

**REGIONAL, LOCAL MUNICIPALITY AND SCHOOL BOARDS
NON-RESIDENTIAL DEVELOPMENT CHARGES (DC) INFORMATION FORM**

If you have any inquiries, please contact Development Officer, Region of Halton 905-825-6000 ext. 7290; Maryam Aftab, Town of Milton 905-878-7252 ext. 2402; or Mitchell Gundy, School Boards 905-335-3665 ext. 3240. Please see reverse for definitions. This form is to be returned to the Local Municipality when complete.

TO BE COMPLETED BY APPLICANT

| | | |
|---------------------------------------|--|----------------|
| Date of Application (MM/DD/YY): _____ | Local Municipality: _____ | Town of Milton |
| Applicant (First/Last Name): _____ | Site Address: _____ | |
| Applicant Telephone #: _____ | Building Permit Application #: _____ | |
| Owner Name: _____ | Site Plan/Zoning Certificate: _____ | |
| Owner Telephone #: _____ | Legal Description: _____ | |
| Contact E-Mail: _____ | | |
| Size of Lot (m ²): _____ | Size of Existing Building (m ²): _____ | |
| | Above Grade | Below Grade |
| | _____ | _____ |
| | _____ | Total |

Information on Development:

Name of Building Occupants (current or proposed): _____

Description of Proposed Use: _____

Regional Infrastructure Connection: Water Wastewater

Type and size of Use (including below grade):

New Development/Expansion (m²)

| | | | | |
|---|-----------------|-----------|-------------------------|--|
| <input type="checkbox"/> Retail | New Development | Expansion | Total (m ²) | |
| <input type="checkbox"/> Office - specify use _____ | _____ | _____ | _____ | |
| <input type="checkbox"/> Industrial -Manufacturing | _____ | _____ | _____ | |
| <input type="checkbox"/> Industrial- Warehouse/Distribution | _____ | _____ | _____ | |
| <input type="checkbox"/> Industrial - spec. building | _____ | _____ | _____ | |
| <input type="checkbox"/> Commercial | _____ | _____ | _____ | |
| <input type="checkbox"/> Other - specify _____ | _____ | _____ | _____ | |
| Total: | _____ | _____ | _____ | |

Shell/Speculative Building

NOTE: Additional DCs may apply at first tenant 'fit-out' of each unit based on use

Redevelopment (m²) [incl. first tenant 'Fit-out']

| | | | |
|--|----------------------------------|--|--|
| <input type="checkbox"/> Retail | Conversion / Interior Alteration | Demolitions | |
| <input type="checkbox"/> Office - specify use _____ | From _____ To _____ | Permit # _____ | |
| <input type="checkbox"/> Industrial - Manufacturing | _____ | Date of Permit Issued (MM/DD/YY) _____ | |
| <input type="checkbox"/> Industrial - Warehouse/Distribution | _____ | Date of Demolition (MM/DD/YY) _____ | |
| <input type="checkbox"/> Industrial - spec. building | _____ | Non-residential demolition TFA (m ²) _____ | |
| <input type="checkbox"/> Commercial | _____ | Non-residential demolition GFA (m ²) _____ | |
| <input type="checkbox"/> Other - specify _____ | _____ | Previous Use _____ | |
| <input type="checkbox"/> Residential Unit | Type _____ | Residential demolition Type _____ | |
| | Number of Units _____ | Number of Units _____ | |

Categories of Exemption:

- | | | |
|--|---|---|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Board of Education | <input type="checkbox"/> Region, Area Municipality, Local Board |
| <input type="checkbox"/> Temporary Venues | <input type="checkbox"/> Public Hospital | <input type="checkbox"/> Place of Worship/Area of Worship |
| <input type="checkbox"/> Seasonal Structures | <input type="checkbox"/> Conservation Authority | <input type="checkbox"/> Parking Garages |

Request for Agreement:

Types of Agreement Temporary Building (see definition) Deferral

Information/guideline package to be sent to: _____ (Print Name) _____ (E-mail)

I, _____ (print first/last name) have reviewed the Regional, Local Municipality and School Boards Non-residential Development Charges information form and confirm that the information I have provided above is true and accurate. I further acknowledge that it is my responsibility to provide accurate information and accept responsibility for any errors and omissions, including any future requirement by the applicable municipality that I solely remedy any errors and omissions where necessary as determined by such municipality.

Applicant/Applicant's Architect/Engineer: _____ (Print Name) _____ (Signature) _____ (Date)

FOR LOCAL MUNICIPALITY OFFICE USE ONLY - DEVELOPMENT INFORMATION CONFIRMATION

NOTE: Enter ONLY where information differs from above

| | | | | |
|---|--------------------------------|--|--|--|
| Size of Existing Building/Unit (m ²): | Above Grade (GFA) | Below Grade | Total (TFA) | |
| | _____ | _____ | _____ | |
| New Development/Expansion (m²) | New Development | Expansion | Total m ² | |
| Type: _____ | _____ | _____ | _____ | |
| Re-Development (m²) | Conversion/Interior Alteration | Demolitions | Demolition Confirmed | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Type: _____ | From _____ To _____ | Permit # _____ | Date of Permit Issued (MM/DD/YY) _____ | |
| Residential Unit | Type _____ | Demolition Confirmed _____ | Non-residential demolition TFA (m ²) _____ | |
| | Number of Units _____ | Non-residential demolition GFA (m ²) _____ | Residential demolition Type _____ | |
| | Previous Use _____ | Number of Units _____ | | |

Staff Comments: _____

_____ (Reviewed By - Print Name) _____ (Initial) _____ (Date)

FOR THE REGION/LOCAL MUNICIPALITY/BOARD OF EDUCATION USE ONLY - DC CALCULATION

| | | | | |
|--|---------------------------------|--------------------------------|-----------------|---|
| | <input type="checkbox"/> REGION | <input type="checkbox"/> LOCAL | EDC | |
| | Retail | Non-retail | | |
| DC Rate/m ² (Effective until _____): | \$ _____ | \$ _____ | \$ _____ | Staff Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
| Chargeable Floor Area (m ²): | _____ | _____ | _____ | |
| Proposed Floor Area | _____ | _____ | _____ | |
| Less: Category Exemption | _____ | _____ | _____ | |
| Expansion Exemption | _____ | _____ | _____ | |
| Net Chargeable Floor Area | _____ | _____ | _____ | |
| Below Grade Floor Area (for EDC) | _____ | _____ | _____ | |
| Net Chargeable Floor Area (for EDC) | _____ | _____ | _____ | |
| DC Payable: | | | | |
| Total DC | \$ _____ | \$ _____ | \$ _____ | |
| Less: Demolition Credit | _____ | _____ | _____ | |
| Conversion Credit | _____ | _____ | _____ | |
| Other _____ | _____ | _____ | _____ | |
| Net DC Payable: | \$ _____ | \$ _____ | \$ _____ | |
| Total To Be Collected (Retail + Non-retail) | \$ _____ | \$ _____ | \$ _____ | <input type="checkbox"/> Executed Regional Agreement |
| | _____ (Prepared By) | _____ (Approved By) | _____ (Date) | |

REGIONAL MUNICIPALITY OF HALTON
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Regional Definitions per By-law 25-22: (Please refer to the complete By-law at www.halton.ca for all definitions and rules)

“accessory commercial building” means a building that is naturally or normally incidental to or subordinate in purpose and is exclusively devoted to the principal commercial use on the lot;

“agricultural development” means development of land and buildings that support a *bona fide* farming operation, which may include a farming operation that includes separate adjoining lots, including greenhouses which are not connected to Regional water services or wastewater services, sod farms and farms for the breeding and boarding of horses, and includes, but is not limited to, barns, silos and other ancillary buildings to such agricultural development but excluding any component thereof that are residential use, an industrial, a commercial use or a retail development, including but not limited to the breeding, boarding and/or grooming of household pets;

“air-supported structure” means a structure consisting of a pliable membrane that achieves and maintains its shape and support by internal air pressure;

“building” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and despite the foregoing includes, but is not limited to:

- (i) an above-grade storage tank,
- (ii) an air-supported structure,
- (iii) an industrial tent;
- (iv) a roof-like structure over a gas-bar or service station; and
- (v) and area attached to and/or ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure or any of them;

“commercial use” means land, buildings or portions thereof used, designed or intended for use for a non-residential use that is not a retail development or industrial, and includes uses which serve academic, medical/dental, and cultural needs that are not located within or part of a retail development;

“existing industrial building” shall have the same meaning as the term is defined in the Regulation, and shall not include self-storage facilities and retail warehouses;

“industrial” means non-retail uses where land or buildings, or portions thereof are intended or designed for manufacturing, producing, processing, storing or distribution of something, including research or development in connection with manufacturing, producing or processing something, and the retail sale by a manufacturer, producer or processor of something that they have manufactured, produced or processed, if the retail sales are at the site where the manufacturing, producing or processing takes place, as well as office space ancillary to the manufacturing, producing, processing, storing or distribution of something at the site, but shall not include self-storage facilities or retail warehouses;

“mezzanine” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;

“non-residential development” means land, buildings or portions thereof used, designed or intended for a non-residential use;

“non-residential use” means the use of land, buildings or portions thereof for any purpose other than for a residential use;

“non-retail development” means any non-residential development which is not a retail development, and shall include offices that are not part of a retail development;

“recreational vehicle parks” means land where mobile homes may be situated and occupancy of mobile homes is not permitted throughout the calendar year by either municipal land use or provincial regulations;

“retail” means land, buildings, structures or any portions thereof, used, designed or intended to be used for the sale, lease or rental or offer for sale, lease or rental of any manner of goods, commodities, services or entertainment to the public, for consumption or use, whether directly or through membership, but shall exclude commercial, industrial, hotels/motels/bed and breakfast facilities, mobile homes situated on recreational vehicle parks, as well as offices not located within or as part of a retail development, and self-storage facilities;

“retail development” means a development or land of building which are designed or intended for retail;

“seasonal structure” means a building placed or constructed on land and used, designed or intended for use for a non-residential purpose during a single season of the year where such building is designed to be easily demolished or removed from the land at the end of the season;

“temporary building” means a building used, designed or intended for use for a non-residential purpose, other than a seasonal structure and a temporary venue, or for a residential purpose, other

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than a garden suite, that is constructed or placed upon land and which is demolished or removed from the land within three (3) years of building permit issuance, and includes, but is not limited to, sales trailers, office trailers and industrial tents provided they meet the criteria in the definition:

“temporary venue” means a building that is placed or constructed on land and is used, designed or intended for use for a particular event where the event has a duration of one (1) week or less and the building is erected immediately before beginning of the event and is demolished or removed from the land immediately following the end of the event;

“total floor area”:

- a) includes the sum of the total areas of the floors in a building whether at, above or below grade, measured:
 - (1) between the exterior faces of the exterior walls of the building;
 - (2) from the centre line of a common wall separating two uses; or
 - (3) from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and
- b) includes the area of a mezzanine;
- c) excludes those areas used exclusively for parking garages or structures; and
- d) where a building has only one wall or does not have any walls, shall be the sum of the total floor area shall be the total of the area directly beneath any roof-like structure of the building.