

SITE PLAN CONTROL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for a site plan application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

- 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.

- 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.

- Local Municipal Application Form** and completed pre-consultation checklist

4. Plans/Reports:

Site Plan

Servicing Plans

Stormwater Management Report

Grading Plan

If Lands are being conveyed to York Region: Phase 1 Environmental Site Assessment report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04 for the Owner's entire property that is the subject of the application. The report must be less than two years old at the time of land conveyance.

Survey Plan

Landscape Plans

Erosion and Sediment Control Plans
(including Construction Access)

Tree Protection Plan and Inventory

- The following additional requirements** shall be provided with the first submission

Functional Servicing Report

Transportation Demand Management Plan

Transportation Mobility Plan

Noise and Vibration Study

Hydrogeological Report

Geotechnical Report

Crane Swing Plan

Shoring Plan

Hoarding/Fencing Plan

Dewatering Management Plan

Irrigation Plan

Traffic Management Plan

Construction Management Plan

Road Restoration Detail/Plan

Composite Utility Plan

Cross-Sections at 20 metre Intervals

Reference Plan (R-Plan)

Pavement Markings and Signage Plan

Removals Plan

Additional Financial Requirements

Plans and Profile Drawings

Risk Management Plan

Source Water Impact Assessment
and Mitigation Plan

Arborist Report

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YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

6. Confirmation of Water Supply and Sanitary Servicing Allocation:

Council Resolution

Confirmation Letter from Local
Municipal Staff advising that the
resolution is applicable

7. Applicant's Articles of Incorporation or Proof of Land Ownership (i.e. Certificate of Title)

8. '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:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca