

2009 Development Handbook



2009 Development Handbook

**A guide to the industrial and commercial development
process in the City of Kitchener.**

City of Kitchener

Economic Development Department
Business Development

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www.kitchener.ca



MESSAGE FROM THE MAYOR



On behalf of members of City Council, I am pleased to welcome you to Kitchener's Development Handbook! You will find useful information and contacts in this guide to help you navigate both industrial and commercial development processes in the City of Kitchener.

To make our services as accessible and convenient as possible are key functions of this handbook. Included is information on approval processes, permits and taxes among the many reference sections. The lists of contacts will help you locate the appropriate people at each step of your development. Often the same questions come up, for which quick answers are available here for you.

As members of Council, we rely upon the expertise of our staff and consultants. Nevertheless, you are welcome to contact us if you have any questions or concerns. We all look forward to working with you, your associates and employees.

Sincerely,



Carl Zehr
~Mayor~
City of Kitchener

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About This Publication...

The information contained herein is from sources deemed to be reliable, however, the possibility of error or omission exists. We would appreciate your assistance in helping keep the information current by notifying us of any inaccuracies. You may reach Economic Development Staff at 519.741.2292 or e-mail us at ecodev@kitchener.ca.

1. INTRODUCTION

The City of Kitchener is committed to providing superior customer service whether you have an inquiry or are looking to develop a parcel of land. The Development Handbook has been written to aid in this endeavor.

One of the main purposes of the Development Handbook is to guide the lay person who may purchase vacant industrial or commercial land or currently may own and wishes to develop in the City of Kitchener for the first time. The Handbook can also be used as a guide for individuals who are contemplating an expansion.

In addition, experienced developers and project managers can also use the handbook as a tool. The Handbook is meant not only to aid in providing a comprehensive toolbox, but also to provide information relative to the stewardship of properties. It is our hope that the Handbook will provide a further service to educate purchasers with a target to eliminate problems with future sales or the use of property for its' equity.

The Handbook is organized into six sections each dealing with a particular part of the development approval process.

SECTION 1 – CONTACTS/ INTRODUCTION

- Introduces the information contained in the remainder of the Handbook
- Lists the various people whom you may encounter when obtaining one or more of the services outlined in this Handbook.

SECTION 2 – SITE PLAN PROCESS

- Identifies step-by-step the process to obtain approval of a site plan.
- Provides information for frequently asked site development and services questions.
- This section may be expanded upon in the future.

SECTION 3 – PERMITS

- Provides information on permits, building permits, and sign permits.

SECTION 4 – FEES

- Explains when and how to obtain a Certificate of Occupancy and various licenses and their prescribed fees.
- Identifies fees associated with the site plan process, building permit, development charges, and general development.

SECTION 5 – COMPLIANCE

- Deals with Compliance requests for Development Agreements, Industrial Covenants, and Letters of Compliance for Zoning.
- Compliance requests are usually needed if a property is being sold or mortgaged.
- Industrial Covenant Compliance Requests apply to properties located in the Bridgeport Industrial Park, Grand River West Business Park, Huron Business Park or Lancaster Corporate Centre.

SECTION 6 – GOVERNMENT INFORMATION

- Utilities, including natural gas, Kitchener-Wilmot Hydro Inc., water, garbage, and sewer discharge, information.
- Tax information.

Questions regarding the Development Handbook should be directed to:

Manager, Design and Development
519.741.2327 – General Line

Development Handbook

Municipal Contact List

DEVELOPMENT & TECHNICAL SERVICES DEPARTMENT

PLANNING

Responsible for all planning activities including processing planning applications and implementation, maintenance, and monitoring of the City's Municipal Plan and Zoning By-laws.

Alain Pinard 519.741.2319
Interim Director of Planning
alain.pinard@kitchener.ca

Design and Development

Process site plan applications, monitor site development works, and responsible for the development and implementation of the Urban Design Guidelines.

Brian Page 519.741.2318
Supervisor of Site Plan Development
brian.page@kitchener.ca

Site Plan Approval

Brian Page 519.741.2318
Supervisor of Site Plan Development
brian.page@kitchener.ca

Landscape, Tree Management & Lighting

Lenore Ross 519.741.2427
Site Development Facilitator – East Side of City
lenore.ross@kitchener.ca

Sandro Bassanese 519.741.2326
Site Development Facilitator – West Side of City
sandro.bassanese@kitchener.ca

Preliminary Site Plan Meetings & Clearance of Building Permit Conditions

Lenore Ross 519.741.2427
Site Development Facilitator – East Side of City
lenore.ross@kitchener.ca

Sandro Bassanese 519.741.2326
Site Development Facilitator – West Side of City
sandro.bassanese@kitchener.ca

Barbara Steiner 519.741.2293
Senior Environmental Planner
barbara.steiner@kitchener.ca

Michelle Wade 519.741.2839
Heritage Planner
michelle.wade@kitchener.ca

ZONING ADMINISTRATION

Responsible for the City's Letter of Compliance program, the issuance of Sign and Occupancy permits, and the processing of part lot control exemptions.

Zoning Compliance/Part Lot Control Applications

Lisa Thompson 519.741.2847
Development Technician
lisa.thompson@kitchener.ca

Sheryl Rice 519.741.2317
Development Administrator
sheryl.rice@kitchener.ca

Certificate of Occupancy/Sign Permit

Carole Hunt 519.741.2843
Information Officer
carol.hunt@kitchener.ca

BUILDING

Responsible for the administration and issuance of building permits for new construction.

Mike Seiling 519-741-2846
Director of Building
mike.seiling@kitchener.ca

Craig Waller 519.741.2669
Manager of Building
craig.waller@kitchener.ca

Development Charges

Martina Schneider 519.741.2857
Supervisor of Permits
martina.schneider@kitchener.ca

Inspections

Building/plumbing inspectors conduct site inspections to ensure compliance with the Ontario Building Code.

Robert Schipper 519-741-2836
Manager of Building
robert.schipper@kitchener.ca

DEVELOPMENT ENGINEERING

Storm water management, grading, and salutation control.

Grant Murphy 519.741.2410
Director of Engineering Services
grant.murphy@kitchener.ca

Binu Korah 519.741.2974
Manager/Development Engineering
binu.korah@kitchener.ca

Review/Analysis of Land Development Projects (Grading, Servicing and Storm Water Management)

Linda Cooper 519.741.3266
Supervisor Development Client Services
linda.cooper@kitchener.ca

Nick Golan 519.741.2422
Engineering Technologist
nick.golan@kitchener.ca

Sharon Daniel 519.741.2419
Engineering Technologist
sharon.daniel@kitchener.ca

DESIGN & CONSTRUCTION

SERVICE CONNECTIONS AND RELEASE OF DAMAGE DEPOSIT

Dan Kerr 519.741.2413
Design & Construction Technologist
dan.kerr@kitchener.ca

FIRE

Scott Urquhart 519.741.2923
Assistant Chief Fire Prevention Officer
scott.urquhart@kitchener.ca

ECONOMIC DEVELOPMENT

Rod Regier 519.741.2506
Executive Director
rod.regier@kitchener.ca

BUSINESS DEVELOPMENT

Responsible for the provision of development services including site selections, site tours, development marketing, sale of City-owned

land, and assistance in expansion of local companies.

Kathy Weiss 519.741.2294
Director, Business Development
kathy.weiss@kitchener.ca

Terry Boutilier
Senior Business Development Officer & Brownfield Coordinator 519.741.2303
terry.boutilier@kitchener.ca

Valerie Bradford 519.741.2367
Business Development Officer
valerie.bradford@kitchener.ca

WATERLOO REGION SMALL BUSINESS CENTRE

Provides a wide variety of services for small businesses: seminars and workshops, public access computers with free internet access for business use, networking, mentoring, one-on-one consultations with business consultants, young entrepreneur programs, on-line training, business plan consultation and review, and Ontario Business Connects terminal for business registration and/or name searches.
Contact 519.741.2604
info@waterlooregionsmallbusiness.com
www.waterlooregionsmallbusiness.com

DOWNTOWN DEVELOPMENT

Support businesses, working towards improving the physical, environmental, and neighbourhood/community, and developing initiatives to reflect the downtown as a business administrative centre and community

Silvia Wright 519.741.2392
Manager, Downtown Community Development
silvia.wright@kitchener.ca

PROJECT ADMINISTRATION & ECONOMIC INVESTMENT

Develops capital investments strategies and project administration/management techniques to increase the value derived from the City's investments.

Hans Gross 519.741.2416
Director, Project Administration and Economic Investment
hans.gross@kitchener.ca

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Robert Morgan 519.741.2734
Capital Investment Advisor
robert.morgan@kitchener.ca

FINANCIAL SERVICES DEPARTMENT UTILITIES

Natural Gas/Fire Flow Analysis

Les Jones 519.741.2826
Utilities Engineer
les.jones@kitchener.ca

CORPORATE SERVICES DEPARTMENT

CITY CLERK'S

MUNICIPAL LICENSING

Patricia Harris 519.741.2854
Manager of Licensing
patricia.harris@kitchener.ca

LEGAL SERVICES

Preparation of Legal Offers, Options &
Compliance for Industrial Covenants

General Line 519.741.2268

RELEASE OF AGREEMENTS

Sherry Handsor 519.741.2856
Legal Secretary
sherry.handsor@kitchener.ca

COMMUNITY SERVICES DEPARTMENT

TRAFFIC AND PARKING

Traffic and Parking Design Review

Ken Mayer 519.741.2371
Coordinator of Traffic Planning
ken.mayer@kitchener.ca

Other Contacts

REGIONAL MUNICIPALITY OF WATERLOO

PLANNING AND CULTURE DEPARTMENT

Brian Soehner 519.575.4435
Supervisor of Corridor Management
sbrian@region.waterloo.on.ca

Bruce Erb 519.575.4536
Transportation Technologist
ebruce@region.waterloo.on.ca

Kevin Eby 519.575.4531
Director of Community Planning
kevin@region.waterloo.on.ca

GRAND RIVER TRANSIT

Eric Gillespie 519.585.7597 ext. 7270
Director of Transit
geric@region.waterloo.on.ca

Jo Ann Woodhall 519.575.4019
Transportation Demand Management Planner
wjoann@region.waterloo.on.ca

Chuck E. Burt 519.744.0341
eburt@post.bell.ca

KITCHENER-WILMOT HYDRO

Doug Read 519.745.4771 ext. 273
dread@kwhydro.on.ca

TAX INFORMATION

For information about PST:

Ontario Ministry of Finance 519.576.8400
Kitchener District Tax Office
305 King Street West
Kitchener, Ontario, N2G 1B9
www.fin.gov.on.ca

For information about GST:

Canada Revenue Agency 1.800.959.5525
166 Frederick Street
Kitchener Ontario N2H 2M4
www.cra.gc.ca

For information about Ontario Sales Tax:

Ontario Ministry of Finance 519.576.8400
Kitchener District Tax Office
305 King Street West
Kitchener, Ontario N2G 1B9
www.fin.gov.on.ca

For information about personal income tax:

Canada Revenue Agency 1.800.959.8281
166 Frederick Street
Kitchener Ontario N2H 2M4
www.cra.gc.ca

For information about business income tax:

Canada Revenue Agency 1.800.959.5525
166 Frederick Street
Kitchener Ontario N2H 2M4
www.cra.gc.ca

For information about municipal property tax:

Municipal Property Tax 519.741 2450
City of Kitchener
Financial Services
Market Value Information

Municipal Property Assessment Corporation
(MPAC) 1-866-296-6722
4271 King Street, East, Suite 100
Kitchener, Ontario N2P 2E9

2. SITE PLAN PROCESS

Considering constructing a building or expanding?

Consult with Development & Design staff. At this stage you may also want to take advantage of a **Pre-application Meeting** to receive input on your concept. Pre-application Meetings can be arranged early in the design stage to meet staff who will be involved in the site plan review process to discuss City standards, zoning requirements, site design, site plan processing, and time schedules, etc. Submit thirteen copies of a concept plan 5 - 8 working days in advance of a pre-application meeting. Meetings are held twice weekly, Tuesday and Thursday afternoons for your convenience.

Pre-application Meetings are a service provided for your benefit to help you understand the site plan approval process, meet the players involved in the process, and to have a hands-on discussion about your proposal before an application has been submitted with the people who will be reviewing your application. **There is a fee of \$655 for this service.**

To take advantage of this service, please contact Joanne Sutherland at 519.741.2316 joanne.sutherland@kitchener.ca.

When is site plan approval required?

Site plan approval is required to receive a building permit for major building renovations, additions or for the construction of a new multiple residential, commercial, industrial or institutional building. Commercial parking lots also require site plan approval. Site plan approval is not required to construct a single detached, semi-detached, duplex dwelling or a farm building.

How long does it take to get approval of a site plan application?

Normally, the time taken for processing a site plan application to the approval stage is approximately eight weeks however, length of time can vary. The site plan is circulated to City departments and other external agencies for

review and comment. Prior to the final consideration of the application, a staff meeting of the City's Site Plan Review Committee is scheduled to discuss the proposal with the applicant.

Who approves the site plan?

The Supervisor of Site Plan Development and the Director of Planning have been delegated the responsibility of approving site plans.

Where do you submit your site plan application?

Applicants submit completed applications and plans to Planning in City Hall. The site plan application form must be completed, signed, and witnessed by a Commissioner for taking affidavits. A landowner may authorize, in writing, an agent to act on their behalf. Application fees should be made payable to the "City of Kitchener".

The Site Plan Application Process

The Supervisor of Site Plan Development reviews the application to ensure that it is considered a "development" application. If it is not considered a "development" application, then the application is "Deemed Not Development", and the applicant is advised to proceed to building permit stage. If the application is not acceptable (e.g. does not comply with Zoning By-law or is incomplete), the applicant is advised in writing and the application and the fee is returned.

- If the application is in fact a "development" application it is then assigned to staff.
- If it is complete a letter is sent to the applicant accepting the application.
- The application is circulated to Site Plan Review Committee members and other agencies for 15 - 25 business days.
- The applicant will be invited to attend the Site Plan Review Committee meeting that is held to review the proposed application.
- If no agreement is required, the site plan is stamped approved (with possible conditions)

and sent to the owner for their agreement. In this instance, no further Site Plan Review Committee meetings are required.

- The site plan could be approved with conditions to be registered on title, deferred for revisions or a redesign or refused with reasons. If approved, the applicant will receive a summary of conditions that will be registered on title.
- The site plan is digitally submitted by email or disk to the assigned staff in the template format with the Site Plan Application. If the template format is not followed the application will be considered incomplete. So, please submit the site plan according to the City of Kitchener digital submission requirements. For your digital copy of these Requirements please contact Planning at 519.741.2426. Should you have specific questions related to the requirements, contact Mike Elliott, Mapping Technologist, at 519.741.2851.

A number of the conditions such as acceptance of a storm water management, grading, erosion and siltation control, landscape, tree management and lighting plans, fire flow analysis, posting of a letter of credit, etc. must be satisfied prior to site plan approval. A list indicating which conditions need to be fulfilled prior to the site plan approval and a list of contact names for each condition is also sent to the applicant. **Note: It is the applicant's responsibility to submit the correct number of copies of each plan that needs to be approved to each approval authority.**

- If a formal Section 41 Development Agreement is required it will be sent to the applicant from the City's Legal Services. This agreement must be signed and given back to Legal Services so that it can be registered on title. Registration of the agreement is one of the plan approval conditions that must be fulfilled prior to the site plan approval.

All other site plan approval conditions must be satisfied prior to the building permit being issued. Pre-site plan approval conditions may include but are not limited to the following.

Prior to commencement of grading on the site:

- Erosion and siltation control plan;
- Tree management plan;
- Fill permits from GRCA;
- Granting of utility easements;

Prior to Site Plan Approval:

- Satisfy pre-grading (above);
- Grading and drainage control plan;
- Storm water management design;
- Dedication of road widenings;
- Landscape plan;
- Site lighting design;
- Approval of Multiple Unit Identification sign;
- Cost estimate and Letter of Credit;
- Financial arrangements for off-site works;
- Satisfy Regional conditions;
- On-site servicing approvals from the Waterloo Regional Health Unit for private water and private sewage systems;
- Ministry of Transportation of Ontario permits;
- Cash-in-lieu of Park Dedication;
- Cash-in-lieu of Parking;
- Fire Flow Demand Analysis;
- Fire Route Plan;
- Storm Water Management Contribution;
- Site Servicing Plan;
- Building Elevation plans.

Once all the site plan approval conditions have been completed to the satisfaction of the City, the City will then issue a letter providing site plan approval.

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- Building permit drawings are reviewed and approved by a Plan Examiner in Building. The applicant is advised if changes are required.
- The building permit is issued subject to the compliance of drawings to the Ontario Building Code, and applicable law.
- Construction is completed. Satisfy conditions of Occupancy and/or release of Letter of Credit.

What if you disagree with the decision or have issues with the design?

If the applicant disagrees with any of the conditions or has a concern with the site plan, there is the opportunity to discuss this with staff to resolve the issue(s). If a resolution is not reached or the application is refused the applicant has the opportunity to appeal the decision to the Ontario Municipal Board (OMB). The Board could approve the application with or without conditions or refuse it altogether.

Are the application fees the same for new buildings, expansions or additions?

STAMPED PLAN APPROVAL

Minor expansion or minor additions to an existing building may only require stamp plan approval, as determined by Planning staff. A separate application should be obtained from Planning

MINOR SITE PLAN REVISION

Projects which have an approved site plan or involve lands that have a Development/Site Plan Agreement already registered against title which are in substantial compliance with a previously approved site plan may only require a **revision to an approved site plan**. A separate application should be obtained from Planning.

FULL SITE PLAN APPLICATION

New developments, additions or substantial development that will require a **Development or Supplementary Development Agreement** registered against title prior to the issuance of

any building permits as a condition of site plan approval will require a full site plan application to be submitted.

REGISTRATION OF DEVELOPMENT AGREEMENTS

Where a full site plan approval requires the registration of a Development Agreement or Supplementary Development Agreement, a fee is required for the legal costs associated with the Registration on Title. The cheque should be made payable to the "City of Kitchener". This fee is used to cover the cost of preparing the agreement, registry office fees, and disbursements. A fee is required for each agreement to be registered and for each old agreement to be discharged, payable to the "Minister of Finance". Legal Services will advise you if there are old agreements that should be discharged and the appropriate fee.

What are the site plan application submission requirements?

Thirty copies of the site plan are required showing the proposed development and five plans illustrating existing site conditions. Site plans, existing site condition plans, underground parking plans, storm water management concepts, and elevation drawings could be required with each application. See the details below for more information. All plans should be folded to legal size or smaller and each drawn to the same metric scale. If the site details are simple, both required plans can be illustrated on one drawing. The **final approved** site plan is required with the site plan agreement to speed the process up. Should you require a digital copy of the digital submission requirements please contact Planning at 519.741.2426.

EXISTING SITE CONDITIONS PLAN

All of the following information is needed in order to be accepted for processing:

- location of drip lines and trunks of trees and their related elevation;
- location of existing driveways, paved areas, and gravel-surfaced areas;
- location of buildings to be demolished and buildings to be retained; and

- existing topography of the land, showing contour lines, and clearly illustrating severe slopes, both top and bottom of banks.

SITE PLAN

All of the following information is needed in order to be accepted for processing:

- A key map showing the location of the property, true dimensions, bearings, and area of the property;
- The location and dimensions of all existing and proposed buildings and structures including basements and mezzanines;
- The dimensions of all yards (i.e. setbacks of all buildings and structures from property lines);
- The location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines;
- The width of driveways and aisles accessing parking stalls and loading areas;
- The dimensions detailing entrance and exit locations to and from the site;
- The location of outdoor containers and/or vaults, central storage and collection areas or other facilities for the storage of garbage and other waste or recyclable material;
- The location, height, and type of fencing and landscaped areas;
- Percentage of lot coverage of buildings and hard surface areas;
- Landscaped areas;
- The location of curbing, outdoor storage areas, and existing and proposed sidewalks;
- Existing and proposed connections to municipal services; and
- Storm water management areas.

ADDITIONAL SUBMISSION REQUIREMENTS

- Underground parking area designs are to be shown on a separate plan;
- Preliminary storm water management concepts should be submitted with site plan applications; and
- An elevation plan, in the required digital format, is to be submitted with the site plan application. The exteriors of all buildings constructed within Business Parks must conform to the “Standard Terms of Agreement” in the offer to purchase. This requirement is monitored through the approval of elevations.

What are some things to consider in the site plan process?

DEVELOPMENT FACILITATION

The City of Kitchener has two Site Development Facilitators whose prime responsibility is to guide clients through the development approval process.

Sandro Bassanese 519.741.2305
Site Development Facilitator
sandro.bassanese@kitchener.ca

Lenore Ross 519.741.2427
Site Development Facilitator
lenore.ross@kitchener.ca

BUILDING PERMITS

Two sets of architectural, mechanical, structural, electrical, and site/grading plans are required for new buildings and two sets for interior alterations when applying for building permits (see Building Permit Section of this document for more information).

NATURAL ENVIRONMENT

The property you are considering purchasing and/or developing may contain, or be adjacent to, significant environmental features regulated by local, Regional, and/or provincial levels of government. These features include wetlands, woodlands, streams and sometimes landforms and may require additional study and special development measures such as larger setbacks

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and water management to enhance quality. More information can be obtained from Lenore Ross at 519.741.2427 (East Side of City) or Sandro Bassanese at 519.741.2305 (West Side of City).

All sites with woody vegetative cover will require the submission of a Tree Preservation/Enhancement Plan as required by the City's Tree Management Policy originally adopted by Council in 1994. This should be coordinated with all other plans for the site, and will be reviewed and approved by the City's Site Development Facilitator.

GRADING

Grading plans are required as a **condition of site plan approval prior to the issuance of building permits**. Grading plans are reviewed in conjunction with storm water management plans and the geotechnical report (soils report).

HERITAGE

The conservation of Kitchener's heritage resources provides the community with many economic, educational, social, and cultural benefits. The Ontario Heritage Act enables municipalities to designate properties of architectural and/or historical value. Designation affords the City a certain level of control with respect to alterations that could jeopardize the architectural significance of a property. Owners of designated properties are able to access information on the history of their property as well as technical information and advice on methods of conservation. Municipal grants may also be available for work that conserves or restores the historic fabric of a building. To inquire whether a property may be designated or be of heritage significance, please contact Leon Bensason, Coordinator of Cultural Heritage Planning, at 519.741.2306, leon.bensason@kitchener.ca.

LANDSCAPING, TREE MANAGEMENT, AND LIGHTING INFORMATION

Landscape and lighting plans are required as a **condition of site plan approval prior to the issuance of building permits**. Initially one copy of the landscaping, tree management, and lighting plans and one grading plan should be submitted for a preliminary review to a Site Development Facilitator. After the initial review and consultation, five final landscape, lighting,

and tree management plans should be submitted. Irrigation systems are encouraged, especially at the front of properties, to protect your investment in plant material and avoid maintenance problems in the future. Landscaping must be maintained for the life of the development (see Compliance Request - Development Agreement of this document and Urban Design Guidelines).

LETTER OF CREDIT

A letter of credit will be required as a **condition of site plan approval**. A cost estimate of the site development works, including storm water management facilities, is required **after the landscape plan has been approved**.

There are three methods for determining the cost estimate: itemized cost estimate, lump sum cost estimate, and frontage/zoning calculation. The City's Urban Design Manual outlines the requirements for all three options - includes a standard form letter of credit which can be used by your bank (Section DS-E-1).

STORM WATER MANAGEMENT

The City approved a new Storm Water Management Policy in 2002 aimed at constructing public facilities to deal with storm water quality control. As a result there is a \$15,000/ha fee required at the development approval stage for developments that will fall within an area that will be retrofitted for water quality control. For sites less than .10 hectares in size, 10% of the current fee equaling \$1,500 will be applied. The fee also applies to areas where no facilities will be provided in addition to infill and redevelopment areas. Not all properties will fall within these areas. Please check with Engineering Services to determine how your property is affected 519.741.2406. In almost all instances some type of storm water management will be required at the development stage.

Final storm water management plans are required as a **condition of site plan approval prior to the issuance of building permits**. Storm water management reports, together with grading and geotechnical reports are reviewed by the City's Engineering Development Services and where a site is regulated by the Grand River Conservation Authority (GRCA) a permit may be required.

The City of Kitchener has designed and installed a storm water management system within the Huron Business Park, which is modeled to a maximum 70% impervious land area. The facilities currently function as water quantity ponds only, however this is one of the areas that the City will be investigating the retrofitting of existing facilities for water quality. Until such time that water quality facilities are in place the provisions of the Strasburg Creek Master Watershed Plan still apply. Each development will be reviewed on a site by site basis. Sites having an impervious area greater than 70% may require additional on-site quantity control measures. Storm water management facilities must be maintained for the life of the development (see Compliance Request – Development Agreement of this document).

SITE MAINTENANCE

There are a number of maintenance conditions that will be registered on title for the life of the development. For instance, storm water management measures, grading and drainage, landscaping, lighting, emergency fire route and traffic control signs, gravel areas, tree preservation, and garbage storage must be maintained for the life of the development. When a property owner remortgages or sells a property, the bank or prospective purchaser requests a letter of compliance from the City's Legal Services. The reports are sent to the banks or the purchaser's lawyers. Failure to maintain your property could complicate closings or remortgages (see Compliance Request - Development Agreement of this document) and add costs not anticipated to bring the property into compliance prior to closing or mortgage approval.

URBAN DESIGN STANDARDS FOR INDUSTRIAL USES

The City of Kitchener has consolidated all design and development urban design considerations into one comprehensive document. The Urban Design Manual was approved December 1999 which includes City standards. Please refer to this manual for detailed information regarding site design and development suggestions.

The following is a brief synopsis of the most frequently asked questions regarding **industrial** urban design guidelines. Please refer to the

Urban Design Manual for a full list of requirements and more detailed information.

Asphalt/Gravel: For industrial areas, parking and access in front of the building façade must be asphalt; beyond this point gravel is accepted. (DS-A-3.2)

Curbing: For industrial areas curbing is required at all entrances. Additional curbing may be required interior to the development if it is necessary to manage storm water. (DS-A-3.2)

Landscaping: A higher level of landscaping will be required where developments abut major exterior roads and abutting residentially zoned properties. Please refer to the Urban Design Guidelines for detailed Landscape requirements. (DS-C-3.1)

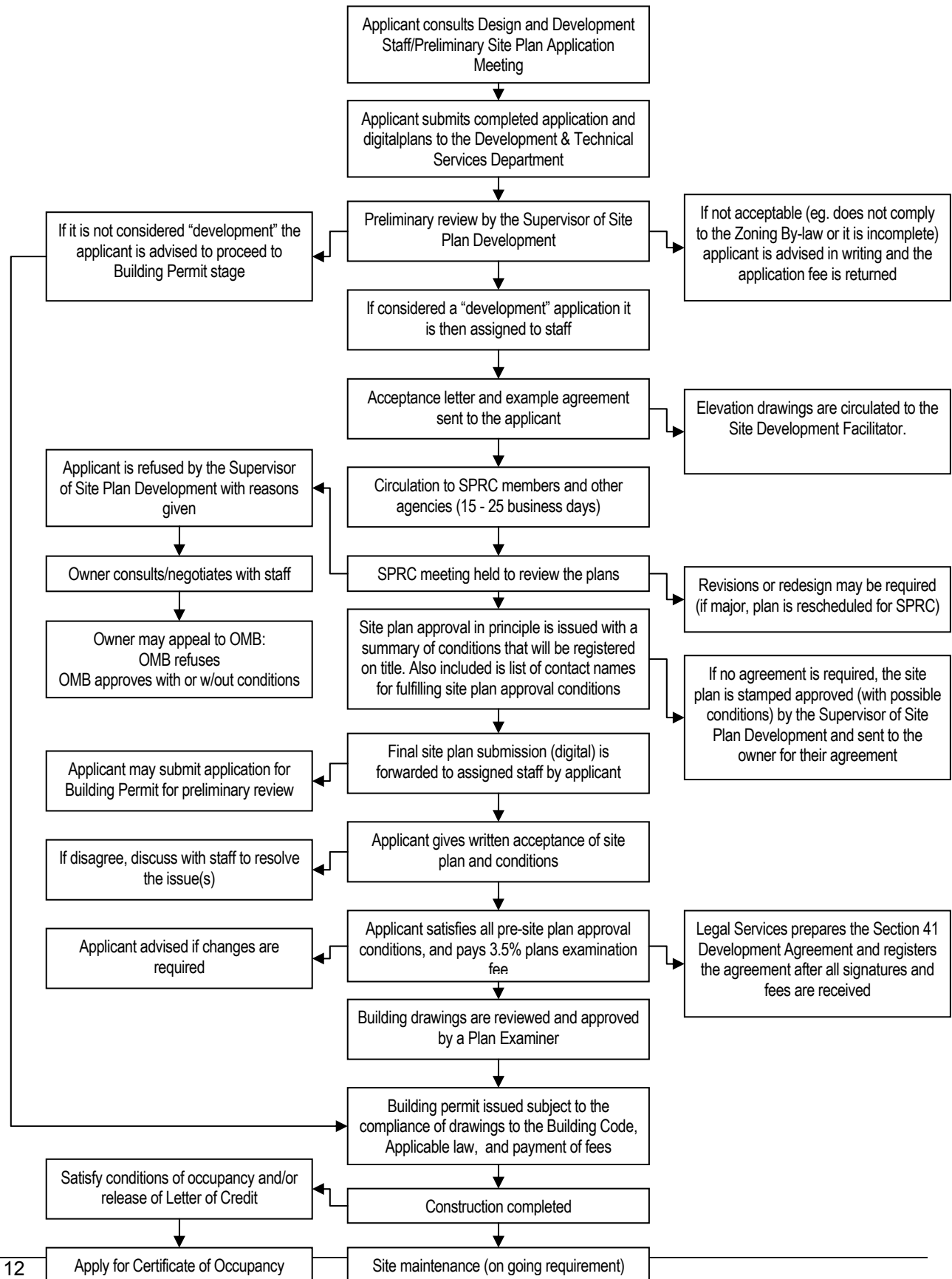
Garbage and Recycle Receptacles: Garbage and recycle receptacles should be located to the rear of buildings; those receptacles visible from the street will require screening or an enclosure. Further information regarding Garbage and Recycle Receptacles can be found in the City's Urban Design Manual (DS-C-3.13).

Fire: Fire routes must have a minimum 6 metre width and a 12 metre centre line radius. Other standards related to fire routes are summarized in the Urban Design Manual (DS-B-4.1).

Bike Racks: Recent site visits confirm that bike racks provided in industrial areas are well utilized. This is a new urban design feature which has been implemented to support broader City policy relative to the environment (DS-C-3.2).

For more information regarding the Urban Design Guidelines or for your own personal copy of the document please contact Brian Page, Supervisor of Site Plan Development at 519.741.2318, brian.page@kitchener.ca.

Site Plan Approval – Flow Chart



3. PERMITS

Building Permit

How do you obtain a Building Permit application?

Applications for building permits can be made at Building Division in City Hall. The building permit application is generated based on information provided by the applicant for the type of permit required. The owner or an authorized agent of the owner must submit the application personally to sign a declaration and answer questions pertaining to the project. Two sets of complete drawings are required for new buildings and interior alterations.

In addition to the application, what drawings need to be submitted?

A number of items must be submitted in addition to the building permit application. Below is a list of the required items that may pertain to the proposed construction. **Please ensure that all the required information is submitted to ensure an expeditious review. An incomplete application can add weeks to the review process and can be refused at permit application stage.** If you have questions regarding the requirements please consult with Building staff.

- I. Site Plan;
 - II. Grading Plan with Siltation/Erosion Control Measures;
 - III. Landscaping, Lighting, and Tree Management Plans;
 - IV. Floor Plan(s);
 - V. Elevation(s);
 - VI. Wall Sections and Details;
 - VII. Reflected Ceiling Plan(s);
 - VIII. Door/Hardware, Window, and Room Finish Schedules;
 - IX. Structural Drawings;
 - X. Mechanical (HVAC and Plumbing);
 - XI. Electrical; and
 - XII. Soil Report (Geotechnical Investigation).
- Two copies of each of the above are required, see the Ontario Building Code to determine if profession design is required.

- The above plans shall include additional specifications; please contact Building to obtain details.
- The above plans must go to the approval authority, which may not be Building.

A damage deposit is collected on behalf of Engineering Services for any large building projects. The damage deposit is for security in case sidewalk or road damage occurs as a direct result of the development. The damage deposit is \$75.00 per metre of street frontage.

What happens once the application is submitted?

Once the application process is completed and all required items have been submitted the application is then assigned to a Plan Examiner in Building. The application is then examined to ensure it complies with the Building Code and any other applicable laws.

How are development charges calculated?

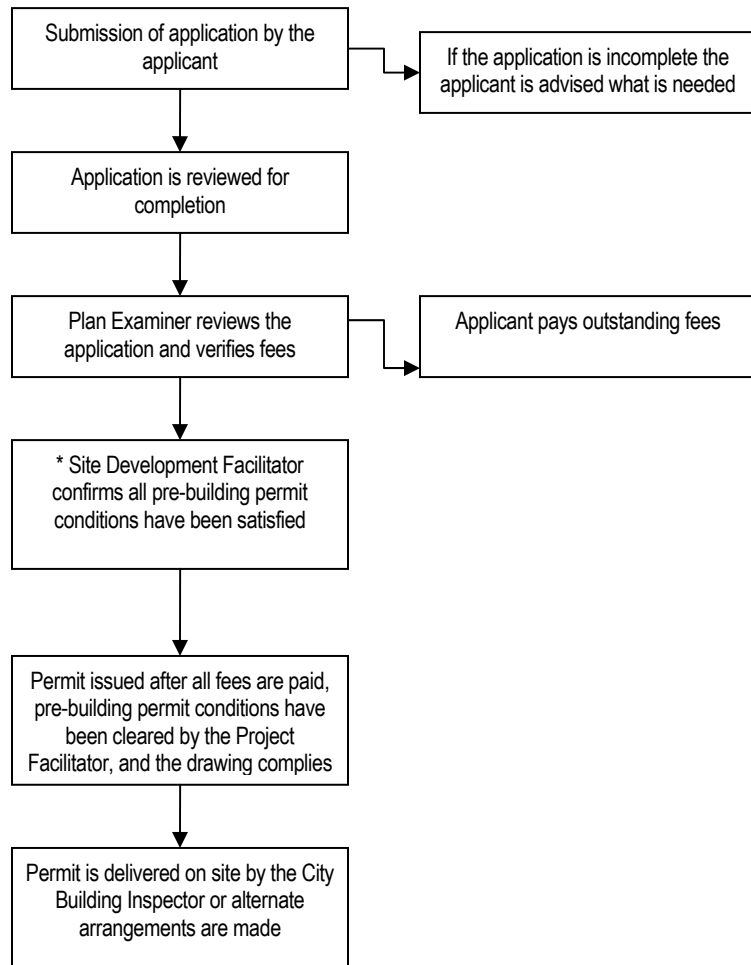
The fees are calculated based on square footage for non-residential development and the type of dwelling for residential development. Municipal, Regional, and Education development charges are calculated at this time. The applicant is notified of all outstanding fees.

What else needs to be done before receiving your Building Permit?

The building permit cannot be issued until acceptable building drawings (architectural, structural, mechanical and electrical) have been reviewed and approved, permit fees and development charges have been paid, and all applicable law is complete. Building receives confirmation from the Project Facilitator when all conditions have been satisfied. See the Site Plan Process section of this document for more detailed information.

Should you require any additional information please contact Building at 519.741.2433.

Building Permit – Flow Chart



* The applicant must ensure that all pre-site plan approval conditions have been satisfied. Each agency/department must notify the Project Facilitator in writing as conditions are fulfilled. All conditions must be satisfied. Typically conditions include the registration of the development agreement, fulfillment of Regional conditions, GRCA clearance, MTO clearance, SWM clearance, grading and drainage, erosion control, landscaping, cost estimates, submission of the letter of credit, lighting plan, tree saving plan, easements, special conditions, and fire flow analysis. If you have not received the green pages for a comprehensive breakdown of conditions relative to your commercial, industrial, institutional or multiple residential development (3 units or more) please contact the Lenore Ross, Site Development Facilitator, at 519.741.2427 (East Side of City) or Sandro Bassanese at 519.741.2325 (West Side of City) for your copy.

Zoning at 519.741.2317 if you have specific questions.

Certificate of Occupancy

When is a Certificate of Occupancy required?

A Certificate of Occupancy is generally required for any new use of any property or building or change in type of use of a property or building as required by the Planning Act and the City of Kitchener Zoning By-law 85-1.

A Certificate of Occupancy is not required if site plan approval is issued for undeveloped land for a single use. It is also not required for a single family dwelling, a duplex or a semi-detached dwelling. It is however, required for an addition to a commercial property, for multiple use occupancy, and home businesses.

How long does it take to process a Certificate of Occupancy?

It takes approximately two weeks for the City to process a Certificate of Occupancy application upon payment of the fee.

What is the cost associated with a Certificate of Occupancy?

The cost is \$111.00 cash or cheque payable to the "City of Kitchener".

Are there any additional requirements?

Structural changes (interior or exterior) or changes to the premises may require a building/plumbing permit and/or site plan approval. For more information call Building at 519.741.2433 or Lenore Ross (East Side of City) at 519.741.2427 or Sandro Bassanese (West Side of City) at 519.741.2305, regarding site plan issues. See the Building Permit and Site Plan Process section of this document.

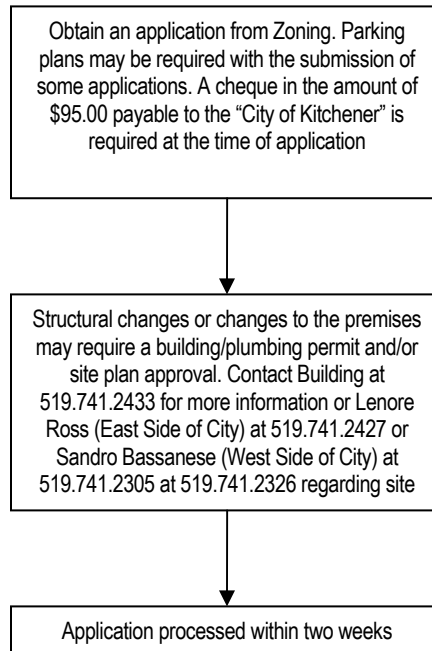
Where can you get an application?

Applications for Certificates of Occupancy are available from Zoning located at City Hall. Parking plans may be required with the submission of some applications. Contact

Are there any other requirements when opening a new business?

All businesses are encouraged to inquire at the Clerks Department – Licensing Division regarding business licenses. Call Licensing at 519.741.2275 for more information or refer to the Licensing Section of this document.

Certificate of Occupancy – Flow Chart



Licensing

Where can you obtain a Licence application?

Applications for licences are available from the City Clerk's Division. Should you require an application or if you have any questions or concerns please contact Licensing at 519.741.2275.

What happens when the Licence expires?

All licences expire on the 31st day of December of the year for which it was issued. Prescribed fees are due annually in order to renew licenses. The Manager of Licensing may require the applicant to produce favourable reports from various agencies such as the Waterloo Regional Chief of Police, the Regional Medical Officer of Health, the Fire Chief, the Chief Building Official, and/or the Director of Building for new licences or before renewing any licence.

How do Licence fees vary throughout the year?

When a licence is surrendered by a person ceasing operation, and not due to Council's revocation of said licence, the licence fee shall

be partially refunded according to the following formula:

- I. Between January 1st and March 31st in any year: For surrender – 75 per cent of the licence fee paid
- II. Between April 1st and June 30th in any year: For surrender – 50 per cent of the licence fee paid
- III. Between July 1st and December 31st in any year: For surrender – no refund

How often are Licence fees reviewed?

Licence fees have been approved by Council for the years 2005 – 2009 inclusive.

How are new businesses registered?

Your business name must be registered with the Province of Ontario at a cost of \$60.00. The process takes 20-30 minutes using the computer terminal located at the Waterloo Region Small Business Centre located at City Hall or you can do it online for the same fee using the following link: <http://www.cbs.gov.on.ca/obc>. To find out whether or not you require a municipal licence contact Licensing at 519.741.2275.

2009 FEES			
Category	Original Licence Fee	Renewal Fee	Late Fee
Alternative Massage Centre	\$303.00	\$112.00	\$233.00
Complementary Health Care Organization	Exempt	Exempt	Exempt
Amusement Arcade			
Class A – 10 or more Arcade Games	\$544.00	\$46.00	\$163.00
Class B – 6 to 9 Arcade Games	\$544.00	\$46.00	\$163.00
Class C – 3 to 5 Arcade Games	\$544.00	\$46.00	\$163.00
Class D – 10 to 16 Arcade Games as an accessory use to restaurant located in a building having a minimum gross floor area of less than 10,000 square metres (107,642.62 square feet) in a D-1 or D-2 zone	\$544.00	\$46.00	\$163.00

Development Handbook

2009 FEES			
Category	Original Licence Fee	Renewal Fee	Late Fee
Class E – 6 to 9 Arcade Games as an accessory use to restaurant located in a building having a minimum gross floor area of less than 10,000 square metres (107,642.62 square feet) in a D-1 or D-2 zone	\$544.00	\$46.00	\$163.00
Class F – 3 to 5 Arcade Games as an accessory use to restaurant located in a building having a minimum gross floor area of less than 10,000 square metres (107,642.62 square feet) in a D-1 or D-2 zone	\$544.00	\$46.00	\$163.00
Class G – 3 or More Arcade Games with an Amusement Park	\$544.00	\$46.00	\$163.00
Amusement Places			
Class A – Bowling Alley	\$534.00	\$46.00	\$163.00
Class B – Roller skating rink, ice skating rink or curling rink	\$534.00	\$46.00	\$163.00
Class C – Dance hall, music hall, cabaret or any other place of amusement not specifically provided for herein	\$534.00	\$46.00	\$163.00
Class D – Miniature golf course or driving range	\$376.00	\$46.00	\$163.00
Class E – Shooting Gallery	\$534.00	\$46.00	\$163.00
Class F – Any other Place of Amusement not specifically provided for herein	\$534.00	\$46.00	\$163.00
Auctioneers	\$248.00	\$46.00	\$163.00
Barber Shop/Hairdressing/Body Piercing Establishment/Nail Shop/Tattoo Establishment			
Barber Shop	\$404.00	\$84.00	\$201.00
Body Piercing Establishment	\$303.00	\$46.00	\$163.00
Hairdressing Establishment	\$404.00	\$84.00	\$201.00
Hairstyling Establishment	\$404.00	\$84.00	\$201.00
Nail Shop	\$303.00	\$46.00	\$163.00
Tattoo Establishment	\$303.00	\$46.00	\$163.00
Bill Posters-Sign Posters-Bill Distributor-Samples			
Flyer Distributor	\$293.00	\$46.00	\$163.00
Sample Distributor	\$293.00	\$46.00	\$163.00
Billiard Parlours	\$303.00	\$46.00	\$163.00
Buskers	\$43.00	\$27.00	\$43.00
Drain Layers	\$82.00	\$46.00	\$163.00
Driving School Operations Instructors and Employees			
Driver Training School Instructor	\$43.00	\$43.00	\$66.00
Driver Training School Operator	\$360.00	\$115.00	\$232.00
Exhibition, Circus, Carnival, Festival or Permanent Outdoor Concert Facility			
Class A – a circus or traveling circus,	\$497.00	\$497.00	\$497.00

Development Handbook

2009 FEES			
Category	Original Licence Fee	Renewal Fee	Late Fee
menagerie, wax works or any travelling show			
Class B – carnival or midway	\$409.00	\$409.00	\$409.00
Class C – circus-riding, rope-walking, dancing, tumbling or other gymnastic or acrobatic performance, or any other exhibition or show not specifically provided for in this Chapter	\$80.00	\$80.00	\$80.00
Class D – Festivals, neighbourhood festivals and cultural festivals	\$80.00	\$80.00	\$80.00
Class E – Outdoor Concert	\$557.00	\$557.00	\$557.00
Class F – Permanent Outdoor Concert Facility	\$550.00	\$46.00	\$163.00
Fireworks Vendor	\$412.00	\$412.00	\$412.00
Fireworks Vendor Premises	\$128.00	\$128.00	\$128.00
Food Shop (includes Bake Shop and Caterer)	\$263.00	\$46.00	\$163.00
Itinerant, Temporary and Permanent Vendors and Temporary and Permanent Markets			
Farmer	\$128.00	\$128.00	\$128.00
Itinerant Vendor	\$270.00	\$68.00	\$207.00
Permanent Retail Market	\$589.00	\$589.00	\$589.00
Permanent Vendor	\$301.00	n/a	n/a
Temporary Retail Market (maximum annual fees of \$3,355.00)	\$428.00 (for up to 3 consecutive days)	\$428.00 (for up to 3 consecutive days)	\$428.00 (for up to 3 consecutive days)
Temporary Vendor (maximum annual fees of \$1,227.00)	\$416.00 (for up to 3 consecutive days)	\$416.00 (for up to 3 consecutive days)	\$416.00 (for up to 3 consecutive days)
Kennels/Doggie Day Care/Pet Shops			
Boarding Kennel	\$360.00	\$112.00	\$229.00
Breeding Kennel	\$360.00	\$112.00	\$229.00
Doggie Day Care – Class 1 – 9 or less	\$360.00	\$112.00	\$229.00
Doggie Day Care – Class II – 10 or more	\$360.00	\$112.00	\$229.00
Pet Shop	\$442.00	\$103.00	\$220.00
Laundries and Dry Cleaners			
Drycleaning Establishment	\$544.00	\$203.00	\$320.00
Launderette	\$544.00	\$203.00	\$320.00
Laundryperson	\$544.00	\$203.00	\$320.00
Lodging House	\$799.00	\$649.00	\$765.00
Meat Establishment	\$376.00	\$46.00	\$163.00
Milk Vendor	\$376.00	\$46.00	\$163.00
Old Gold (including Old Jewelry)	\$351.00	\$102.00	\$219.00
Pawnbroker	\$557.00	\$46.00	\$163.00
Places of Refreshment			
Class A – Places of Refreshment for which a licence to sell liquor has been issued under the Liquor Licence Act	\$544.00	\$46.00	\$163.00
Class B – Places of Refreshment on the	\$544.00	\$46.00	\$163.00

Development Handbook

2009 FEES			
Category	Original Licence Fee	Renewal Fee	Late Fee
premises of a school, college or university where refreshments are sold only to the students and employees of such school, college or university			
Class C – All other Places of Refreshment	\$544.00	\$46.00	\$163.00
Plumbing Contractors and Master Plumbers			
Master Plumber	\$82.00	\$46.00	\$163.00
Plumbing Contractor	\$82.00	\$46.00	\$163.00
Portable Sign Leasing	\$223.00	\$46.00	\$163.00
Public Halls	\$542.00	\$203.00	\$327.00
Refreshment Vehicles			
Canteen Refreshment Vehicle	\$282.00	\$77.00	\$194.00
Cycle Refreshment Vehicle Driver	\$60.00	\$60.00	\$60.00
Cycle Refreshment Vehicle	\$304.00	\$100.00	\$217.00
Extension of Use Refreshment Vehicle	\$250.00	\$250.00	\$250.00
Farmer Refreshment Vehicle	\$128.00	\$128.00	\$128.00
Market Refreshment Vehicle	\$440.00	\$234.00	\$351.00
Mobile Refreshment Vehicle	\$282.00	\$77.00	\$194.00
Special Event	\$204.00	\$204.00	\$204.00
Stationary Refreshment Vehicle	\$879.00	\$609.00	\$726.00
Snow Disposal Site	\$481.00	\$481.00	\$481.00
Special Sales	\$94.00	\$94.00	\$94.00
Street Photographer and Transient Photographer			
Street Photographer	\$248.00	\$46.00	\$163.00
Transient Photographer	\$248.00	\$248.00	\$248.00
Theatres			
Class A – Drive-In	\$380.00	\$46.00	\$163.00
Class B – Theatre	\$539.00	\$203.00	\$320.00
Class C – Multiple Screen Theatre	\$539.00	\$203.00	\$320.00
Class D – Exhibition of film or standard film in other than a theatre	\$494.00	\$494.00	\$494.00

Sign Permit

Why do you need a sign permit?

The erection of signs is regulated by a municipal by-law. The purpose of the Sign By-law is to regulate the location, size, and types of signs. The by-law is meant to address resident concerns regarding aesthetics, lighting and safety, as well as functional and safety issues such as traffic, pedestrian, and structural construction concerns. Signs, whether they are

small or very large, need to be constructed and installed to avoid visibility problems and structural failure due to weather and age.

What information is required to accompany the application?

- Site plan (two copies); and
- Sign drawings (two copies).

If it is a **ground, pylon, billboard or tower** sign the applicant must indicate the sign's location in relation to:

- Setback from property line;
- Location of any other ground/pylon or tower sign on the property and abutting property within 15 metres of the subject sign;
- Dimensions of the sign;
- Distance to parking area or pedestrian traffic;
- Footings (how sign is constructed into the ground);

If a **fascia, canopy, projecting or roof sign** indicate:

- Dimension of sign and of the wall the sign is located on;
- Clearance from ground level to bottom of the sign (not required for roof sign);
- Description of area beneath the sign (pedestrian, vehicular, landscaped);
- Distance that the sign projects from the wall (not required for roof sign);
- How the sign is fastened to the wall; and
- A plan showing the sign's location on the building.

If a **billboard sign** indicate:

- Dimension of the sign;
- Clearance from ground level to the bottom of the sign;
- Footings (how sign is constructed into the ground);
- Letter of consent from the owner of the property; and
- Landscape plan.

If a portable sign, the City of Kitchener approves proposed locations. A maximum of six permits may be issued for any one business or use per calendar year. The following information must be provided at time of application:

- Contact information for contractor/applicant;
- Name and address of business; and
- Sign location and proposed starting date.

How long does it take to process an application and what are the fees?

Applications take approximately two weeks to process. The fees for signs vary depending on the type of sign as follows:

Home Business Sign	\$58.00
Portable Sign – same both sides	\$64.00
Portable Sign – different each side	\$95.00
Billboard	\$790.00

\$23.00/sq.m of sign face: minimum fee of \$165.00 for signs below

Fascia/Canopy/Projecting
Ground/Pylon
Roof
Tower

How do you obtain a permanent sign application?

For a copy of a permanent sign application please call Zoning at 519.741.2843.

4. FEES

Site Approval Plan - Fees

STAMPED PLAN APPROVAL - \$2115.00

plus \$70.50 per residential unit or \$1.41 per square metre of non-residential gross floor area.

MINOR SITE PLAN REVISION FEE – \$2115.00

plus \$70.50 per residential unit or \$1.41 per square metre of non-residential gross floor area.

FULL SITE PLAN APPLICATION – \$3,525.00

plus \$70.50 per residential unit or \$1.41 per square metre of non-residential gross floor area.

FEES FOR PLAN REVIEW

Equal to 3.5% of cost estimate for site development.

FEES FOR THE REGISTRATION OF DEVELOPMENT AGREEMENTS

A \$438.00 fee is required for approvals that require the registration of a Development Agreement or Supplementary Development Agreement, payable to the “City of Kitchener”. This fee is used to cover the cost of preparing the agreement, registry office fees, and disbursements. A \$100.00 required for each agreement to be registered and for each old agreement to be discharged, payable to the “City of Kitchener”. Legal Services of the City of Kitchener will advise you if there are old agreements that should be discharged and what the fee will be.

GRAND RIVER CONSERVATION AUTHORITY

Site Plan Approval Applications:

Major Site Plan - \$2,450.00

Minor Site Plan - \$ 360.00

www.grandriver.ca

Major: In the area of interest to GRCA and requires any kind of study SWM, EIS, Geotechnical, etc. (except a Scoped EIS as noted in Minor), and includes any application for lifestyle community, golf courses, Trailer Parks, Condominiums, aggregate extraction etc.

Minor: In the area of interest to GRCA (A scoped EIS with the development at or greater than the recommendations of a watershed study or 30m from the wetland, may be considered as a minor application).

Municipal staff verifies if the application is within an area of interest to GRCA. Area municipalities collect the fee and forward checks to GRCA with the circulation of the site plan.

Cheques should be made payable to the GRCA.

Building Permit Fees

GROUP A

Assembly – New buildings, additions, mezzanines

Finished	\$2.16/sq.ft.
Shell	\$1.91/q.ft.
Outdoor Patio	\$170.00
Outdoor Public Pool	\$747.00

GROUP B

Institutional

Finished	\$2.31/sq.ft.
Shell	\$2.04/sq.ft.

GROUP C - RESIDENTIAL

Single Family, Semi, Row, Townhouse, Duplex Dwellings	\$1.10/sq.ft.
Garage/Carport (per bay)	\$100.00
Shed or porch	\$100.00
Deck or Pool	\$100.00
Apartment Building	\$1.09/sq.ft.
Hotels/Motels	\$1.83/sq.ft.
Residential Care Facility	\$1.30/sq.ft.

GROUP D - BUSINESS AND PERSONAL SERVICES

Office buildings (shell)	\$1.55/sq.ft.
Office buildings (finished)	\$1.83/sq.ft.

GROUP E - MERCANTILE

Retail stores (shell)	\$1.03/sq.ft.
Retail stores (finished)	\$1.29/sq.ft.

GROUP F - INDUSTRIAL

Warehouse, factories (shell)	\$0.62/sq.ft.
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Development Handbook

Warehouse, factories (finished)	\$0.74/sq.ft.
Parking Garage	\$0.68/sq.ft.
Farm building	\$0.35/sq.ft.
Foundation or Conditional Permit	\$0.14/sq.ft.

Interior Finishes

To previously unfinished area (including finishing of residential basements and major renovations)	
All Classifications	\$0.36/sq.ft.

Alterations and Renovations

To Existing Finished Areas for:	
All Classifications	\$0.22/sq.ft.
New roof structure	\$0.22/sq.ft.
Parking garage renovations	\$0.07/sq.ft.

Minor Alterations

Single partitions, washrooms, new entry, new demising walls, canopies	\$100.00
Air supported structures	\$0.41/sq.ft
Temporary tents	\$170.00
Temporary buildings	\$170.00
Portables/per site (excluding port-a-pak)	\$170.00
Demolitions (minimum of \$170.00)	\$0.02/sq.ft
Change of use	\$170.00
Minor demolition (up to SFD)	\$100.00
Barrier free Ramp	\$68.00
Fireplace/woodstove (each)	\$100.50
Retaining wall (per linear foot)	\$2.85
Balcony guard (replace per linear foot)	\$0.57
Ceiling (new or replace)	\$0.05/sq.ft.
Façade Improvement	\$170.00
All designated structures per OBC	\$306.00
Div A (except retaining walls, public pools & signs)	
Storefront (replace)	\$155.00
Elevator/escalator/lift	\$306.00
HVAC Permit (residential per suite)	\$100.00
HVAC Permit (non-residential)	\$0.10/sq.ft
Sprinkler system (minimum \$170.00)	\$0.04/sq.ft
Commercial kitchen, spray booth, dust collectors	\$170.00
Standpipe and Hose System (retro)	100.00
Fire alarm system & electrical work (minimum \$170.00)	\$0.04sp.ft
Electromagnetic locks (each) and Hold Open devices	\$40.00
Emergency Lighting (per storey)	\$66.00
Plumbing permit (per fixture with a	\$12.00

minimum fee of \$100.00)	
Water softener	\$20.50
Disconnect plumbing from septic	\$100.00
Connect to storm or sewer	\$100.00
Catchbasins/manholes/roof drains	\$ 12.00

On-Site Sewage Systems

New System	\$475.00
Major Repair	\$238.00
Minor Repair	\$100.00
Backflow Prevention Device (per device)	\$66.00

Other Fees

Examine revised plans (minimum \$100.00)	\$0.02sq.ft
Minimum Permit Fee - unless otherwise noted	\$100.00
Transfer Permit	\$100.00
Permit to occupy unfinished building	\$100.00
Special Inspection Fee	\$192.00
Special Research requests (per hour or part thereof)	\$53.00
Reports (Building/Stats Canada)	\$6.00
Subscriptions (Building/Stats Canada) per year	\$32.00

Building permit fees are reviewed annually and may increase effective January 1st of each year.

For more information regarding Building Permit Fees, including mechanical, electrical or plumbing work independent of building permits please contact Building at 519.741.2433.

FINAL INSPECTION PERMIT REBATE

A rebate of a portion of the permit fee based on the following amounts is eligible, upon confirmation of the final building inspection and grading certification (if applicable) within one year of occupancy.

- a) New construction of single family, duplex, semi-detached, townhouse and triplex dwelling units \$500/permit.
- b) New construction and additions to multi-residential, commercial, industrial and institutional projects \$10/\$1000 of Construction Value max. \$5000
- c) Additions/alterations to single family, duplex, semi-detached, townhouse and triplex dwelling units \$250/permit.
- d) Alterations/interior finish permits to multi-residential, commercial, industrial and institutional projects \$1000/permit.

Development Charges

Why are there development charges?

Development charges are levied to make sure that the initial cost of meeting growth-related demands for services is met, but doesn't place a financial burden on the City's and Region's taxpayers. They are also applied so that new taxpayers don't have to pay more than the net capital cost for providing the current level of services.

What services are provided for with the City of Kitchener Development Charge fee?

The following services are accounted for when you pay development charges for a non-residential building in the City of Kitchener:

- Water mains;
- sanitary sewers, storm sewers, and watercourse facilities;
- roads;
- redevelopment works;
- development charge studies;
- works centre and capital equipment;
- fire system; and
- parking and traffic control.

Non-residential development charges are calculated based on the total gross square footage of a proposed building (basement and mezzanine included).

Under what circumstances would you need to pay Development Charges?

Development charges are applicable on lands which if developed or redeveloped for residential or non-residential use would increase the need for services and if the development or redevelopment needs certain planning approvals or requires a building permit.

When are Development Charges paid?

Development charges are paid to the City of Kitchener, Development & Technical Services Department and are required to be paid prior to the issuance of a Building Permit. Regional and Education development charges, if applicable, are collected by the City of Kitchener and are also payable prior to the issuance of a building permit.

Are there any exemptions?

In some cases, a development may be exempted or partially exempted from development charges. All lands within the Downtown boundaries are exempted from City and Regional development charges (see map – Schedule C). Expansions of existing industrial buildings are exempted from both City and Regional development charges on expansions that do not exceed more than 50 per cent of the original building. There are no exemptions in the Downtown for Education Development Charges.

If you are demolishing an existing building and redeveloping you will receive a redevelopment allowance based on the legally established floor area of the building you propose to demolish. For instance, if you are demolishing a 25,000 square foot building and planning to rebuild a 30,000 square foot building you will receive credit for 25,000 square feet. See the Development Charge By-law for length of time this allowance may be used by. Please note that development charge rates are adjusted annually as of January 1st.

CITY DEVELOPMENT CHARGE RATE

The following rates apply to non-residential development for **January 2009 – June 30, 2009** for gross floor area.

Downtown Kitchener (See Map C)

No Charge.

Central Neighbourhood (See Map C2)

Full Service	\$15.84/m ²
	\$1.46/sq.ft.

Development Handbook

REGIONAL DEVELOPMENT CHARGES

Non-Residential Development Charges (\$ Per Square Foot of GFA) – **effective January 1, 2009 – July 31, 2009.**

Suburban Area (See Map C2)

Full Services	\$16.97/m ² (\$1.51/sq.ft.)
Partial Services (No sanitary sewer)	\$13.20/m ² (\$1.58/sq.ft.)
Partial Services (No sanitary sewer or water services)	\$13.20/m ² (\$1.21/sq.ft.)

Service Category	City Cost
Basic Services	\$0.06/sq.ft.
Transit Services	\$0.16/sq.ft.
Library Services	\$0.00/sq.ft.
Transportation	\$4.27/sq.ft.
Water Supply	\$0.48/sq.ft.
Wastewater	\$0.42/sq.ft.
Total Full Services	\$5.39/sq.ft.

Contact Martina Schneider at 519.741.2857 for more information.

Contact Josh Udit at the Regional Finance Department at 519.575.4421 for more information.

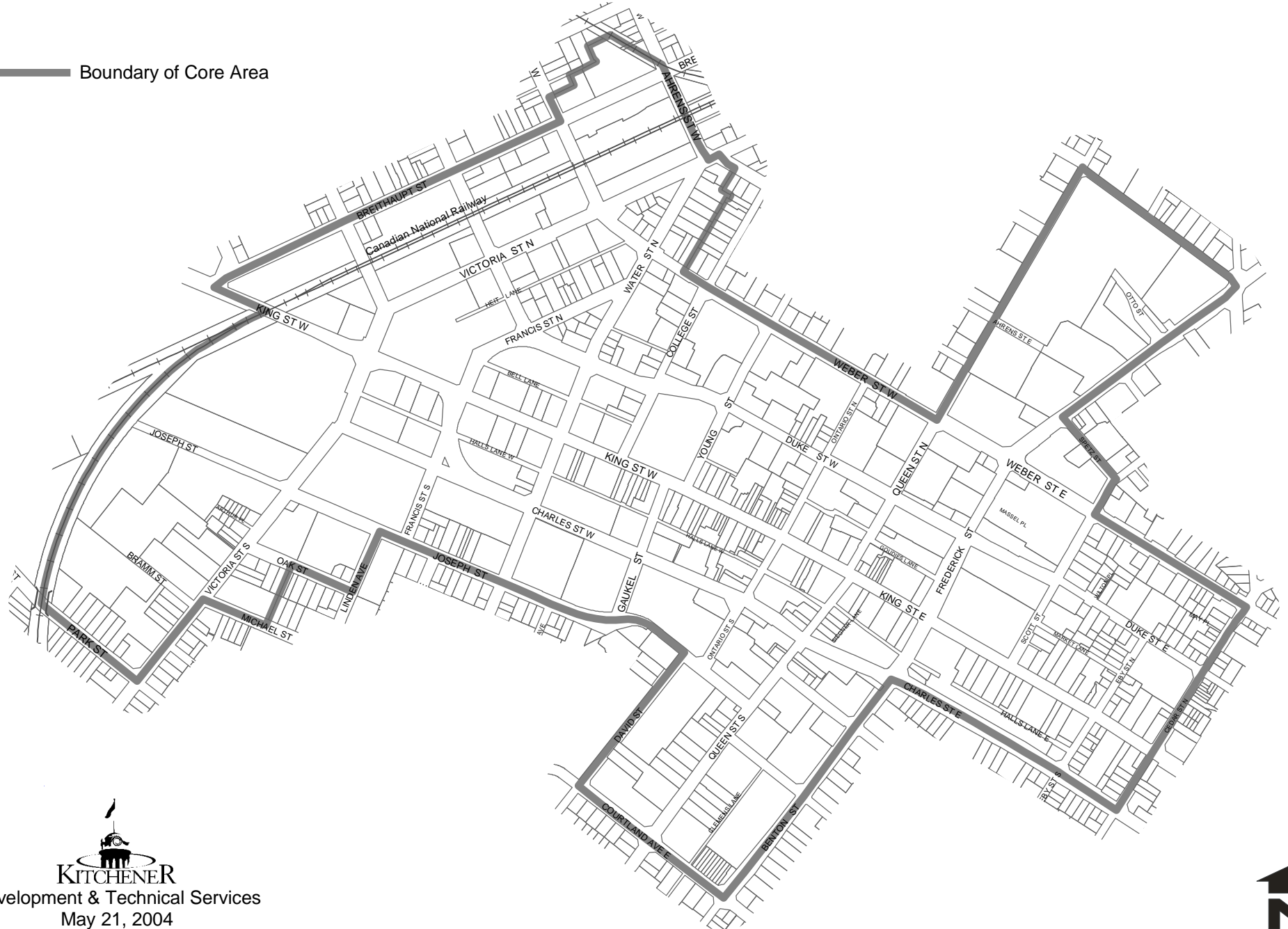
Other Development Services

Service	Cost	Details
Compliance Requests for Industrial Restrictive Covenants	\$135.00	Contact Legal Services
Letter of Compliance for Registered Development Agreements	\$100.00 Plus disbursements	Contact Legal Services
Letter of Zoning Compliance Residential, Single, Semi, Duplex	\$95.00 \$145.00	Regular Response Express Response
Letter of Zoning Compliance All other Letters of Compliance	\$196.00 \$297.00	Regular Response Express Response
Letter of Compliance for Motor Vehicle Dealer's License	\$56.00	
Demolition Control Exemption	\$400.00	+\$200.00 for each additional residential building – Contact Planning
Grading Certificates	\$21.00	Building and Inspection Division
Official Plan Amendment	\$6,360.00	Contact Planning
Occupancy Permit	\$110.00	Contact Planning
Part Lot Control Exemption	\$2,255.00	Contact Planning
Part Lot Renewal By-law	300.00	
Part Lot Control – Legal Admin Fee	118.00	
Part Lot Control – Registration Fee	67.00	
Zone Change Application	\$6,360.00	
Zone Change Signs	\$175.00	per Frontage

SCHEDULE 'C'

City of Kitchener Core Area: Downtown & Warehouse District

— Boundary of Core Area



KITCHENER
Development & Technical Services
May 21, 2004

Sources: Parcel Fabric: Teranet (up to Aug 1998), Strategic Services - I.T. - GIS (1998 - current); Railways: Strategic Services - I.T. (Nov. 2002); Street Network: Strategic Services - I.T. - GIS (Current to date of printing)





SCHEDULE 'C1'

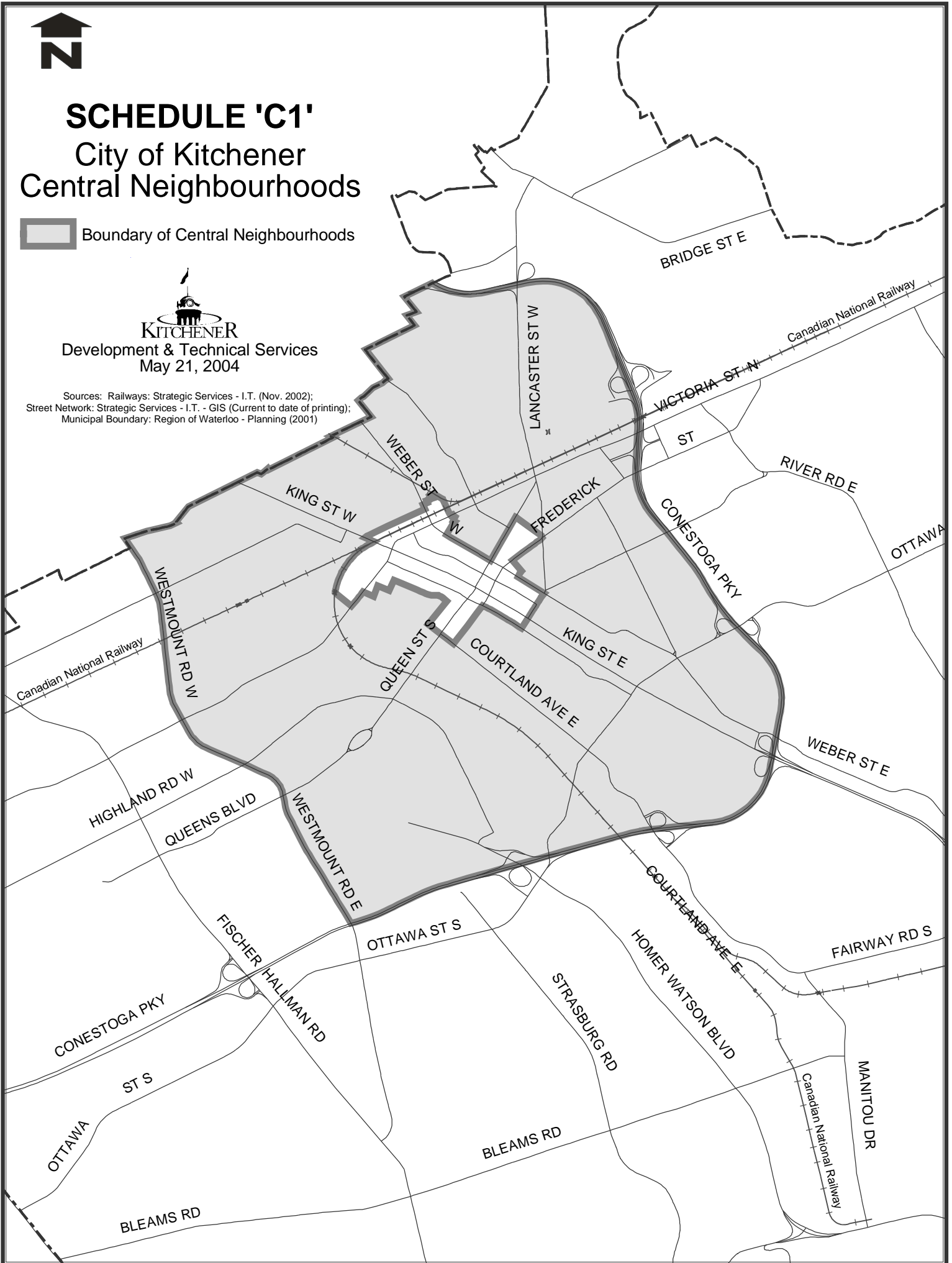
City of Kitchener Central Neighbourhoods

 Boundary of Central Neighbourhoods



Development & Technical Services
May 21, 2004


Sources: Railways: Strategic Services - I.T. (Nov. 2002);
Street Network: Strategic Services - I.T. - GIS (Current to date of printing);
Municipal Boundary: Region of Waterloo - Planning (2001)

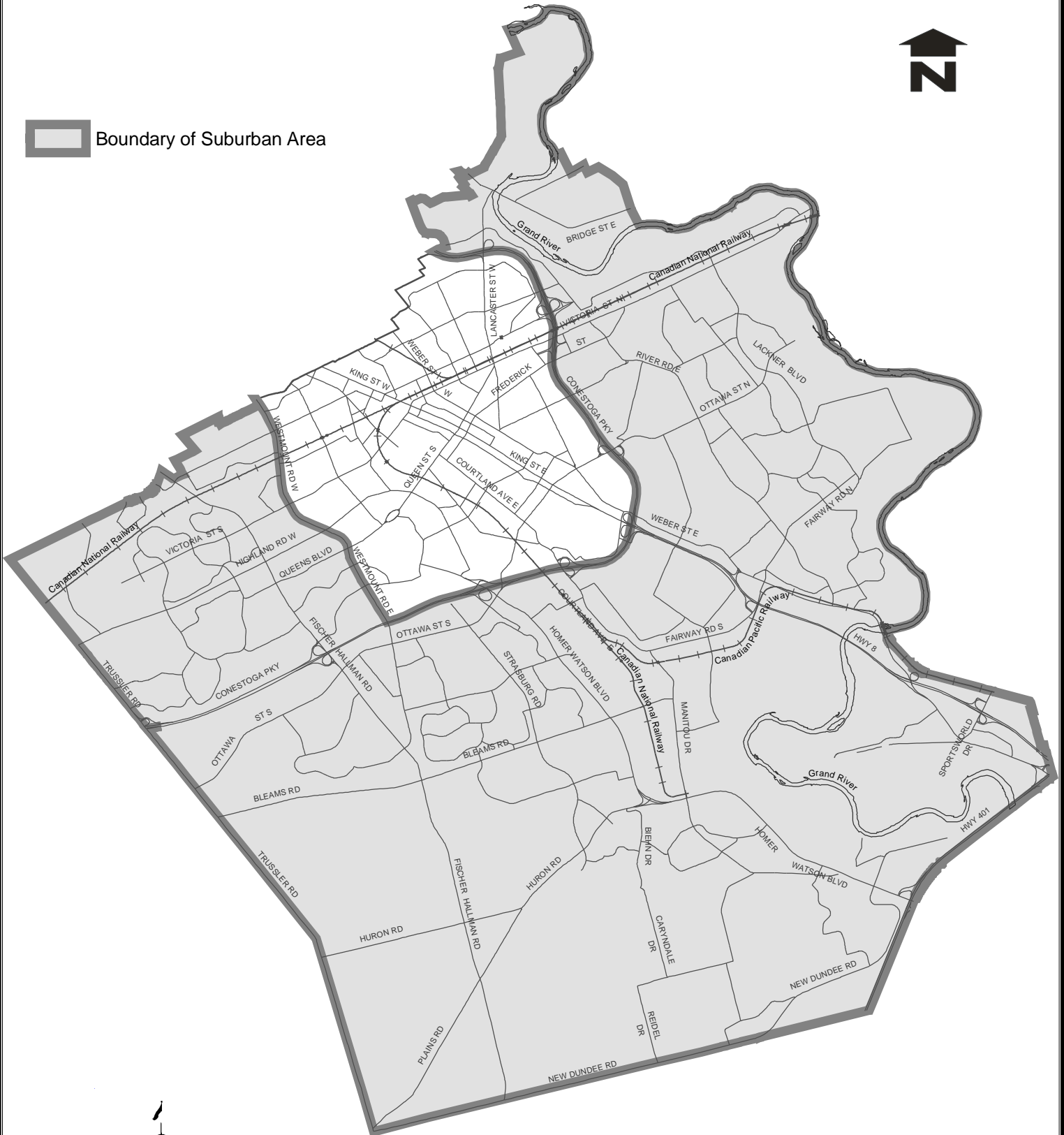


SCHEDULE 'C2'

City of Kitchener Suburban Area



 Boundary of Suburban Area



5. COMPLIANCE

Compliance Request – Development and Subdivision Agreement

Why are Development Agreement Compliance Requests made?

Compliance requests are usually requested if a property owner applies for a re-mortgage or if the property is being sold.

What is done by staff to complete a Development Agreement Compliance Request?

All industrial properties have development standards set out in one or more development agreements registered on title. These standards may include items such as storm water management facilities, landscaping, and demarcation of parking stalls. Staff in various departments complete site inspections to determine if the property complies with the approved site plan and if the property has been maintained in accordance with the development agreement registered on title. If the property complies, Legal Services issues a release, which the owner can then register on title.

What happens if the site does not comply?

If a release is not available due to non-compliance, a Certificate of Compliance is sent to the owner along with the comments indicating outstanding issues. If the owner approaches the involved departments, staff from each commenting area work with the owner to clarify what needs to be addressed to bring the property into compliance.

What is the cost to make a Development Agreement Compliance Request?

The current cost for an inspection, regardless of the number of development agreements

registered on title, is \$100.00. There is a fee of \$100.00 for each re-inspection requested.

If seasonal or weather conditions do not allow for an accurate assessment of site condition, Legal Services advises the applicant of the comments that are available and issues a free inspection by a specified date. The applicant must re-apply by the date specified for a free inspection only by the staff members unable to comment.

What if you have not maintained your property over the years?

If properties have not been maintained over the years in accordance with the approved plans, unwanted delays and costs could be incurred to bring properties into compliance. To avoid unwanted slowdowns and unexpected costs, site maintenance or stewardship is the best solution (e.g. replace dead trees and shrubs as needed, inspect storm water management facilities regularly, do not encroach into tree preservation areas or wetlands and submit revised site plans prior to implementing physical changes on site).

How long does a Request Take?

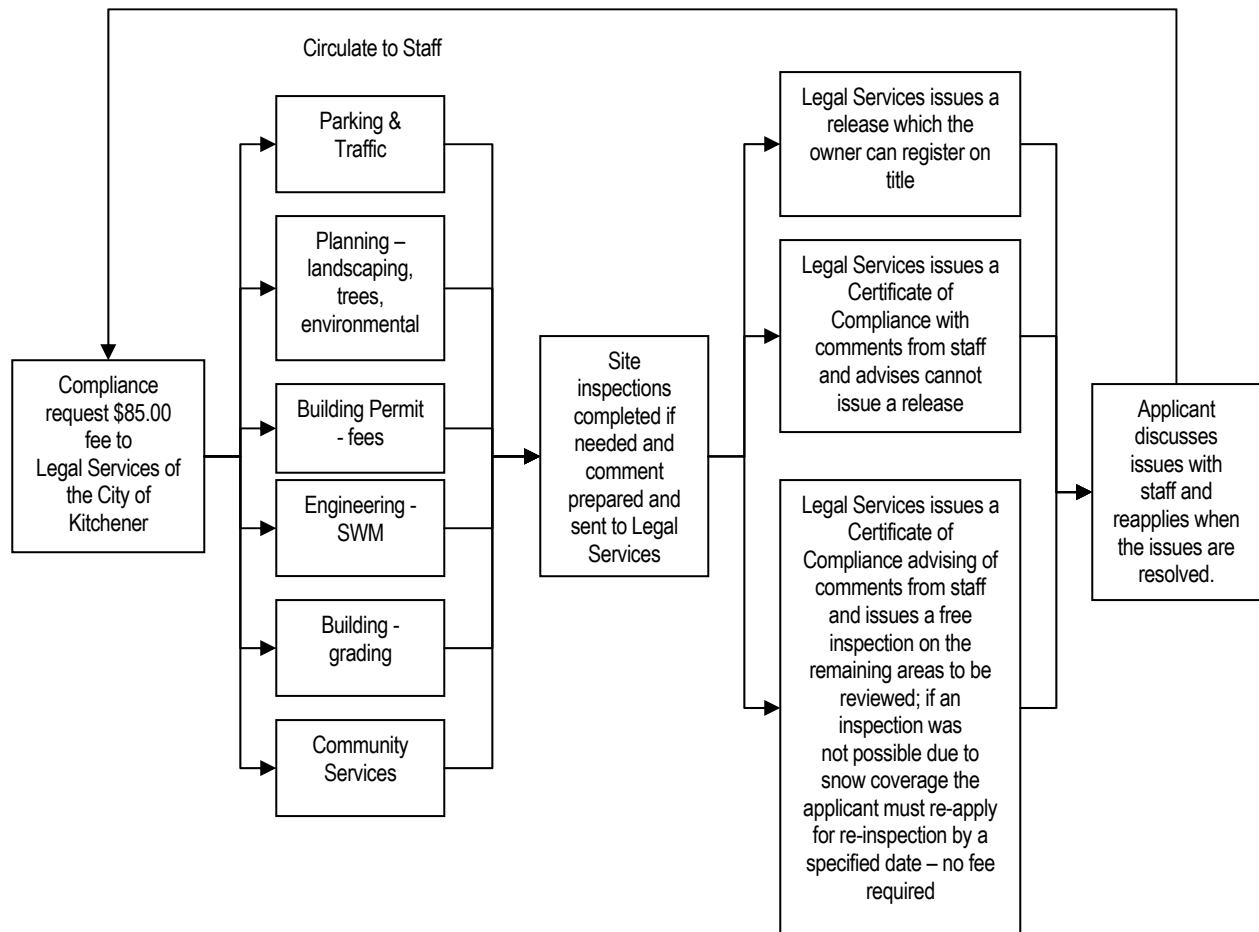
From the date the Legal Department receives a request for release/compliance, there is a 60-day deadline that Departments have to respond. A reply is sent out by Legal Services following the receipt of the various city Departments comments.

Who should you contact for an application or if you have questions?

Requests for release/compliance of Development and Subdivision Agreements are available from Legal Services, City Hall.

Should you have any questions or concerns please contact Sherry Handsor at 519.741.2856.

Compliance Request – Development and Subdivision Agreements – Flow Chart



Compliance Request – Industrial Covenant

What is an Industrial Covenant Compliance Request?

Lots purchased from the City in the Bridgeport Industrial Park, Huron Business Park or Lancaster Corporate Centre are subject to restrictive covenants that are set out in the Deed. Requests for confirmation that the property complies with the restrictive covenants, including requests for consent to conduct any of the transactions listed under the “Title Control” section, should be submitted in writing to Legal Services.

What happens if the property complies with the restrictive covenants?

If the property complies with the restrictive covenants set out in the Deed, a recommendation will be made to City Council to adopt a resolution confirming compliance with the restrictive covenants and giving consent to a request to a transaction. There is a restriction in the Deed requiring that any of the transactions listed such as transfer, mortgage, lease, etc. must be approved by the City for a certain number of years. A “request to a transaction” is referring to the request for the City’s approval to transfer, mortgage, lease, etc. Upon enactment of a resolution, a certified copy and the Confirmatory By-law will be provided to the party requesting the information.

How long does it take to process a request?

The process takes up to two weeks to complete.

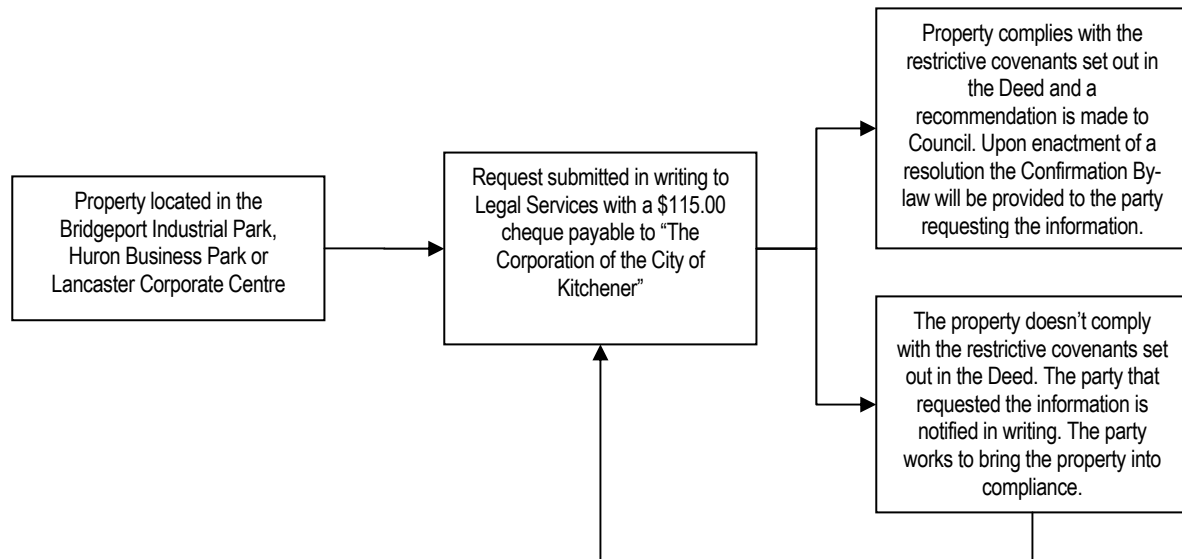
What is the cost for an Industrial Covenant Compliance Request?

A cheque in the amount of \$135.00 payable to “The Corporation of the City of Kitchener” is required for each confirmation request.

Who should you contact if you have questions?

Should you have any questions or concerns please contact Terri Rau at 519.741.2713.

Compliance Request – Industrial Covenant – Flow Chart



Letter of Compliance – Zoning

When is a Letter of Compliance requested?

A Letter of Compliance is usually requested if a property is being sold or mortgaged. They are usually obtained by a lawyer representing one of the parties in the transaction.

What information is provided?

- Municipal Plan designation;
- Current zoning and whether the proposed use complies and pending zoning if applicable;
- Compliance with building setback regulations;
- Status of any building and plumbing permits on file;
- Whether there are any active zoning or property standard violations; and
- Whether the property is of any heritage significance.

How much does a Letter of Compliance cost?

The fee for a single detached, semi-detached or duplex dwelling is \$95.00 for the standard turnaround of approximately two weeks. Responses are sent via mail or can be picked up.

Expedited service is available for a fee of \$145.00. The applicant receives verbal information via telephone within three days followed by hard copy.

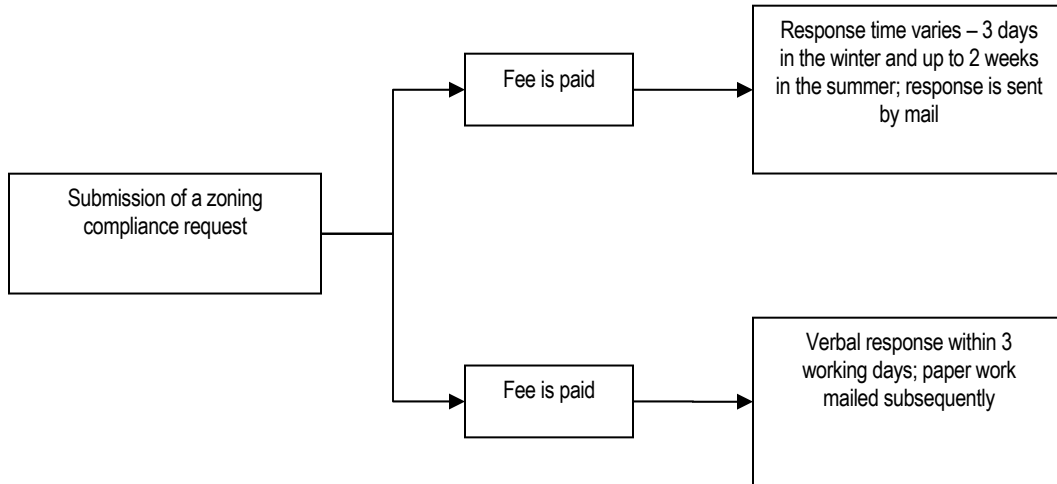
The fee for all other compliance letters is \$196.00 with expedited service available at a cost of \$297.00

Where do you obtain a Letter of Compliance request form?

A Letter of Compliance request form is available through Zoning.

For a consultation or answers to specific questions regarding the Letter of Compliance contact Zoning at 519.741.2317.

Letter of Compliance – Zoning – Flow Chart



6. GOVERNMENT INFORMATION

Kitchener. Customers have the choice of being supplied by an independent gas marketer or Kitchener Utilities as their supplier of natural gas and transportation.

Utilities

Illustrated below are the rates for the General Service category as of April 01, 2006. These rates are applicable to residential and non-contract commercial and industrial customers. For commercial and industrial customers with a minimum annual volume of 720,000 m³ and a daily demand of over 4,800 m³, the Firm Contract Rate or Interruptible Contract Rate may apply.

NATURAL GAS

The City of Kitchener is one of only two municipalities in the province of Ontario that has retained control over their natural gas utility.

Kitchener Utilities is responsible for distributing natural gas to the businesses and citizens of

Natural Gas Rates – General Service – Effective November 1, 2008

	Amount of Gas used per Month	Supply Rate	Delivery Rate	Transportation Rate	Net Rate cents/m3	Daily Fixed Delivery Charge
Average Household	First 1,400 m ³	31.6	6.186	5.284	43.070	0.56/day
Small to Medium Businesses	Next 4,600 m ³	31.6	5.144	5.284	42.028	0.56/day
	Next 124,000 m ³	31.6	4.071	5.284	40.955	0.56/day
	Next 270,000 m ³	31.6	3.450	5.284	40.334	0.56/day
Large Business	Next 400,000 m ³	31.6	3.271	5.284	40.155	0.56/day

Supply Rate – the rate charged for natural gas commodity, fuel and administration.

Variable Delivery Rate – the rate charged for delivering natural gas from the Ontario border to your home.

Transportation Rate – the rate charged for bringing the natural gas to the Ontario border.

Daily Fixed Delivery Charge – the rate charged for maintaining secure delivery of natural gas to your home.

WATER

Chemical Analysis (approximate)

Hardness 300-600 parts per million (ppm)
 Alkalinity 250 ppm
 Iron less than 0.2 ppm
 pH 7.2

For more information on water quality contact The Region of Waterloo at 519.571.6230

Water and Sewage Charges – Effective March 1, 2009

Water Charge per Cubic Metre	\$1.4285/m ³
Plus Sewer Surcharge	\$1.5737/m ³
TOTAL	\$3.002/m³

For more information about the gas and water services offered by Kitchener Utilities, please contact Kitchener Utilities at 519.741.2626 or visit them on the website at www.kitchenerutilities.ca

Development Handbook

ELECTRICITY – KITCHENER WILMOT HYDRO INC.

Effective May 1, 2008, the Ontario Energy Board (OEB) approved Kitchener-Wilmot Hydro Inc's Electricity Distribution and Retail Transmission rates.

Electricity prices set under the OEB's Regulated Price Plan (RPP), which are reviewed by the OEB every six months, remain unchanged from November 1, 2007. Retail Transmission charges decreased by 14.8% while Distribution charges increased slightly by 0.13%. Compared to May 1, 2007, these changes, coupled with the January 1, 2008 G.S.T. reduction, results in a 4.95% decrease on an average residential bill consuming 1,000 kWhrs per month.

The Wholesale Market charge and Miscellaneous charges remain unchanged. **All rates below are in effect until April 30, 2009.** (source: www.kwhydro.ca/rates.asp Website February, 2009)

GENERAL SERVICE (DOES NOT INCLUDE RESIDENTIAL)		
	(<50 kW DEMAND)	(>50 kW Demand)
Energy Charge (per kWhr)*	First 750 kWhr: \$0.056 Balance: \$0.65 (or retailer price)	Spot Market Price or Retailer Price
Retail Transmission Portion		
Transmission Network Charge	\$0.0037 (per kWhr)	\$1.9213 (peak kWhr)
Transmission Connection Charge	\$0.0015 (per kWhr)	\$0.7696 (peak kWhr)
Wholesale Market Charge	\$0.0062 (per kWhr)	\$0.0062 (peak kWhr)
Kitchener-Wilmot Hydro Inc. Distribution Portion		
Distribution Charge	\$0.009(per kWhr)	\$3.5172 (peak kWhr)
Monthly Customer Charge (per month)	\$25.47	\$232.78
Customer Owned Transmission Credit		\$(0.60)
Debt Reduction Charge (per kWhr)	\$0.0070	\$0.0070

LARGE USER > 5000 kW	
Energy Charge (per kWhr)	Spot Market Price or Retailer Price
Retail Transmission Portion	
Transmission Network Charge (Peak kW)	\$1.8058
Transmission Connection Charge (Peak kW)	\$0.7234
Wholesale Market Charge (per kWhr)	\$0.0062
Kitchener-Wilmot Hydro Inc. Distribution Portion	
Distribution Charge (Peak kW)	\$1.4304
Customer Owned Transformation Credit	(\$0.60)
Monthly Customer Charge (per month)	\$14,184.10
Debt Reduction Charge (per kWhr)	\$0.0070

RESIDENTIAL	
Energy Charge (Per kWhr)	First 1000 kWhr: \$0.056 Balance: \$0.065 or Retailer Price
Retail Transmission Portion	
Transmission Network Charge (per kWhr)	\$0.0042
Transmission Connection Charge (per kWhr)	\$0.0016
Wholesale Market Charge (per kWhr)	\$0.0062
Kitchener-Wilmot Hydro Inc. Distribution Portion	
Distribution Charge (per kWhr)	\$0.0123
Monthly Customer Charge (per month)	\$9.81

Kitchener-Wilmot Hydro

Business number: 519.743.3600 or visit at www.kwhydro.on.ca

Region of Waterloo Waste Management

Local businesses are responsible for disposing their waste. Local businesses can dispose of non-hazardous, solid waste at either Cambridge or Waterloo landfills during regular business hours.

The Region of Waterloo is not licensed to receive hazardous waste from businesses. Disposal of hazardous waste in local sanitary landfills is a serious offense under current Provincial legislation. Refer to your telephone book for a list of licensed haulers capable of handling your hazardous wastes.

Region of Waterloo businesses hire their own contractors for recycling collection. Some core urban businesses may be eligible for blue box recycling collection. Call the Region of Waterloo 519.883.5150 ext. 234 for more information.

To set up a commercial landfill account with the Region of Waterloo, please complete and mail or fax an Application for Credit, found on the Region

of Waterloo website (www.region.waterloo.on.ca) to:

Region of Waterloo
 Finance Department
 4th Floor, 150 Frederick Street
 Kitchener, ON N2G 4J3
 Phone: (519) 575-4517
 Fax: (519) 575-4448

STORM SEWER DISCHARGE

The Regional Municipality of Waterloo has a sewer use by-law that regulates the use of sanitary and storm sewers and the effluents permitted to be discharged into them. Approval is required from the Regional Municipality of Waterloo, to discharge industrial waste into sewers and for any connection or alteration to a sewer. In some cases a Certificate of Approval is required from the Ministry of Environment. All new business should be checking with the Region prior to occupancy to ensure that all regulations will be met. For further information, please contact the Region of Waterloo at 519.575.4400.

WATERLOO AND CAMBRIDGE LANDFILL & WASTE TRANSFER STATIONS	
Waste Management User Fee Schedule – Effective: July 1, 2005 to June 30, 2006	
There is no charge for the first 50 kg on all loads under 500 kg. Loads exceeding 50 kg will be charged based on the rates listed below. Charges less than \$1.00 will be waived. All other charges will be rounded down to the nearest dollar.	
	Fee (per 100 kg)
General Refuse/Garbage	\$6.40
Recyclables (Blue Box Items)	\$3.00
Tires (max 16", rims removed)	\$10.00
Surcharge Loads (Waterloo Landfill Site Only) (stumps, wire, Styrofoam, asbestos, nuisance dusts, etc.)	\$12.80
Electronic e-waste	
1 to 4 items (cost/item)	\$10.00
Each additional item (cost/item)	\$25.00
Commercial load	\$2,000.00
CFC removal charge for appliances	
- first unit	\$ 10.00
- each additional unit	\$ 25.00
CFC Removal Charge for Appliances	
first unit	\$10.00
each additional unit	\$25.00

Tax Information

MUNICIPAL PROPERTY TAX RATES

Commencing in 2006 the assessed value for properties will be based on the average of the current year and two previous years. The amount of taxes paid on a property is calculated by multiplying the current value assessment by the appropriate tax listed below.

The school support of the occupant or tenant(s) of the property directs whether the taxes go to the Public or Separate School education system.

The tax rate is determined by the annual financial requirements of the City, Region, and the Boards

of Education. The money, which is collected in the form of annual taxes by the municipality, is apportioned among these respective bodies.

Questions regarding the market value of a property should be directed to the Regional Assessment Office 519.623.5210 which is located at 150 Main Street 4th floor, Cambridge, Ontario.

TAXATION RATES (2008) – 2009 TAX RATES WILL BE APPROVED BY COUNCIL IN JUNE 2009

The following is a summary of the tax rates. Questions regarding the taxation rates should be directed to City of Kitchener Financial Services at 519.741 2450.

2008 FINAL TAX RATES	City of Kitchener	Region of Waterloo	Boards of Education	Total
RT Residential / Farm Taxable - Full Rate	0.0045360	0.0068914	0.0026400	0.0140674
MT Multi-Residential Taxable - Full Rate	0.0097523	0.0148165	0.0026400	0.0272088
CT Commercial Taxable - Full Rate	0.0088451	0.0134382	0.0203266	0.0426100
ST Shopping Centre Taxable - Full Rate	0.0088451	0.0134382	0.0203266	0.0426100
DT Office Building Taxable - Full Rate	0.0088451	0.0134382	0.0203266	0.0426100
GT Parking Lot Taxable - Full Rate	0.0088451	0.0134382	0.0203266	0.0426100
IT Industrial Taxable - Full Rate	0.0103420	0.0157124	0.0259655	0.0520199
LT Large Industrial Taxable - Full Rate	0.0103420	0.0157124	0.0259655	0.0520199
FT Farmland Taxable - Full Rate	0.0011340	0.0017229	0.0006600	0.0035169
PT Pipeline Taxable - Full Rate	0.0052676	0.0080030	0.0130780	0.0263486
TT Managed Forest Taxable - Full Rate	0.0011340	0.0017229	0.0006600	0.0035169

How do I get information about other taxes such as PST, GST, Ontario Retail Sales Tax and/or income tax?

For information about PST

Ontario Ministry of Finance 519.576.8400
 Kitchener District Tax Office
 305 King Street West
 Kitchener Ontario N2G 1B9
www.fin.gov.on.ca

For information about GST

Canada Revenue Agency 1.800.959.5525
 166 Frederick Street
 Kitchener Ontario N2H 2M4
www.cra.gc.ca

For information about Ontario Sales Tax

Ontario Ministry of Finance
 Kitchener District Tax Office
 305 King Street West
 Kitchener, Ontario N2G 1B9
 519.576.8400
www.fin.gov.on.ca

For information about personal income tax

Canada Revenue Agency 1.800.959.8281
166 Frederick Street
Kitchener Ontario N2H 2M4
www.cra.gc.ca

For information about business income tax

Canada Revenue Agency 1.800.959.5525
New Industrial Development
166 Frederick Street
Kitchener Ontario N2H 2M4
www.cra.gc.ca

Addresses

Need a new Postal Code?

To receive a new postal code you need a municipal address and Site Plan Approval.

Contact Canada Post to receive your new postal code:

www.canadapost.ca
1.800.267.1177

Specific questions can be directed to:
Jeff Enright 519.649.5117
jeff.enright@canadapost.ca

Need a New Municipal Address?

Contact at the City of Kitchener's Development and Technical Services Department: for new municipal addresses if needed:

Barb Fairbairn 519.741.2329
Addressing Analyst
barbara.fairbairn@kitchener.ca

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