

Member Municipalities

Township of
Adelaide-Metcalf

Township of
Brooke-Alvinston

Municipality of
Chatham-Kent

Township of
Dawn-Euphemia

Township of
Enniskillen

Municipality of
Lambton Shores

Municipality of
Middlesex Centre

Village of
Newbury

Village of
Oil Springs

Town of
Petrolia

Town of
Plympton-Wyoming

Village of
Point Edward

City of
Sarnia

Municipality of
Southwest Middlesex

Township of
St. Clair

Municipality of
Strathroy-Caradoc

Township of
Warwick

To: Municipal Staff

RE: SCRCA Staff Contacts

The Planning & Regulations Department has undergone many staffing changes within the last year and a half and as a result, an updated staff list has been provided for your reference. The following is the list of department staff and their associated roles. The main line to contact the SCRCA is 519-245-3710. The full staff directory including phone extensions and emails can be found here:
<https://www.scrca.on.ca/about-us/scrca-staff/>

Director of Planning & Regulations – Melissa Deisley ex 251
Manager of Planning & Natural Heritage – Sarah Hodgkiss ex 234
Planner – Laura Biancolin ex 257
Regulations Officer – Jeff Vlasman ex 254
Engineering Technician – Rashida Naznin ex 223
Planning & Regulations Clerk – Meagan Weber ex 235

All public inquiries can be directed to planning@scrca.on.ca, and we will forward the question or application to the appropriate staff member within the department.

A full copy of our 2022 Planning and Regulations Fee Schedule has also been attached and will be posted on our website <https://www.scrca.on.ca/planning-and-regulations/planning-and-regulations-fee-schedule/>. Please feel free to forward this information to other staff.

Should you have any questions please feel free to contact me.

Yours,



Ken Phillips
General Manager/Secretary-Treasurer

Planning & Regulations Fee Schedule

The fee schedule is revised annually by the Authority's Board of Directors. If an applicant has concerns with a fee charged, they have the right to appeal to the Authority's Board of Directors after the fee has been paid. To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to stclair@scrca.on.ca. The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines.

Administrative Fees 2022

Processing Fee	\$140.00
Legal Inquiries	\$220.00
Site Inspection/ Meeting Attendance	\$255.00

Technical Report Review

Includes initial review of complete report; review of revised reports are subject to surcharge. Technical Report Review fees are in addition to application fees.

Terms of Reference ¹	\$435.00
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Engineering Study/Technical Report

(floodline, geotechnical, meander belt, slope stability, natural heritage, coastal²)

Standard	\$460.00
Major - complex features, potential impact	\$840.00

Environmental Impact Study / Development Assessment Report

Minor - limited assessment required, adjacent to feature	\$1,060.00
Standard - scoped technical assessment, adjacent or within feature	\$1,980.00
Major - comprehensive technical assessment, adjacent or within feature	\$5,020.00
Mitigation / Monitoring Report	\$795.00

Hydrogeological Assessment	\$1,585.00
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Stormwater Management Plans

Preliminary Concept	\$400.00
Detail Design	\$770.00

Additional Review of Revised Report	25% surcharge
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¹ Terms of Reference fee is reduced from the Technical Report Review fee.

² SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016.

Planning Service Fees

Fees are per application unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.

	2022
Pre-consultation/ Property Inquiry³	\$280.00
Natural Hazards	
Minor Variance (Waterfront ⁴ 2x)	\$220.00
Severance (per lot created; Waterfront ⁴ 2x)	\$305.00
Site Plan Approval	\$325.00
Major - large scale, complex features, requiring technical studies	\$765.00
Zoning By-law Amendment	\$325.00
Major - large scale, complex features, requiring technical studies	\$505.00
Official Plan Amendment	\$325.00
Major - large scale, complex features, requiring technical studies	\$510.00
Natural Heritage	
Minor Variance	\$365.00
Severance (per lot created)	\$550.00
Site Plan Approval	\$495.00
Major - large scale, complex features, requiring technical studies	\$1,000.00
Zoning By-law Amendment	\$575.00
Major - large scale, complex features, requiring technical studies	\$1,000.00
Official Plan Amendment	\$575.00
Major - large scale, complex features, requiring technical studies	\$1,000.00
Draft Plan of Subdivision/Condominium	
< 20 Units	\$1,600.00
21-50 Units	\$3,270.00
> 51 Units	\$4,360.00
Additional Natural Heritage Fee	
< 20 Units	\$720.00
21-50 Units	\$1,440.00
> 51 Units	\$2,160.00
Clearance of Conditions (per condition)	\$320.00
Redline Revision (applicant initiated)	25% of initial fee

³This fee will be deducted from the application fee when a formal application is submitted.

⁴Waterfront includes properties within the Shoreline Hazard along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.

Ontario Regulation 171/06 Review Fees

Application fees are applied per works/project.

	2022
Property Inquiry⁵	\$280.00
Application Fees	
Routine Permit	
Limited review, minor in nature relative to cost, location, or impact	\$240.00
Minor Permit A	
Small scale, and/or consistent with policy	\$470.00
Minor Permit B	
Medium scale, primary structures, and/or consistent with policy	\$730.00
Major Permit	
Larger scale, requiring technical studies, and/or inconsistent with policy	\$1,235.00
Drainage Act Review⁶	
DART Review	
Minor - project value under \$500.00	\$65.00
Standard	\$380.00
Major - wetland	\$1,010.00
Engineer's Report Review	\$510.00
Other Fees	
Aggregate Resource Act Review	\$3,355.00
Environmental Assessment Act	
Standard	\$3,355.00
Major	\$8,385.00
Commercial Renewable Energy Projects	Double
Golf Course Development/Realignment	\$1,010.00
Hearing Request	\$805.00
Application Revisions and Permit Revisions/Extensions	\$135.00
Applications for Work Proceeded without Authorization	Double

⁵This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit.

⁶If an Ontario Regulation 171/06 application is required for a drain enclosure, or works within or adjacent to a wetland additional fees, as appropriate, may be charged. Section 76 reports are exempt.