

**TOWN OF OXFORD  
GENERAL ADMINISTRATION**

**Subject: Fees**

**Number:**

**Approved by: Council**

**Effective Date:** June 19, 2018

**Revision Dates:** October 21, 2019, December 11, 2024 and January 22, 2025

***Rationale***

The following policy establishes uniform fees for permits and services provided by the Town of Oxford, to enable some cost recovery for services provided.

***Policy Statement***

**1. Permit and Service Applications**

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Oxford except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

**2. Permits and Services**

The following schedule of fees shall be charged for permits and services provided by the Town of Oxford:

<b>Permit or Service Type</b>	<b>Fee</b>
Routine Access Policy	\$22.00/hr. after the first half hour.
Freedom of Information/Protection of Privacy Request	\$22.00/hr. after the first two hours
Document Reproduction (excluding oversized maps)	\$0.08/copy
Tax Certificate	\$50.00 per assessment account number
<b>Fees Relating to Subdivision:</b>	
Processing Fee for Tentative, Final and Repeal of Subdivision Applications	\$75.00, payable at the time the application is filed – non-refundable
Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road	\$200.00, payable at the time the application is filed – non-refundable
Open Space/Recreational Capital Fund Fee, to be used in the manner described in Section 273(5) of the Municipal Government Act	\$100.00 per lot, payable prior to approval – refundable if lot(s) not approved
<b>Fees Relating to Land Use Planning &amp; Development:</b>	
Zoning Confirmation letter	\$25.00
Development Permit Processing Fee *	\$25.00
Variance Application Processing Fee *	\$25.00
Site Plan Approval Application Processing Fee *	\$100.00
Development Charge (water) per unit*	\$100.00

<p>Development with two or more units is subject to an additional fee of \$0.12/ sqft</p> <p>Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the Land Use Bylaw, including rezoning:  Processing Fee *  Plus  Total Cost of Advertising and Notices</p> <p>Copies of the Municipal Planning Strategy and Land Use Bylaw, including letter sized black and white maps  Full size colour copies of existing Municipal Planning Strategy or Land Use Bylaw maps</p> <p>* Processing fees are non-refundable  ** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization  *** When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.</p>	<p>\$500.00 **</p> <p>\$500.00 advertising deposit payable at the time application is filed ***</p> <p>\$25.00 per copy</p> <p>\$10.00 per map</p>
<p><b>Fees Relating to Building and Demolition Permits:</b></p> <p>Demolition</p> <p>Residential (Minimum fee: \$10.00)  New Dwelling  New Decks  New Sheds  New Garages  Renovations</p> <p>Commercial (Minimum fee: \$10.00)  New Construction  Renovations</p>	<p>\$10.00 total fee</p> <p>\$0.06 per square foot  \$0.02 per square foot  \$0.02 per square foot  \$0.02 per square foot  \$1.00 per \$1,000 of Value</p> <p>\$2.00 per \$1,000 of Value (.2% of value)  \$2.00 per \$1,000 of Value (.2% of value)</p>
<p>Ice Rental</p>	<p>\$120/hour</p>

***Certification***

**I, Linda Cloney, Chief Administrative Officer of the Town of Oxford,** do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 22<sup>nd</sup> day of January 2025.

**GIVEN** under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford on this 22<sup>nd</sup> day of January, 2025.

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Linda Cloney  
Chief Administrative Officer