

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 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. **'Final' M Plan (two full size copies and one reduction)** 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 (one hard copy)**
'Final' Fully/Duly Executed Local Subdivision Agreement between both the owner(s) and the local municipality.

5. **Land Area and Use Certificate** from Surveyor (**one hard copy**)
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.

6. **Confirmation of Water Supply** and Sanitary Servicing Allocation
One copy of the Council Resolution
One copy of the Confirmation Letter from Local Municipal Staff advising that the resolution remains applicable.

7. **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.

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

8. Confirmation of Regional Development Engineering Approval

One hard copy of Approval Letter from York Region Development Engineering Section

Confirmation of Regional Development Engineering approval shall be provided in the form of a copy of the Approval Letter from the York Region Development Engineering Section indicating that all required drawings, studies, fees, security deposit, insurance certificate, etc. have been provided to adequately address the related conditions of Draft Plan of Subdivision approval.

9. Approved Engineering Drawings (digital copy)

IF APPLICABLE

10. Demolition Permits for each Residential Dwelling Unit (**one hard copy**)

Demolition permits should be issued within the last 48 months.

11. Letter Indicating Applicable Development Charge Credits (one hard copy)

A letter indicating the Development Charge Credits available and the works completed for such credits.

12. Current Phase 1/2 ESA or Confirmation of Environmental Clearance

Where there is a condition of approval that requires a land conveyance to the Region, the applicant must provide a current Phase 1/2 ESA, 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. The applicant must also provide a Reliance Letter, Statutory Declaration, and confirmation of environmental clearance.

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

REQUEST for REGIONAL CLEARANCE of a DRAFT APPROVED PLAN of SUBDIVISION

YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

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.:

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