

**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><b>i. Review Fee (\$1,000.00 – Valid until January 31, 2012)</b>  <i>A review fee is only required where the M Plan submitted represents a 2<sup>nd</sup> 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: ____  Exempt: ____</p>
<p><b>ii. 'Final' M Plan (8 full size copies and 1 reduction)</b></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><b>iii. 'Final' Fully/Duly Executed Local Subdivision Agreement (3 hard copies)</b></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><b>iv. Land Area and Use Certificate from Surveyor (1 hard copy)</b></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><b>v. Confirmation of Water Supply and Sanitary Servicing Allocation (3 hard copies of the Council Resolution &amp; confirmation letter from Local Municipal Staff)</b></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. <b>The resolution shall be accompanied by correspondence from local Municipal staff advising that the resolution remains applicable.</b></i></p>	<p>Council Resolution enclosed: _____</p> <p>Confirmation Letter enclosed: _____</p>

<p><b>vi. Letter from the Owner or Agent detailing how each Regional draft plan condition has or is intended to be satisfied.</b> <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, 2011*