

Submission Checklist
Clearance of Regional Draft Plan of Subdivision Conditions

The following list of materials, along with a completed 'Submission Checklist', is required to initiate the process for clearance of Regional Draft Plan of Subdivision Conditions:

<p>i. Review Fee (\$995.00 – Valid until January 31, 2011) <i>A review fee is only required where the M Plan submitted represents a 2nd or subsequent Phase. If the subdivision is being developed in a single Phase or the M plan represents Phase 1, no fee is required.</i></p>	<p>Fee enclosed: ____</p> <p>Exempt: ____</p>
<p>ii. 'Final' M Plan (8 full size copies and 1 reduction)</p> <p><i>'Final' M Plan for the purpose of this form and the Regional clearance process is defined as an M 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. Please note that York Region will initiate the clearance process with a copy of an unsigned 'Draft' M Plan.</i></p> <p><i>However, a 'Final' M Plan must be submitted prior to York Region accepting payment of applicable Regional Development Charges and prior to providing a clearance letter to the local municipality. Further, the submission of the 'Final' M Plan should be accompanied by a signed letter from the Surveyor listing in detail all revisions that have been made to the M Plan between the 'Draft' and 'Final' versions.</i></p>	<p>Final M Plans enclosed: _____</p> <p>Draft M Plans enclosed: _____</p>
<p>iii. 'Final' Fully/Duly Executed Local Subdivision Agreement (3 hard copies)</p> <p><i>'Final' Fully/Duly Executed Local Subdivision Agreement for the purpose of this form and the Regional clearance process is defined as a Subdivision Agreement that has been fully executed by both the owner(s) and the local municipality. Please note that York Region will initiate the clearance process with 3 Draft copies of the local subdivision agreement (signed and dated by the owner).</i></p> <p><i>However, a 'Final' Fully/Duly Executed Local Subdivision Agreement shall be submitted prior to York Region accepting payment of applicable Regional Development Charges and prior to providing a clearance letter to the local municipality. Further, the submission of the 'Final' Fully/Duly Executed Local Subdivision Agreement should be accompanied by a signed letter from the owner/consultant listing any changes to York Region related provisions/clauses within the agreement that occurred between the draft and final versions.</i></p>	<p>Fully/Duly Executed Final Local Subdivision Agreement: _____</p> <p>Unexecuted Local Subdivision Agreement: _____</p>
<p>iv. Land Area and Use Certificate from Surveyor (1 hard copy)</p> <p><i>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. Area sub totals shall also be provided for each type of land use (residential, parks, streets, etc.).</i></p> <p><i>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.</i></p>	<p>Enclosed: _____</p>
<p>v. Confirmation of Water Supply and Sanitary Servicing Allocation (3 hard copies of the Council Resolution & confirmation letter from Local Municipal Staff)</p> <p><i>Confirmation of water supply and sanitary servicing allocation shall be provided in the form of a copy of the local municipal Council resolution indicating that adequate allocation has been set aside for the proposed development. The resolution shall be accompanied by correspondence from local Municipal staff advising that the resolution remains applicable.</i></p>	<p>Council Resolution enclosed: _____</p> <p>Confirmation Letter enclosed: _____</p>

<p>vi. Letter from the Owner or Agent detailing how each Regional draft plan condition has or is intended to be satisfied. <i>Example:</i> <i>Condition 43: The Owner has agreed in the subdivision agreement (Clause 21.5.2) to implement the recommendations of the functional transportation report.</i></p>	<p>Enclosed: ____</p>
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File #: 19 _____

Date: _____

Owner Contact Information:

Name: _____

Address: _____

Telephone: _____

Cellular: _____

Facsimile: _____

Email Address: _____

Agent/Consultant Information:

Name: _____

Address: _____

Telephone: _____

Cellular: _____

Facsimile: _____

Email Address: _____

Area Municipal Contact:

Name: _____

Department: _____

Telephone: _____

Facsimile: _____

Email Address: _____

Important Note: The Region's subdivision clearance process is outlined in Report 4, Clause 1 of the Planning and Economic Development Committee, adopted by Regional Council at its meeting on April 27, 2006 and the attachments thereto (the "Report"). If there is a conflict between the requirements set out in this checklist, and the requirements set out in the Report, the requirements of the Report will prevail.

Updated February 1, 2009