

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 developmentsservices@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)
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*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

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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