

# 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](mailto: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

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NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_

DATE:

## AGENT/CONSULTANT CONTACT INFORMATION

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NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_

DATE:

## LOCAL MUNICIPAL CONTACT INFORMATION

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NAME:

EMAIL:

DEPARTMENT:

TELEPHONE:

EXT.:

**Submit the completed form,** submission materials, financial documents and related inquiries to: [developmentsservices@york.ca](mailto:developmentsservices@york.ca)