

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 and hard copies of the following:

SUBMISSION CHECKLIST

1. **Digital Submission** - All submissions must include digital copies of the items outlined in the checklist on a DVD/USB flash drive (Refer to page three for details)
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 contact information.
3. **One copy** of the municipal application form
4. **One copy** of the proposed draft Local Official Plan amendment
5. **One full size copy** and **one reduced copy** of the preliminary site plan and/or development concept
6. **One copy** of a Planning Justification Report
7. **One copy** of a Transportation Mobility Plan
8. **One copy** of all Environmental and Servicing Reports (Functional Servicing Report) (if applicable)
9. **One copy** of a Regional Impact Analysis
Required for all proposed non-agricultural development within the Greenbelt

*Not all of the materials identified above may be required.

Request for Exemption from Regional Approval of local Official Plan Amendment:

Exemption from Regional approval must be requested by the local municipality, address the criteria outlined in Section 8.3.8 of York Region's Official Plan, and include the applicable Regional processing fee (refer to York Region Fee Bylaw 2010-15, as amended).

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: developmentservices@york.ca