

# 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](mailto: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: [developmentservices@york.ca](mailto:developmentservices@york.ca)