

**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; Town of Oakville 905-338-4196; or School Boards 905-335-3665 ext. 3240. This form is to be e-mailed to dforms@oakville.ca when complete by clicking submit.*

**TO BE COMPLETED BY APPLICANT**

|                                |       |                                 |       |                  |             |
|--------------------------------|-------|---------------------------------|-------|------------------|-------------|
| Date of Application (MM/DD/YY) | _____ | Local Municipality              | _____ | Town of Oakville | _____       |
| 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):

|   |                        |                  |                   |   |
|---|------------------------|------------------|-------------------|---|
| <b>New Development/Expansion (m2)</b>                       | <u>New Development</u> | <u>Expansion</u> | <u>Total (m2)</u> | <input type="checkbox"/> Shell/Speculative Building                                       |
| <input type="checkbox"/> Retail                             | _____                  | _____            | _____             | <b>NOTE:</b> Additional DCs may apply at first tenant 'fit-out' of each unit based on use |
| <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:  | _____                  | _____            | _____             |   |

|   |   |           |  |                   |
|---|---|-----------|--|-------------------|
|   | <u>Conversion / Interior Alteration</u> |           | <u>Demolitions</u>                         |                   |
| <b>Redevelopment (m2)</b> [incl. first tenant 'Fit-out']    | <u>From</u>                             | <u>To</u> | <u>Permit #</u>                            | _____             |
| <input type="checkbox"/> Retail                             | _____                                   | _____     | <u>Date of Permit Issued (MM/DD/YY)</u>    | _____             |
| <input type="checkbox"/> Office - specify use _____         | _____                                   | _____     | <u>Date of Demolition (MM/DD/YY)</u>       | _____             |
| <input type="checkbox"/> Industrial -Manufacturing          | _____                                   | _____     | <u>Non-residential demolition TFA (m2)</u> | _____             |
| <input type="checkbox"/> Industrial- Warehouse/Distribution | _____                                   | _____     | <u>Non-residential demolition GFA (m2)</u> | _____             |
| <input type="checkbox"/> Industrial - spec. building        | _____                                   | _____     | <u>Previous Use</u>                        | _____             |
| <input type="checkbox"/> Commercial                         | _____                                   | _____     | <u>Residential demolition</u>              | <u>Type</u> _____ |
| <input type="checkbox"/> Other - specify _____              | _____                                   | _____     | <u>Number of Units</u>                     | _____             |
| <input type="checkbox"/> Residential Unit                   | <u>Type</u> _____                       | _____     |  |                   |
|   | <u>Number of Units</u>                  | _____     |  |                   |

- 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) By printing my name here I have read and agree to the above (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> | <u>New Development</u>                | <u>Expansion</u> | <u>Total m2</u>                            |
| Type: _____                           | _____                                 | _____            | _____                                      |
| _____                                 | _____                                 | _____            | _____                                      |
| <b>Re-Development (m2)</b>            | <u>Conversion/Interior Alteration</u> |                  | <u>Demolitions</u>                         |
|                                       | <u>From</u>                           | <u>To</u>        | <u>Demolition Confirmed</u>                |
| Type: _____                           | _____                                 | _____            | <u>Yes / No</u>                            |
| _____                                 | _____                                 | _____            | _____                                      |
| <b>Residential Unit</b>               | <u>Type</u>                           | _____            | <u>Permit #</u>                            |
|                                       | <u>Number of Units</u>                | _____            | <u>Date of Permit Issued (MM/DD/YY)</u>    |
|                                       | <u>Previous Use</u>                   | _____            | <u>Demolition Confirmed</u>                |
|                                       |                                       | _____            | <u>Non-residential demolition TFA (m2)</u> |
|                                       |                                       | _____            | <u>Non-residential demolition GFA (m2)</u> |
|                                       |                                       | _____            | <u>Residential demolition</u>              |
|                                       |                                       | _____            | <u>Type</u>                                |
|                                       |                                       | _____            | <u>Number</u>                              |

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

\_\_\_\_\_ (Reviewed By - Print Name) By printing my name here I have read and agree to the above (Date) \_\_\_\_\_

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

|  |                 |                   |                  |  |
|--|-----------------|-------------------|------------------|--|
|  | <u>Region</u>   |                   | <u>Local/EDC</u> |  |
|  | <u>Retail</u>   | <u>Non-retail</u> |                  |  |
| DC Rate/m2 (Effective until _____):                | \$ _____        | \$ _____          | \$ _____         | Staff Comments:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| 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>   |                  |  |

Executed Regional Agreement

(Prepared By) \_\_\_\_\_ (Approved By) \_\_\_\_\_ (Date) \_\_\_\_\_

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

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**NOTE:** Payment of DCs may be required for residential and non-residential development when:

- Constructing a new building(s)
- Adding to or altering an existing building(s) which increases the floor area (TFA) or number of residential units
- Altering an existing shell/speculative building or part of the building for a first tenant ‘fit-out’ that is changing the use from DCs paid at original permit
- Redeveloping a property resulting in a change of use.

**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.