

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 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:

- › 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 and completed pre-consultation checklist

4. Plans/Reports:

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 report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04 for the entire property. The report must 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

Functional Servicing Report	Construction Management Plan
Transportation Demand Management Plan	Road Restoration Detail/Plan
Transportation Mobility Plan	Composite Utility Plan
Noise and Vibration Study	Cross-Sections at 20 metre Intervals
Hydrogeological Report	Reference Plan (R-Plan)
Geotechnical Report	Pavement Markings and Signage Plan
Crane Swing Plan	Removals Plan
Shoring Plan	Additional Financial Requirements
Hoarding/Fencing Plan	Plans and Profile Drawings
Dewatering Management Plan	Risk Management Plan
Tree Inventory and Preservation Plan	Source Water Impact Assessment and Mitigation Plan
Traffic Management Plan	

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YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

6. Confirmation of Water Supply and Sanitary Servicing Allocation:

Council Resolution

Confirmation Letter from Local Municipal Staff advising that the resolution is applicable

7. Applicant's Articles of Incorporation or Proof of Land Ownership (i.e. Certificate of Title)

*Not all of the materials identified above may be required. **Note:** The applicant will be required to execute an Agreement with York Region stating the date at which Development Charge rates are frozen for the development proposal.

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