

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	135
Subject Fees Policy	

1. This policy is entitled “Fees Policy”.
2. Authority to enact this policy is provided under Section 49 of the *Municipal Government Act* as amended.
3. This policy applies except to the extent of any conflict with applicable provincial legislation.
4. Where the fee amounts in this policy differ from those set out in a bylaw, recorded resolution, policy or resolution of the Municipality of the County of Annapolis in effect on the effective date of this policy, the fee amounts set out in this policy shall amend those previously in effect.
5. The fees to be paid to the Municipality of the County of Annapolis for each of the following licenses, inspections, permits, applications, approvals, or services are set in, or amended to, the respective amounts shown in the following tables:

FEES FOR SERVICES

Mapping Inquiries Using GIS Time	\$50.00 / hour
Zoning Confirmation (Per PID)	\$50.00
Application Fee deposit for Municipal Planning Strategy, Secondary Planning Strategy and/or Amendments to Land Use Bylaw (unused portion of deposit is refundable)	\$1,000.00
Application Fee deposit for Development Agreement (unused portion of deposit is refundable)	\$1,500.00
Site plan approval	\$100.00
Variance approval	\$100.00
Private Road Signage - (unused portion of deposit is refundable)	\$150.00
Providing Copy of East End Area Municipal Planning Strategy / Land Use Bylaw	\$25.00
Providing Copy of Cornwallis Park Municipal Planning Strategy / Land Use Bylaw	\$25.00
Providing Copy of Upper Clements Area Municipal Planning Strategy / Land Use Bylaw	\$15.00
Providing Copy of Subdivision Bylaw	\$10.00
Subdivision Approval	\$225.00
Development Permit Only- Non-refundable	\$25.00
Heritage Property Registration	\$0.00

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	135
Subject Fees Policy	

Heritage Property De-Registration Deposit (unused portion of deposit is refundable)	\$750.00
--	----------

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	135
Subject Fees Policy	

BUILDING PERMIT FEES

New construction of and additions to residential buildings, community centres, cottages and churches	\$25 + 10¢ per sq. ft. (based on all useable floor area of new construction or addition)
New construction of and additions to commercial, industrial and other buildings not otherwise specified	\$25 + 15¢ per sq. ft. (based on all useable floor area of new construction or addition)
New construction of and additions to sheds, decks, shell storage buildings, agricultural storage buildings	\$25 + 6¢ per sq. ft. (based on all useable floor area of new construction or addition)
New construction of and additions to barns for the primary purposes of agriculture and greenhouses (less than 50,000 sq. ft.)	\$25 + 3¢ per sq. ft. (based on all useable floor area of new construction or addition)
New construction of and additions to structures for the primary purposes of agriculture and greenhouses - 50,000 sq. ft. or greater	\$25 + 1¢ per sq. ft. (based on all useable floor area of new construction or addition)
Repairs, renovations or alterations to all existing buildings	\$25 + \$1 per \$1000 of estimated value of construction work
Change of occupancy classification	\$50 + \$1 per \$1,000 of estimated value of construction work
Location or re-location of an existing building	\$50.00
Demolition of building or structure	\$25.00
<u>All square footage under this section shall be calculated as follows:</u> <ol style="list-style-type: none"> Buildings intended for human occupancy shall include all useable floor space Buildings not intended for human occupancy shall be based on the area of the main floor. 	
<u>Permit fees shall be refunded in situations and proportions as follows:</u> <ol style="list-style-type: none"> Applications never completed- Retain fee of \$25, balance refunded Permit denied- Retain fee of \$25, 50% of balance refunded Permit revoked or abandoned before work commenced- Retain fee of \$25, 50% of balance refunded Permit revoked or abandoned after work commenced- No refund 	

NOTE: Notwithstanding the above, all permit, development and administrative fees shall be waived for rebuilding after a property has been destroyed by wildfire, hurricane, flood, storm or other natural disaster.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	135
Subject Fees Policy	

NOTE: Notwithstanding the above, all permit, development and administrative fees shall be waived for any municipally owned infrastructure and facilities.

Fees in Relation to Tax Certification

Issuance of Tax Certificates	\$75 per certificate
Financial Institution Tax Payment Account Reference Information	\$10 per account

Fees in Relation to Banking

Returned Payment (Non-sufficient fund)	\$25
Wire Payments	\$17

Fees in Relation to Photocopies and Faxes

Photocopies 1 to 10 pages 11 to 50 pages 51 to 100 pages Oversized	\$0.25 per copy \$0.20 per copy \$0.10 per copy \$0.35 per copy
Faxes (incoming/outgoing): Local incoming/outgoing Long distance	\$0.25 per page \$2.00 first page \$1.50 per page thereafter

Fees in Relation to Sewer

Sewer Inspection Fee	\$75
----------------------	------

Dog Tag Fees

Registration/Dog Tags	\$25.00
Replacement Dog Tags	\$5.00
Impound Fees	\$35.00 per dog
Boarding at Animal Control Facility	\$20 per dog, per day

Repeal

Policy 1.4.7 Dog Registration Fees Policy adopted on December 15, 2009, is hereby repealed.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	135
Subject Fees Policy	

Policy 135 Fees adopted on January 20, 2026, is hereby repealed.

6. Approval and Amendment History

Version	Date	Description of Changes
2	February 17, 2026	Adjustment of the wording in the Fees in Relation to Photocopies and Faxes section.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice.....**July 14, 2026**

Council Approval **July 21, 2026**

Dorothy Maponga

Municipal Clerk

July 22, 2026

Date

At Annapolis Royal Nova Scotia