

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

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 Subdivision 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 to inquire about and/or initiate this process.
3. **'Final' M Plan** where both the owner's and surveyor's certificates have been signed and dated. This includes a survey completion date demonstrating that the lands have been fully surveyed/barred.
4. **'Final' Fully/Duly Executed** Local Subdivision Agreement
'Final' Fully/Duly Executed Local Subdivision Agreement between both the owner(s) and the local municipality.
5. **'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.
6. **Land Area and Use Certificate** from Surveyor
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. Total unit count and area sub totals shall also be provided for each type of land use (residential, parks, streets, etc.)

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.
7. **Confirmation of Water Supply** and Sanitary Servicing Allocation
Council Resolution
Confirmation Letter from Local Municipal Staff advising that the resolution remains applicable.
8. **Letter from the Owner or Agent** detailing how each Regional draft plan condition has or is intended to be satisfied

Example: Condition 43: The Owner has agreed in the subdivision agreement (Clause 21.5.2) to implement the recommendations of the functional transportation report.
9. **Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

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SUBMISSION CHECKLIST (CONTINUED)

IF APPLICABLE

10. **Demolition Permits** for each Residential Dwelling Unit
Demolition permits should be issued within the last 48 months.
11. **Letter Indicating Applicable Development Charge Credits**
A letter indicating the Development Charge Credits available and the works completed for such credits.
12. **Current Phase 1/2 ESA**
Where there is a condition of approval that requires a land conveyance to the Region, the applicant must provide a current Phase1/2 ESA, completed in general accordance with **Ontario Regulation 153/04** for the **entire property**. The ESA must be less than two years old at the time of land conveyance. The applicant must also provide a Reliance Letter, Statutory Declaration, and confirmation of environmental clearance.

File Number: 19T _____ or Date: _____
SUBP _____

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OWNER CONTACT INFORMATION

NAME: _____ EMAIL: _____
ADDRESS: _____
TELEPHONE: _____ EXT.: _____
SIGNATURE: _____ DATE: _____

AGENT/CONSULTANT CONTACT INFORMATION

NAME: _____ EMAIL: _____
ADDRESS: _____
TELEPHONE: _____ EXT.: _____
SIGNATURE: _____ DATE: _____

LOCAL MUNICIPAL CONTACT INFORMATION

NAME: _____ EMAIL: _____
DEPARTMENT: _____
TELEPHONE: _____ EXT.: _____

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