

# 2019 **DEVELOPMENT APPLICATIONS** **SUBMISSION CHECKLIST**

UPDATED | JANUARY 2019



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# ELECTRONIC SUBMISSION

## REQUIREMENTS

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- 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

# REGIONAL OFFICIAL PLAN AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To amend the Regional Official Plan, please submit the completed application form along with the following materials and a copy of this completed 'Submission Checklist'. 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** the Regional application form and the draft Official Plan amendment
4. **One copy** of a Planning Justification Report
5. **One copy** of a Transportation Mobility Plan
6. **One copy** of a Water and Wastewater Servicing Plan
7. **One copy** of a Natural Heritage Evaluation  
Required for all proposed development on or within 120 meters of a key natural heritage feature on the Oak Ridges Moraine, or the Natural Heritage System of the Greenbelt, or the Lake Simcoe watershed outside of the Greenbelt or the Oak Ridges Moraine planning areas and existing settlement areas  
  
**One copy** of an Environmental Impact Statement  
Required for all lands within 120 meters of the Regional Greenlands system that are located outside of the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan
8. **One copy** of a Hydrological Evaluation  
Required for all proposed development within 120 meters of a key hydrologic feature on the Oak Ridges Moraine or Greenbelt
9. **One copy** of an Agricultural Impact Study  
Required for all proposed non-agricultural development within the Greenbelt
10. **One copy** of a Landform Conservation Area Plan  
Required for all proposals on landform conservation areas within the Oak Ridges Moraine
11. **One copy** of an Earth Sciences Heritage Evaluation  
Required for all proposed development within the minimum area of influence of an earth science area of natural or scientific interest
12. **One copy** of a Lake Simcoe Protection Plan Conformity Evaluation  
Required for all proposed development within the Lake Simcoe watershed
13. **One copy** of an Archaeological Assessment  
Required for all proposed development on lands containing significant or potentially significant archaeological resources

# REGIONAL OFFICIAL PLAN AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### SUBMISSION CHECKLIST (CONTINUED)

**14. One copy** of a Regional Impact Analysis

Required for all applications for retail greater than 30,000 square metres of gross leasable area

**15. Greenbelt Conformity Evaluation**

Required for all proposed development within the Greenbelt

**16. Oak Ridges Moraine Conformity Evaluation**

Required for all proposed development within the Oak Ridges Moraine Conservation Plan Area

**17. Mineral Aggregate Study**

Development within and/or adjacent to mineral aggregate resources

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

### 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:** [developmentservices@york.ca](mailto:developmentservices@york.ca)

# 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](mailto:developmentservices@york.ca)

# REQUEST for a REGIONAL DECISION of a LOCALLY ADOPTED OFFICIAL PLAN AMENDMENT

## YORK REGION SUBMISSION REQUIREMENTS

These requests are compiled by a local Municipal Clerk and sent to York Region, the approval authority, as outlined by Ontario Regulation 543/06. 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 certified copy and one duplicate copy**, of the bylaw adopting the proposed Official Plan or Official Plan amendment
4. **One certified copy, one working copy and one duplicate copy**, of the proposed Official Plan or Official Plan Amendment  
In the case of an Official Plan, a statement as to whether it replaces an existing Official Plan is to be included
5. **The original or copies** of all written submissions and comments and the dates they were received.
6. **An affidavit or sworn declaration** in accordance with subsection 14(1) of the *Planning Act*
7. **An affidavit or sworn declaration** in accordance with subsection 14(2) of the *Planning Act*
8. **A statement from an employee of the municipality or planning board** as to whether the decision of Council:
  - i. Is consistent with the policy statement issued under subsection 3(1) of the *Planning Act*, and
  - ii. Conforms to or does not conflict with any applicable provincial plan(s)
9. **A copy of minutes** from the public meeting
10. **A copy of all planning reports** considered by Council
11. **If applicable**, the prescribed information and material under clauses 7(15)(a) and (b) of the *Planning Act*

# REQUEST for a REGIONAL DECISION of a LOCALLY ADOPTED OFFICIAL PLAN AMENDMENT

## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### SUBMISSION CHECKLIST (CONTINUED)

**12. If applicable**, the original or a certified copy of:

- i. The supporting information and material under clauses 17(15) (a) and (b) of the *Planning Act*,
- ii. The prescribed information and material under subsection 22(4) of the *Planning Act*,
- iii. Any other information and material that is required to be Provided by the Official Plan of the municipality

\*Not all of the materials identified above may be required. \*\* Note: The following is for information purposes and does not replace the requirements of the *Planning Act* and Ontario Regulation 543/06

**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](mailto:developmentservices@york.ca)



# ZONING BYLAW AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for an application to amend a zoning bylaw that is not related to any other planning application, please submit the following materials. 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 and the draft amendment
- 4. One full size copy and one reduced copy** of the development concept

\*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:** [developmentservices@york.ca](mailto:developmentservices@york.ca)

# 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 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 application form
4. **Two full size copies** and **one reduced copy** of the proposed draft plan
5. **One copy** of the Transportation Mobility Plan
6. **One copy** of the Functional Servicing Report
7. **One copy** of a 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. **One copy** of a Geotechnical Report
10. **One copy** of a 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:** [developmentservices@york.ca](mailto:developmentservices@york.ca)

# SITE PLAN CONTROL APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for a site plan application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. 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 application and completed pre-consultation checklist
4. **One copy of the following:**

Site Plan	Grading Plan
Servicing Plans	Landscape Plans (including Tree Protection Plan)
Stormwater Management Report	Erosion and Sediment Control Plans (including Construction Access)

For Lands to be conveyed to York Region: Phase 1 Environmental Site Assessment (and Phase 2 if required) 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.

Survey Plan
5. **The following additional requirements** will be determined through pre-consultation with Regional staff (**one folded set** of each drawing and **one copy** of each report):

Transportation Demand Management Plan	Dewatering Management Plan
Transportation Mobility Plan	Tree Planting and Protection Plan
Functional Servicing Report	Traffic Management Plan
Noise and Vibration Study	Construction Management Plan
Hydrogeological Report	Restoration Details for Regional Road Impacted Areas
Geotechnical Report	Electrical Utilities Plans
Crane Swing	Cross-Sections at 20 Meter Intervals
Shoring Plans	R-Plan
Hoarding/Fencing Plan	Pavement Markings and Signage Plans



# ENGINEERING APPROVAL APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate a Regional engineering review, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. 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 following:

Above and Below Ground Civil Engineering Designs	Landscape Plans
Servicing Plans	Erosion and Sediment Control Plans (including Construction Access)
Stormwater Management Report	Traffic Management Plan
Grading Plans	
- 4. The following additional requirements** will be determined through pre-consultation with Regional staff (**one folded set** of each drawing and **one copy** of each report):

Functional Servicing Report	Electrical Utilities Plans
Transportation Mobility Plan	Cross-Sections at 20 metre intervals
Transportation Demand Management Plan	Survey Plan
Noise and Vibration Study	M-Plan
For Lands to be Conveyed to York Region:	Tree Planting and Landscape Plans
Phase 1 Environmental Site Assessment (and Phase 2 if required) as per Ontario Regulation 153/04. The report must not be older than two years at the time of land conveyance.	Traffic Management Plan
Hydrogeological Report	Plan and Profile Drawings
Geotechnical Report	Pavement Marking and Signage Plans
	Dewatering Management Plan
	Additional Financial Requirements
	Additional Electrical and Landscape Drawings and documents

\*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)

# 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

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NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

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

DATE:

## AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

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

DATE:

## LOCAL MUNICIPAL CONTACT INFORMATION

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NAME:

EMAIL:

DEPARTMENT:

TELEPHONE:

EXT.:

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**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)



# REQUEST for REGIONAL CLEARANCE of DRAFT APPROVED PLAN of CONDOMINIUM

## 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 Condominium 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. Letter from the applicant and/or agent** outlining how each Regional condition of draft approval has been satisfied.
- 4. York Region Condominium Plan (YRCP) (two full size copies and one reduction)**  
YRCP for the purpose of this form and the Regional clearance process is defined as an M Plan wherein both the owner's and surveyor's certificates have been fully signed and dated; this includes the presence of a survey completion date demonstrating that the lands have been fully surveyed/ barred.
- 5. One copy** of the Certificate of Substantial Performance of Completion.
- 6. One copy** of an Ontario Land Surveyor's Certificate  
To certify that all survey monuments have been verified in the field or replaced and no encroachments of features, signs, stairs, steps or any other structures not approved within the Regional Road allowance.
- 7. One copy** of the Landscape Architects Certificate  
To certify that all landscaping has been verified in the field and constructed as per approved landscape drawings.
- 8. One copy** of a letter of certification from a Certified Professional Engineer  
To confirm that the noise attenuation features installed to meet the approved noise study are in conformity with the Ministry of the Environment and Energy guidelines and the Regional Noise Policy.
- 9. If a tie-back system has been used**, the owner and/or agent must provide **one copy** of a letter of certification by a Professional Engineer that the tie-back system, which encroaches onto the Regional Road, has been distressed.
- 10. One copy** of the draft Condominium Declaration.

\*Once the above requirements are satisfied, a site inspection will be scheduled. \*\*Not all of the materials identified above may be required.

File Number: 19CDM \_\_\_\_\_ or Date: \_\_\_\_\_  
CDMP \_\_\_\_\_

# REQUEST for REGIONAL CLEARANCE of DRAFT APPROVED PLAN of CONDOMINIUM

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.:

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**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)

# YORK REGION DEVELOPMENT APPLICATION FEES

## EFFECTIVE JANUARY 2, 2019

DEVELOPMENT APPLICATIONS	FEE
<b>Regional Official Plan Amendment (ROPA)</b>	\$21,100
<b>ROPA Notice of Receipt of Application</b>	\$9,200 or actual cost
<b>Major Area Official Plan Amendment</b> (e.g. privately initiated Secondary Plan)	\$21,100
<b>Local Official Plan Amendment</b> Requiring a report to Council	Base fee: \$2,900* plus Decision fee: \$6,400
<b>Local Official Plan Amendment</b> Not requiring a report to Council	Base fee: \$2,900* plus Decision fee: \$2,600
<b>Official Plan Amendment Exemption</b>	\$2,900
<b>Revision to Official Plan Amendment</b> requiring recirculation	\$2,700
<b>Minister's Zoning Order/Parkway Belt West</b>	\$2,700
<b>Zoning Bylaw Amendment</b> not received with any other planning application	\$1,100
<b>Draft Plan of Subdivision/Vacant Land Condominium</b>	\$5,500
<b>Draft Plan Condominium</b>	\$2,000
<b>Revision to Subdivision/Condominium</b> requiring circulation	\$2,500
<b>Minor Revision to Subdivision/Condominium</b> not requiring circulation	\$1,400
<b>Subdivision Clearance</b>	\$2,800 for any phase
<b>Condominium Clearance</b>	\$1,800 for any phase
<b>Site Plan</b> includes issuance of construction access permit	Minimum charge of \$3,200* or 7% of the estimated cost of works within the Regional right-of-ways, whichever is greater
<b>Major Site Plan</b> includes issuance of construction access permit	Minimum charge of \$8,700* or 7% of the estimated cost of works within the Regional right-of-way, whichever is greater
<b>Review and Approval of Environmental Assessment Report</b>	\$1,600

Please ensure all cheques are 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.

# YORK REGION DEVELOPMENT APPLICATION FEES

## EFFECTIVE JANUARY 1, 2019 (continued)

DEVELOPMENT APPLICATIONS	FEE
<b>Encroachment Permit</b>	<b>\$1,800</b>
<b>Engineering Review</b> Review/comment on engineering drawings submissions for works on Regional Roads, for Draft Approved Plan of Subdivision/Vacant Land Condominium. Includes issuance of construction access permit.	Minimum charge of <b>\$9,000*</b> or <b>7%</b> of the estimated cost of works within the Regional right-of-ways, whichever is greater
<b>Engineering Resubmission</b> related to Development Application After third submission due to revisions by the owner or the owner's failure to revise drawings/plans/studies as requested by the Region.	<b>\$3,700</b>
<b>Consent to Sever</b>	<b>\$840</b> for the first lot <b>\$160</b> for each additional lot
<b>To prepare a record in the event of a referral or appeal</b> of an application to the Ontario Municipal Board or the Local Planning Appeals Tribunal	<b>\$520</b>

Note: All fees are HST exempt.

\*Minimum Charge must be paid at time of submission and is considered a one-time charge that is non-refundable. Fees owing above the minimum charge are due prior to final approval being issued by The Regional Municipality of York.

Please ensure all cheques are 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.

**The Regional Municipality of York**

17250 Yonge Street,  
 Newmarket, ON, L3Y 6Z1  
**1-877-464-9675**

*developmentservices@york.ca*

**york.ca/developmentservices**