official Plan Amendment	OPA Major	6.500	114,592									744,849
	OPA Quarries	0.250	191,449									47,862
	Total - Official Plan Amendment											792,711
Zoning By-Law Amendment (ZBA)	ZBA Major	11.000	22,690	436	329	215	68	68	344	4,944		1,255,194
	ZBA Minor	0.250	16,230	302	228	149	47	47	344	4,944		19,462
	ZBA Revisions - Major	2.095	25,403									53,226
	ZBA Revisions - Minor	3.143	23,843									74,935
	Total - Zoning By-Law Amendment (ZBA)											1,383,888
Subdivision	Subdivision - Major	2.250	30,815	557	420	143	-	60	697			363,289
	Subdivision - Minor	0.250	21,225	557	420	143	-	60	11			6,873
	Subdivision - Common Element	0.001	21,225	557	420	143	-	60	11			27
	Subdivision Revision - Major	1.406	17,518									24,635
	Subdivision Revision - Minor	0.156	13,495									2,109
	Draft Approval Extension	0.500	3,014									1,507
	Amendments to Subdivision and Development Agreement Conditions											
	Major Changes Requiring Council Approval	0.250	10,788									2,697
Total - Subdivision											401,137	
Holding Zone Removal	H Removal	0.750	2,260									1,695
	Total - Holding Zone Removal											1,695
Removal of Part Lot Control	Part Lot Control	2.000	1,195	25					8			2,770
	Total - Removal of Part Lot Control											2,770
Parkway Belt Application	Amendment to or removal of Ontario Regulation 482/73	0.001	1,173									1
	Amendment to or Removal of Parkway Belt West Plan Designation	0.001	4,124									2
	Total - Parkway Belt Application											3
Sign Variance	Sign Variance	3.750	1,277									4,789
	Total - Sign Variance											4,789
Condominium	Condominium	0.679	58,495									39,696
	Condo - Common Element	0.679	5,785									3,926
	Condo - Vacant Land	0.226	21,225	557	420	143	-	60	11			6,219
	Standard Condo	5.655	6,351									35,918
	Condo Conversion	0.011	21,946									248
	Condominium Revision - Major	0.001	2,236									2
	Condominium Revision - Minor	0.001	2,236									2
	Total - Condominium											86,011
Site Plan	Site Plan Major	16.750	10,633	385	297	192	225		142	1,291		896,512
	Site Plan Minor											
	Very Minor Changes	-	-									-
	Outdoor patio	3.000	1,685									5,055
	Sales trailer, minor communication facilities, model homes, school portables, site alterations with no increase in building area	3.000	7,600									22,800
	up to 500m2 increase in floor area and minor associated site alterations, plus variable fee	5.250	9,198	385	297	192	225			250		51,235
	from 501m2 to 1,000m2 increase in floor area plus associated site alterations, plus variable fee	5.250	9,198	385	297	192	225			1,000		60,076
	Site Plan Extension											
	Extension to Site Plan Approval	0.250	1,118									279
	Extension to Site Plan Approval - Apartment Buildings	0.250	1,091									273
	Site Plan Revisions - Minor	0.001	2,886									3
	Site Plan Revisions - Major	0.250	3,074									768
	Total - Site Plan											1,037,001
Consent (Land Division)	Consent - Major (Lot Creation)	11.250	10,404									117,045
	Consent - Additional Lot	0.001	2,705						2			3
	Consent - Minor	3.500	8,083									28,292
	Consent Revisions - Major	0.001	2,840									
	Consent Revisions - Minor	0.001	1,249									1

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