

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 825-6000 ext. 7290; Town of Halton Hills 905-873-2601 ext. 2221; or School Boards 905-632-6314 ext. 107. 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	_____
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 (m2):	_____	Size of Existing Building (m2):	_____
		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)	New Development	Expansion	Total (m2)
<input type="checkbox"/> Retail	_____	_____	_____
<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 _____	_____	_____	_____
<b>Total:</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>

**Redevelopment (m2)**

Redevelopment (m2)	Conversion / Interior Alteration		Demolitions
	From	To	Permit #
<input type="checkbox"/> Retail	_____	_____	_____
<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 _____	_____	_____	_____
<input type="checkbox"/> Residential Unit	_____	_____	_____
Type	_____	_____	_____
Number of Units	_____	_____	_____

Date of Permit Issued (MM/DD/YY) \_\_\_\_\_  
Date of Demolition (MM/DD/YY) \_\_\_\_\_  
Non-residential demolition TFA (m2) \_\_\_\_\_  
Non-residential demolition GFA (m2) \_\_\_\_\_  
Previous Use \_\_\_\_\_  
Residential demolition Type \_\_\_\_\_  
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 (m2):	Above Grade (GFA)	Below Grade	Total (TFA)	
	_____	_____	_____	
<b>New Development/Expansion (m2)</b>	New Development	Expansion	Total m2	
	_____	_____	_____	
Type: _____				
<b>Re-Development (m2)</b>	Conversion/Interior Alteration		Demolitions	Demolition Confirmed
	From	To	Permit #	Yes / No
Type: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Residential Unit	Type	_____	Non-residential demolition TFA (m2)	_____
	Number of Units	_____	Non-residential demolition GFA (m2)	_____
	Previous Use	_____	Residential demolition	Type
			Type	_____
			Number	_____

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Reviewed By - Print Name) (Initial) (Date)

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

	Region		Local/EDC	Staff Comments:
	Retail	Non-retail		
DC Rate/m2 (Effective until _____):	\$	\$	\$	
Chargeable Floor Area (m2):				
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 _____	_____	_____	_____	
<b>Net DC Payable:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total To Be Collected (Retail + Non-retail)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

\_\_\_\_\_ Executed Regional Agreement

(Prepared By) (Approved By) (Date)

**REGIONAL MUNICIPALITY OF HALTON**  
**NON-RESIDENTIAL DEVELOPMENT CHARGES INFORMATION FORM**

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**Regional Definitions per By-law 36-17:**

**“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 a bona fide farming operation, 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 is a residential use, 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 m<sup>2</sup>) 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;

**“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;

**“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, 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 designated 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 than a garden suite, that is constructed or placed upon land and which is demolished or removed from the land within three 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”:**

- (i) 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
- (ii) includes the area of a mezzanine;
- (iii) excludes those areas used exclusively for parking garages or structures; and
- (iv) 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.