

# DRAFT APPROVAL of a PLAN of SUBDIVISION and CONDOMINIUM

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for draft approval of a draft plan of subdivision and condominium, 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 on a DVD/USB flash drive:
  - All submissions must include digital copies on a CD/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 contact information.
- 3. One copy of the Municipal Application Form**
- 4. Proposed Draft Plan** (one hard copy)
- 5. Transportation Mobility Plan**
- 6. Functional Servicing Report**
- 7. Noise and Vibration Study**
- 8. For Lands to be Conveyed** to York Region: **one copy** of any Environmental Site Assessments completed in general accordance with **Ontario Regulation 153/04** for the entire property. The ESA should be less than two years old at the time of land conveyance.
- 9. Geotechnical Report**
- 10. Hydrogeological Report**

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

#### 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)