



MUNICIPAL COSTS POLICY – APPLICANT’S ACKNOWLEDGEMENT

1. MUNICIPAL POLICY

It is the policy of the Town of Penetanguishene that Applicants pay for professional assistance that the Municipality may require to process a development application. Professional assistance may include, but is not limited to, Solicitor, Engineer, Consulting Land Use Planner, Landscape Architect, Environmental Consultant or other similar consultants and also includes the Severn Sound Environmental Association as a review agency.

2. PROFESSIONAL SERVICES

At an appropriate juncture of the approval process as determined by the Municipality, the Municipality may engage the aforementioned professional services it deems appropriate to process the application on the understanding that the Applicant will be responsible for the cost of these services as per the Undertaking below. The professional engaged may include an employee/independent contractor of the Municipality.

3. DEVELOPER ACCOUNTS

- a. The Applicant agrees to submit the initial deposit and any subsequent deposits as required by the Town’s Composite Fees By-law when requested by the Municipality.
- b. The Town will place funds deposited by the Applicant for planning approvals in a separate General Ledger account for each development or phases thereof. No co-mingling or transfer of funds between Developer Accounts is permitted.
- c. The Town will issue invoices to the Applicant when the initial and/or subsequent deposit has been drawn down to pay for professional fees incurred by the Municipality. Copies of all invoices paid by the Municipality for expenses incurred from engaging professional services and/or summary of costs incurred by the Town Engineer on the development will be provided to the Applicant at the time of invoice. The invoice may include the Municipality’s requirement for a subsequent deposit under the Town’s Composite Fees By-law.

- d. If the Applicant does not pay an invoice within 30 days of the date of invoice, the Town may charge interest on unpaid accounts at the rate of 1.25% percent per month. In the event that the applicant has entered into a Development Agreement with the Town, the Municipality may collect unpaid accounts in accordance with the terms of the agreement.
- e. Where such invoices remain outstanding or unpaid by the Applicant, no further time will be spent on the file by the Town staff or professionals working on behalf of the Municipality until payment is received in full including any supplementary deposit.
- f. When the Applicant withdraws their application or when all works required by the Applicant under a Development Agreement have been completed and accepted by the Municipality, any surplus amount on deposit with the Municipality shall be returned to the Applicant.

4. APPLICANT'S UNDERTAKING

THE APPLICANT HEREBY ACKNOWLEDGES AND AGREES that the Applicant is responsible for Municipal Costs for professional services as outlined in this Policy and that the Applicant agrees to submit the initial deposit and any subsequent deposits when requested by the Municipality.

Dated this _____ day of _____, 20__.

Signature of Applicant

Approval Date: March 8, 2010