

## Planning & Buildings Procedure

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**Procedure:** Lot Fee Procedure

**Subject:** Calculating lot fees prior to issuance of subdivision certificate of approval

**Covers:** Planning & Buildings

**Effective:** November 1, 2018

**Purpose:** The Planning & Buildings Department requires the payment of lot fees prior to the issuance of a subdivision certificate of approval. The City of Brandon fee schedule includes a lot fee for each new lot being created to pay for the administrative costs of processing and registering a subdivision. The purpose of this procedure is to clarify how lot fees are calculated and when they apply.

**Procedure:**

1. Lot fees are required in accordance with the City of Brandon Fee Schedule By-law (fee schedule). The fee schedule states that lot fees are required for each new lot created.
2. Lot fees are included in a subdivision certificate approval letter and must be paid prior to the issuance of a subdivision certificate of approval.
2. Lot fees shall apply to any lot, parcel or bare-land condominium unit being intensified or densified as the result of registering a plan of subdivision, a plan of survey or a plan of bareland condominium.
3. Lot fees shall not apply to the following:
  - Any residual lot(s) or parcels not being intensified or densified as a result of the subdivision (e.g. existing house on the residual lot).
  - Any common element on a plan of bareland condominium.
  - Any public reserve area on a plan of survey or subdivision.
4. Notwithstanding Sections 2 & 3 above a minimum charge of one lot is required prior to the issuance of a subdivision certificate of approval (e.g. boundary adjustment).

**Responsibilities:**

**Employees**

- Planning Technicians (Service Delivery) are responsible for calculating the lot fee and including the fee on the conditional approval order and verifying that the lot fee is paid prior to the issuance of a certificate of approval.
- Chief Planner (Planning) is responsible for reviewing and approving the lot fee calculation prior to signing the conditional approval order and verifying that the lot fee and all other conditions are met prior to issuance of a certificate of approval.

**Supervisors**

- Ensure all employees are aware of this procedure
- Ensure the consistent application of the procedure
- Support employees in executing the procedure
- Monitor and make changes to the procedure as necessary in order to improve upon process efficiency.

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