

# LOCAL OFFICIAL PLAN AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To amend a local Official Plan, please submit your completed application form along with the following materials, which are required to facilitate the Regional development review process. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

### SUBMISSION CHECKLIST

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- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist on a DVD/USB flash drive:
    - › 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. 2010-15, as amended):  
Cheque to be made payable to 'The Regional Municipality of York', quoting the development application's municipal file number, property address, and owner's name and phone number.
  - 3. Local Municipal Application Form**
  - 4. Proposed Draft Local Official Plan Amendment**
  - 5. Preliminary Site Plan** and/or development concept
  - 6. Planning Justification Report**
  - 7. Transportation Mobility Plan**
  - 8. Servicing Plan** (Functional Servicing Report) (if applicable)
  - 9. Regional Impact Analysis** Required for all proposed non-agricultural development within the Greenbelt
  - 10. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)
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\*Not all of the materials identified above may be required.

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# LOCAL OFFICIAL PLAN AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### SUBMISSION CHECKLIST (CONTINUED)

#### OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

#### AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

**Please submit the completed form and package to:**

York Region, Corporate Services Department, Planning and Economic Development Branch,  
Community Planning and Development Services, 17250 Yonge Street, 4th Floor, Newmarket, ON L3Y 6Z1

**Please send electronic submissions to: [developmentsservices@york.ca](mailto:developmentsservices@york.ca)**