



SUBMISSION INFORMATION

APPLICATION:

- 1 original signed application, witnessed by a Commissioner of Oaths
- 15 copies of the application for circulation purposes

SURVEYOR’S DRAWING:

- 15 copies of the drawing in metric measurements (the plan must be clear, legible, showing dimensions of the subject and abutting lands)
- 1 reduced copy suitable for photocopying, if applicable

FEES

Fees are payable by cash, cheque, credit card or debit to the Town of Halton Hills - Regional and Conservation fees (if applicable) are payable by cheque only.

Town of Halton Hills	\$9,474	\$1,836 (Revision)
Common Ownership Agreement	\$1,894	Lot Line Adjustment/Lot Addition
Certificate of Official	\$2,675	Certified Cheque or Money Order
Region of Halton	\$1,074	\$281 (Revision)
Conservation Halton	\$850 (Minor)	\$2,000 (Major)
Credit Valley Conservation	\$700 (Minor)	\$3,000 (Major)
Grand River Conservation	\$390 (Minor)	\$1,010 (Major)

- Fees are subject to change.
- Contact the Secretary-Treasurer to determine if Conservation fee is required.
- Conservation fees may be increased (Conservation to confirm).
- Regional fee may be increased (Region to confirm if Health Department lot assessment is required).
- The \$9,474 fee may be reduced to \$4,570 by the Executive Director of Planning, and Chief Planning Official, where he determines that the application is ‘minor’.
- Where an on-site sewage disposal system will be required for a newly created lot, the Town’s Building Section holds responsibility for ensuring that the Ontario Building Code (OBC) requirements and municipal building by-laws are met (applicants are advised to contact the Building section prior to submission of an application).