

2025 DEVELOPMENT APPLICATIONS SUBMISSION CHECKLIST

UPDATED | JANUARY 2025



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REGIONAL OFFICIAL PLAN AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To amend the Regional Official Plan, please submit the completed application form along with the following materials and a copy of this completed 'Submission Checklist'. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):
Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.
- 3. One copy** of the [Regional application form](#) and the draft Official Plan amendment
- 4. Planning Justification Report**
- 5. Transportation Mobility Plan**
- 6. Servicing Plan**
- 7. Natural Heritage Evaluation** Required for all proposed development on or within 120 metres of a key natural heritage feature on the Oak Ridges Moraine, or the Natural Heritage System of the Greenbelt, or the Lake Simcoe watershed outside of the Greenbelt or the Oak Ridges Moraine planning areas and existing settlement areas
Environmental Impact Statement Required for all lands within 120 metres of the Regional Greenlands system that are located outside of the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan
- 8. Hydrological Evaluation** Required for all proposed development within 120 metres of a key hydrologic feature on the Oak Ridges Moraine or Greenbelt
- 9. Agricultural Impact Assessment** Required for all proposed non-agricultural development within the Greenbelt
- 10. Landform Conservation Area Plan** Required for all proposals on landform conservation areas within the Oak Ridges Moraine
- 11. Earth Sciences Heritage Evaluation** Required for all proposed development within the minimum area of influence of an earth science area of natural or scientific interest
- 12. Lake Simcoe Protection Plan Conformity Evaluation** Required for all proposed development within the Lake Simcoe watershed
- 13. Archaeological Assessment** Required for all proposed development on lands containing significant or potentially significant archaeological resources

REGIONAL OFFICIAL PLAN AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

14. Regional Impact Analysis Required for all applications for retail greater than 30,000 square metres of gross leasable area

15. Greenbelt Conformity Evaluation Required for all proposed development within the Greenbelt

16. Oak Ridges Moraine Conformity Evaluation Required for all proposed development within the Oak Ridges Moraine Conservation Plan Area

17. Aggregate Study Development within and/or adjacent to mineral aggregate resources

18. Applicant's Articles of Incorporation or Proof of Land Ownership (i.e. Certificate of Title)

*Not all of the materials identified above may be required.

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to the local municipality.

LOCAL OFFICIAL PLAN AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To amend a local Official Plan, please submit your completed application form along with the following materials, which are required to facilitate the Regional development review process. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):
Regional fee will be confirmed following circulation from local municipality. Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.
- 3. Local Municipal Application Form**
- 4. Proposed Draft Local Official Plan Amendment**
- 5. Preliminary Site Plan** and/or development concept
- 6. Planning Justification Report**
- 7. Transportation Mobility Plan**
- 8. Servicing Plan** (Functional Servicing Report) (if applicable)
- 9. Regional Impact Analysis** Required for all proposed non-agricultural development within the Greenbelt
- 10. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

*Not all of the materials identified above may be required.

LOCAL OFFICIAL PLAN AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca

ZONING BYLAW AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for an application to amend a zoning bylaw that is not related to any other planning application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):

Regional fee will be confirmed following circulation from local municipality. Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process.
- 3. Local Municipal Application Form** and the draft amendment
- 4. Development Concept**
- 5. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)
- 6. 'Final' Fully/Duly Executed Development Charge Rate Freezing Agreement**
'Final' Fully/Duly Executed Development Charge Agreement between the owner(s) and York Region confirming the date at which Regional development charge rates are frozen.

*Not all of the materials identified above may be required.

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

ZONING BYLAW AMENDMENT APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca

DRAFT APPROVAL of a PLAN of SUBDIVISION and CONDOMINIUM

YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for draft approval of a draft plan of subdivision and condominium, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.

 - 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):
Regional fee will be confirmed following circulation from local municipality. Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.

 - 3. One copy of the Local Municipal Application Form**

 - 4. Proposed Draft Plan**

 - 5. Transportation Mobility Plan**

 - 6. Functional Servicing Report**

 - 7. Noise and Vibration Study**

 - 8. For Lands to be Conveyed** to York Region: **one copy** of any Environmental Site Assessments completed in general accordance with **Ontario Regulation 153/04** for the entire property. The ESA must be less than two years old at the time of land conveyance.

 - 9. Geotechnical Report**

 - 10. Hydrogeological Report**

 - 11. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)
-

*Not all of the materials identified above may be required.

**Note: The following is for information purposes and does not replace the requirements of the *Planning Act* and Ontario Regulation 543/06

DRAFT APPROVAL of a PLAN of SUBDIVISION and CONDOMINIUM

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentervices@york.ca

SITE PLAN CONTROL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for a site plan application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

1. Digital Submission - All submissions must include digital copies of the items outlined in the checklist:

- › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.

2. Processing Fees (refer to York Region Fee Bylaw No. 2020-04, as amended):

Regional fee will be confirmed following circulation from local municipality. Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process.

3. Local Municipal Application Form and completed pre-consultation checklist

4. Plans/Reports:

Site Plan	Landscape Plans
Servicing Plans	Erosion and Sediment Control Plans (including Construction Access)
Stormwater Management Report	Tree Protection Plan and Inventory
Grading Plan	

If Lands are being conveyed to York Region: Phase 1 Environmental Site Assessment report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04 for the Owner's entire property that is the subject of the application. The report must be less than two years old at the time of land conveyance.

Survey Plan

5. The following additional requirements shall be provided with the first submission

Functional Servicing Report	Road Restoration Detail/Plan
Transportation Demand Management Plan	Composite Utility Plan
Transportation Mobility Plan	Cross-Sections at 20 metre Intervals
Noise and Vibration Study	Reference Plan (R-Plan)
Hydrogeological Report	Pavement Markings and Signage Plan
Geotechnical Report	Removals Plan
Crane Swing Plan	Additional Financial Requirements
Shoring Plan	Plans and Profile Drawings
Hoarding/Fencing Plan	Risk Management Plan
Dewatering Management Plan	Source Water Impact Assessment and Mitigation Plan
Irrigation Plan	Arborist Report
Traffic Management Plan	
Construction Management Plan	

SITE PLAN CONTROL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

6. Confirmation of Water Supply and Sanitary Servicing Allocation:

Council Resolution

Confirmation Letter from Local Municipal Staff advising that the resolution is applicable

7. Applicant's Articles of Incorporation or Proof of Land Ownership (i.e. Certificate of Title)

8. 'Final' Fully/Duly Executed Development Charge Rate Freezing Agreement

'Final' Fully/Duly Executed Development Charge Agreement between the owner(s) and York Region confirming the date at which Regional development charge rates are frozen.

*Not all of the materials identified above may be required.

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentservices@york.ca

ENGINEERING APPROVAL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate a Regional development review process for an Engineering Approval application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

1. Digital Submission - All submissions must include digital copies of the items outlined in the checklist:

- › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.

2. Processing Fees (refer to York Region Fee Bylaw No. 2020-04, as amended):

Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.

3. Plans/Reports:

Plan and Profile Drawings	Landscape Plans
Servicing Plans	Tree Protection Plan and Inventory
Stormwater Management Report	Erosion and Sediment Control Plans (including Construction Access)
Grading Plans	Traffic Management Plan

4. The following additional requirements will be determined through pre-consultation with Regional staff (**one set** of each drawing and **one copy** of each report):

Functional Servicing Report	Cross-Sections at 20 metre intervals
Transportation Mobility Plan	Survey Plan
Transportation Demand Management Plan	Draft M-Plan
Noise and Vibration Study	Irrigation Plan
For Lands to be Conveyed to York Region:	Arborist Report
Phase 1 Environmental Site Assessment report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04. The report must be less than two years old at the time of land conveyance.	Traffic Management Plan
Hydrogeological Report	Pavement Marking and Signage Plans
Geotechnical Report	Road Restoration Detail/Plan
Composite Utility Plans	Dewatering Management Plan
	Additional Financial Requirements
	Additional Electrical and Landscape Drawings and documents

5. Applicant's Articles of Incorporation or Proof of Land Ownership (i.e. Certificate of Title)

*Not all of the materials identified above may be required.

ENGINEERING APPROVAL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca

MECP ENVIRONMENTAL COMPLIANCE APPROVAL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate a Ministry of the Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) Application review under MECP Transfer of Review (TOR) Program, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):

Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.
- 3. MECP Environmental Compliance Approval Application** with all supporting documentation – scanned PDF version with all required signatures and fillable PDF version
Please include a **digital version** of the complete ECA Application submission package including:
 - a. Engineering drawings**, preferred as one file not separate drawings
 - b. Storm sewers design** sheets and drainage area plans
 - c. Sanitary sewers design** sheets and drainage area plans
- 4. MECP Pipe Data Form** – fillable PDF version
- 5. Plans/Spreadsheets/ Reports:**

Title Page with Key Plan	Sanitary Sewers Design Sheets and Drainage Area Plans
Legend	Stormwater Management Report
General Plans	Sewage Pumping Station Design Report
Removals Drawings	Stormwater Pumping Station Design Report
Typical Sections	Other reports, design sheets and plans as required:
Plan and Profile Drawings	
Grading Plans	
Stormwater Management Plans	
Erosion and Sediment Control Plans	
Details Drawings	
Storm Sewers Design Sheets and Drainage Area Plans	
- 6. Applicant's Articles of Incorporation**

*Not all of the materials identified above may be required.

MECP ENVIRONMENTAL COMPLIANCE APPROVAL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

YORK REGION SUBMISSION REQUIREMENTS

The following materials, along with a completed 'Submission Checklist', are required to initiate the process for clearance of Regional Draft Plan of Subdivision Conditions. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):

Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process.
- 3. 'Final' M Plan** where both the owner's and surveyor's certificates have been signed and dated. This includes a survey completion date demonstrating that the lands have been fully surveyed/barred.
- 4. 'Final' Fully/Duly Executed** Local Subdivision Agreement
'Final' Fully/Duly Executed Local Subdivision Agreement between both the owner(s) and the local municipality.
- 5. 'Final' Fully/Duly Executed** Development Charge Rate Freezing Agreement
'Final' Fully/Duly Executed Development Charge Agreement between the owner(s) and York Region confirming the date at which Regional development charge rates are frozen.
- 6. Land Area and Use Certificate** from Surveyor
This Certificate shall include a table indicating the land area and specific land use of each lot and block (i.e., single detached dwelling, townhouse block – 8 units) on the M Plan including streets. The table shall also indicate the proposed intended land use of all part lots/blocks. Total unit count and area sub totals shall also be provided for each type of land use (residential, parks, streets, etc.)

Note: The Certificate shall detail the intended use of all future development blocks shown on the M Plan (i.e., type and number of lots/units). This information is required for the purpose of calculating Development Charges and confirming servicing allocation.
- 7. Confirmation of Water Supply** and Sanitary Servicing Allocation
Council Resolution
Confirmation Letter from Local Municipal Staff advising that the resolution remains applicable.
- 8. Letter from the Owner or Agent** detailing how each Regional draft plan condition has or is intended to be satisfied

Example: Condition 43: The Owner has agreed in the subdivision agreement (Clause 21.5.2) to implement the recommendations of the functional transportation report.
- 9. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

IF APPLICABLE

10. Demolition Permits for each Residential Dwelling Unit
Demolition permits should be issued within the last 48 months.

11. Letter Indicating Applicable Development Charge Credits
A letter indicating the Development Charge Credits available and the works completed for such credits.

12. Current Phase 1/2 ESA

Where there is a condition of approval that requires a land conveyance to the Region, the applicant must provide a current Phase 1/2 ESA, completed in general accordance with **Ontario Regulation 153/04** for the **entire property**. The ESA must be less than two years old at the time of land conveyance. The applicant must also provide a Reliance Letter, Statutory Declaration, and confirmation of environmental clearance.

File Number: 19T _____ or **Date:** _____
SUBP _____

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____

DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____

DATE:

LOCAL MUNICIPAL CONTACT INFORMATION

NAME:

EMAIL:

DEPARTMENT:

TELEPHONE:

EXT.:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentervices@york.ca

REQUEST for REGIONAL CLEARANCE of DRAFT APPROVED PLAN of CONDOMINIUM YORK REGION SUBMISSION REQUIREMENTS

The following materials, along with a completed 'Submission Checklist', are required to initiate the process for clearance of Regional Draft Plan of Condominium Conditions. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):
Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process.
- 3. Letter from the applicant and/or agent** outlining how each Regional condition of draft approval has been satisfied.
- 4. York Region Condominium Plan (YRCP)** YRCP for the purpose of this form and the Regional clearance process is defined as a final plan wherein both the owner's and surveyor's certificates have been fully signed and dated; this includes the presence of a survey completion date demonstrating that the lands have been fully surveyed/ barred.
- 5. Ontario Land Surveyor's Certificate** To certify that all survey monuments have been verified in the field or replaced and no encroachments of features, signs, stairs, steps or any other structures not approved within the Regional Road allowance.
- 6. Draft Condominium Declaration**
- 7. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

IF APPLICABLE

- 8. Certificate of Substantial Performance of Completion**
- 9. Landscape Architects Certificate** To certify that all landscaping has been verified in the field and constructed as per approved landscape drawings.
- 10. Letter of certification from a Certified Professional Engineer** To confirm that the noise attenuation features installed to meet the approved noise study are in conformity with the Ministry of the Environment and Energy guidelines and the Regional Noise Policy.
- 11. If a tie-back system has been used**, the owner and/or agent must provide **one copy** of a letter of certification by a Professional Engineer that the tie-back system, which encroaches onto the Regional Road, has been distressed.

*Once the above requirements are satisfied, a site inspection will be scheduled. **Not all of the materials identified above may be required.

File Number: 19CDM _____ or _____ Date: _____
CDMP _____

REQUEST for REGIONAL CLEARANCE of DRAFT APPROVED PLAN of CONDOMINIUM

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____

DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____

DATE:

LOCAL MUNICIPAL CONTACT INFORMATION

NAME:

EMAIL:

DEPARTMENT:

TELEPHONE:

EXT.:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca

YORK REGION DEVELOPMENT APPLICATION FEES

EFFECTIVE JANUARY 2, 2025

DEVELOPMENT APPLICATIONS	FEE
Official Plan Amendment Comment	\$6,300
Revision to Official Plan Amendment requiring recirculation	\$3,800
Block/Tertiary Plan	\$6,300
Minister's Zoning Order/Parkway Belt West	\$3,800
Zoning Bylaw Amendment not received with any other planning application	\$3,800
Draft Plan of Subdivision/Vacant Land Condominium	\$8,200
Draft Plan Condominium	\$2,900
Revision to Subdivision/Condominium requiring circulation	\$3,100
Minor Revision to Subdivision/Condominium not requiring circulation	\$1,700
Subdivision Clearance	\$6,300 for any phase
Condominium Clearance	\$2,500 for any phase
Site Plan Regular development, slab on grade, involves review of not more than 2 reports/studies. (Includes issuance of construction access permit)	Minimum charge of \$4,000 ² or 7% of the estimated cost of works within the Regional right-of-way, whichever is greater
Major Site Plan Complex development, involves review of more than two reports/studies. (Includes issuance of construction access permit)	Minimum charge of \$11,200 ² or 7% of the estimated cost of works within the Regional right-of-way, whichever is greater
Review and Approval of Environmental Site Assessment Report	\$2,000
Encroachment Permit	\$2,200
Engineering Review Review/comment on engineering drawings and report submissions for works on Regional Roads, for Draft Approved Plan of Subdivision/Vacant Land Condominium. (Includes issuance of construction access permit)	Minimum charge of \$11,400 ² or 7% of the estimated cost of works within the Regional right-of-way, whichever is greater

Please ensure all cheques are made payable to 'The Regional Municipality of York', quoting the development application's Regional file number on **both** cheque and envelope.

DEVELOPMENT APPLICATION FEES are subject to annual adjustments and increases. Any unpaid fees, regardless of the year the fee is requested, will be subject to the current fee requirements. If fees are not paid by the end of the current year, they will be subject to the new fee.

YORK REGION DEVELOPMENT APPLICATION FEES

EFFECTIVE JANUARY 2, 2025 (CONTINUED)

DEVELOPMENT APPLICATIONS	FEE
Engineering Resubmission Related to a development application (After third submission due to revisions by the owner or the owner's failure to revise drawings/plans/reports/studies as requested by the Region)	\$4,700
Consent to Sever	\$1,300 for the first lot \$200 for each additional lot
Encroachment Permit	\$2,200
Engineering Review Review/comment on engineering drawings and report submissions for works on Regional Roads, for Draft Approved Plan of Subdivision/Vacant Land Condominium. (Includes issuance of construction access permit)	Minimum charge of \$11,300 ² or 7% of the estimated cost of works within the Regional right-of-way, whichever is greater
Consolidated Linear Infrastructure (CLI) Environmental Compliance Approval (ECA) Oil Grit Separator and/or Low Impact Development measures and/or Underground Storage Each Stormwater Management Pond Sewers (storm and/or sanitary)	\$5,900 \$8,300 \$5,900
Inspections Security Reduction works inspection fee (for third and subsequent security reduction work site inspection request) Security release works inspection fee (for third and subsequent security release works site inspection request) Construction Safety Inspection and Administration Fee for damage caused to Regional property and for public safety concerns Rectify any deficiencies, make any remedies or carry out the cleanup of roads within 24 hours or immediately if deemed a public safety concern by the Region (each occurrence)	\$2,500 per inspection \$2,500 per inspection \$2,500 per inspection \$2,500 or twice the actual cost to the Region to perform the work, whichever is greater

Please ensure all cheques are made payable to 'The Regional Municipality of York', quoting the development application's Regional file number on both cheque and envelope.

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YORK REGION DEVELOPMENT APPLICATION FEES

EFFECTIVE JANUARY 2, 2025 (CONTINUED)

DEVELOPMENT APPLICATIONS	FEE
OTHER FEES	
Information Request and/or Review for miscellaneous submissions not identified under a fee category as determined by the Director of Development Services	\$240 per hour
Review and approval of large scale major studies (e.g. Master Environmental Servicing Plan, Master Transportation Study, etc. submitted in advance of a Secondary Plan, Major Official Plan Amendment or complex large scale site)	\$12,500
Update or amendment to existing study	\$4,600
Peer Review	Actual Cost

Note: All fees are HST exempt.

¹ In addition to the base processing fee for development applications, for each subsequent submission requiring recirculation for peer review the applicant will incur service fees as set in the York Region Development Application Fees Schedule.

² Development Application minimum processing fees must be paid at time of submission to The Regional Municipality of York. This is considered a one-time charge that is non-refundable. Fees owing above the minimum charge are due prior to final approval being issued.

To include agreements where Development Charges are not collected immediately upon entering into a Regional DC Agreement, phased billing occurs and when Development Charge rates are set by specific planning approvals.

Mailing Address:

Attention: Development Services
 York Region Administrative Centre
 17250 Yonge Street
 Newmarket ON L3Y 6Z1

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Electronic Fund Transfers (EFTs) - EFTs must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process.

For more information on Development Application Submissions and Financial Requirements:

Email: developmentsservices@york.ca

Website: york.ca/DevelopmentServices

Phone: 1-877-464-9675