



**2019**  
**CONSOLIDATED DEVELOPMENT  
APPLICATION FORM**

For approval of Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Part Lot Control Exemption and Deeming By-law applications, in accordance with the provisions of the *Planning Act*, R.S.O. 1990.

**PRE-SUBMISSION MEETING REQUIREMENT**

All applicants are required to meet with Town staff prior to the formal submission of all Development Applications. To arrange a meeting, please contact the Planning and Regulatory Services Department via e-mail at [planning@richmondhill.ca](mailto:planning@richmondhill.ca).

**MATERIALS ATTACHED:**

1. **[General Information and Requirements](#)**
2. **[Plan Requirements and Supporting Documentation](#)**
3. **[Consolidated Development Application Form](#)**
4. **[Prescribed Information Requirements - Official Plan Amendment](#)**
5. **[Prescribed Information Requirements - Zoning By-law Amendment](#)**
6. **[Prescribed Information Requirements - Draft Plan of Subdivision](#)**
7. **[Deeming By-law Waiver and Undertaking](#)**
8. **[Application and Processing Fees](#)**
9. **[TRCA Requirements](#)**

FOR INFORMATION REGARDING DETAILED APPLICATION REQUIREMENTS, PLEASE REFER TO THE TOWN'S **[CONSOLIDATED DEVELOPMENT APPLICATION GUIDE](#)** AVAILABLE AT THE TOWN'S PLANNING AND REGULATORY SERVICES DEPARTMENT OFFICES OR ONLINE AT [www.richmondhill.ca](http://www.richmondhill.ca).



TOWN OF RICHMOND HILL  
CONSOLIDATED DEVELOPMENT  
APPLICATION FORM

Official Plan Amendment Application  
Zoning By-law Amendment Application  
Draft Plan of Subdivision Application  
Draft Plan of Condominium Application  
Part Lot Control Exemption Application  
Deeming By-law

## GENERAL INFORMATION

Applicants are required to contact the Planning and Regulatory Services (PRS) Department - Planning Division prior to formal application submission in order to clarify issues related to the processing of their application(s). Applicants must review the Town's [Consolidated Development Application Guide](#) to determine the type and number of drawings and supporting documentation required. The Guide is available at the Town's Planning and Regulatory Services Department offices, or on the Town's website at <http://www.richmondhill.ca>. Completed applications should be submitted to:

### Mailing/Delivery Address:

**Commissioner of Planning and Regulatory  
Services Town of Richmond Hill  
Planning and Regulatory Services  
Department 225 East Beaver Creek  
Road, 4th Floor Richmond Hill, Ontario  
L4B 3P4**

Prior to application submission, applicants are encouraged to contact the following departments and agencies in order to identify specific policies and guidelines that may be relevant to their proposal:

Planning & Regulatory Services Dept. - Planning Division	<a href="mailto:planning@richmondhill.ca">planning@richmondhill.ca</a>	(905) 771-8910
Planning & Regulatory Services Dept. - Building Division	<a href="mailto:building@richmondhill.ca">building@richmondhill.ca</a>	(905) 771-8810
Planning & Regulatory Services Dept. - Development Engineering Division	<a href="mailto:planning@richmondhill.ca">planning@richmondhill.ca</a>	(905) 771-8830
Planning & Regulatory Services Dept. - Parks Planning and Natural Heritage Section	<a href="mailto:planning@richmondhill.ca">planning@richmondhill.ca</a>	(905) 771-8910
Planning & Regulatory Services Dept. - Urban Design and Heritage Section	<a href="mailto:planning@richmondhill.ca">planning@richmondhill.ca</a>	(905) 771-8910
Community Services Dept. - Fire Services Division	<a href="mailto:fire@richmondhill.ca">fire@richmondhill.ca</a>	(905) 883-5444
Corporate & Financial Services Dept. - Financial Services Division	<a href="mailto:revenue@richmondhill.ca">revenue@richmondhill.ca</a>	(905) 771-8800
York Region Community Planning and Development Services	<a href="mailto:developmentservices@york.ca">developmentservices@york.ca</a>	1-877-464-9675
The Toronto and Region Conservation Authority	<a href="mailto:planning&amp;permits@trca.on.ca">planning&amp;permits@trca.on.ca</a>	(416) 661-6600
Ministry of the Environment	<a href="http://www.ene.gov.on.ca">www.ene.gov.on.ca</a>	1-800-565-4923
Ministry of Natural Resources	<a href="http://www.mnr.gov.ca">www.mnr.gov.ca</a>	1-800-667-1940
Ministry of Tourism, Culture and Sport	<a href="http://www.mtc.gov.on.ca">www.mtc.gov.on.ca</a>	1-888-997-9015
Ministry of Transportation	<a href="http://www.mto.gov.on.ca">www.mto.gov.on.ca</a>	1-800-268-4686

## PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

In order to avoid processing delays, please ensure that:

- you refer to the Town's [Consolidated Development Application Guide](#) in order to determine the detailed submission requirements for the application(s);
- all information provided on the submitted drawings is complete since incomplete applications **WILL NOT** be processed;
- all measurements on the submitted plans are depicted in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan is provided in accordance with the Town's [Consolidated Development Application Guide](#); and,
- all submitted plans are folded either to letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. **NOTE: UNFOLDED PLANS WILL NOT BE PROCESSED.**

**NOTE: FOLLOWING INITIAL SUBMISSION, ALL SUBSEQUENT DOCUMENTS, CORRESPONDENCE, PLANS OR OTHER MATERIALS RELATED TO THE APPLICATION(S) MUST BE SUBMITTED DIRECTLY TO THE ASSIGNED PLANNER AND NOT TO INDIVIDUAL COMMENTING TOWN DEPARTMENTS/EXTERNAL AGENCIES.**



**CONSOLIDATED DEVELOPMENT APPLICATION FORM****APPLICANT**

Registered Property Owner (name in full):

Company (if applicable):

Address:

Municipality:

Province:

Postal Code:

Telephone:

Fax:

E-mail:

Applicant Name (in full):

Company (if applicable):

Applicant is:

 Owner  Agent  Solicitor  Planning Consultant  Architect  Contractor  Other: \_\_\_\_\_

Address:

Municipality:

Province:

Postal Code:

Telephone:

Fax:

E-mail:

**PROPERTY**

Municipal Address:

Legal Description:

Existing Land Use(s):

Lot Area (ha):

Frontage (m):

Depth (m):

**APPLICATION DETAILS**

PROPOSED LAND USE	NO. OF UNITS	NO. OF LOTS/BLOCK	LOT AREA (ha)	DENSITY (unit/ha)	FSI	TOTAL PARKING
<b>RESIDENTIAL</b>						
Detached						
Semi-Detached						
Multiple Attached						
Apartment						
Other (specify below)						
<b>NON-RESIDENTIAL</b>						
Commercial						
Industrial						
Institutional						
Hazard Lands						
EPAs						
Parkland						
Open Space						
Model Home						
Sales Pavilion						
Other (specify below)						
<b>OTHER</b>						
Roads						
Road Widening/Reserves						
Other (specify below)						
<b>TOTALS</b>						
<b>ONTARIO BUILDING CODE CLASSIFICATION</b>						
	<b>EXISTING</b>			<b>PROPOSED</b>		
Building Sprinklered	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Building Classification	_____			_____		
Phase Plan Indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		



SITE SERVICING	EXISTING	PROPOSED		
<b><u>WATER SUPPLY</u></b>				
Municipal (piped)	<input type="checkbox"/>	<input type="checkbox"/>		
Private Individual Wells	<input type="checkbox"/>	<input type="checkbox"/>		
Other(s) (specify)	<input type="checkbox"/>	<input type="checkbox"/>		
<b><u>SEWAGE DISPOSAL</u></b>				
Municipal (sewer)	<input type="checkbox"/>	<input type="checkbox"/>		
Private Sewage Disposal System	<input type="checkbox"/>	<input type="checkbox"/>		
Other(s) (specify)	<input type="checkbox"/>	<input type="checkbox"/>		
<b><u>STORM DRAINAGE</u></b>				
Municipal (storm sewer)	<input type="checkbox"/>	<input type="checkbox"/>		
Open Ditches	<input type="checkbox"/>	<input type="checkbox"/>		
Other(s) (specify)	<input type="checkbox"/>	<input type="checkbox"/>		
<p>If the development is to be privately serviced, additional information is required in the form of a Hydrogeological Report or an Impact on Ground Water Quality and Quantity Report. Will such studies be submitted with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, have studies been submitted to MOE? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<b>OTHER DEVELOPMENT INFORMATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p>Is there reason to believe the subject lands have been contaminated by former uses on the site or on adjacent lands? If yes, please specify below:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Has a Record of Site Condition been prepared?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are any water, sewage or road works associated with the proposed development subject to the provisions of the <i>Environmental Assessment Act</i>? If yes, identify same on the Plan and specify details below:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there any easements or restrictive covenants affecting the subject lands? If yes, depict same on the Reference Plan and describe the effect on the Plan below:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is this a rental building being converted to a Condominium?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the building(s) under construction?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is access to the site via publicly maintained road(s)? If no, describe below provision(s) for accessing the lands:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the Owner own additional lands adjacent to the draft Plan? If yes, show same on the draft Plan and describe the effect on the Plan below:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>OFFICIAL PLAN AMENDMENT APPLICATION PRESCRIBED INFORMATION REQUIREMENTS Schedule 1 - Ontario Regulation 543/06</b>		
<b>No.</b>	<b>Requirement</b>	<b>Response</b>
1	The name, address, telephone number and, if applicable, the e-mail address of the applicant.	<b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>  <u>Applicant/Agent (if different than owner)</u> <b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>
2	The name of the municipality or planning board that is being requested to initiate the amendment to its Official Plan.	
3	The date of the request to the Town.	
4	The name of the Official Plan requested to be amended.	
5	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers, and street names and numbers.	
6	If known, the approximate area of the subject land, in metric units.	
7	Whether the requested amendment changes, replaces or deletes a policy in the Official Plan.	
8	If the answer to Section 7 is yes, the policy to be changed, replaced or deleted.	
9	Whether the requested amendment adds a policy to the Official Plan.	
10	The purpose of the requested amendment.	
11	The current designation of the subject land in the Official Plan and the land uses that the designation authorizes.	
12	Whether the requested amendment changes or replaces a designation in the Official Plan.	
13	If the requested amendment changes or replaces a designation in the Official Plan, the designation to be changed or replaced.	

14	The land uses that the requested Official Plan Amendment would authorize.	
15	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body, or other means.	
16	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	
17	<p>If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed:</p> <p>(a) a Servicing Options Report; and,</p> <p>(b) a Hydrogeological Report.</p>	
18	<p>Whether the subject land or land within 120 metres of it is the subject of an application by the applicant under the Act for,</p> <p>(a) a Minor Variance or a Consent;</p> <p>(b) an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; or</p> <p>(c) approval of a Plan of Subdivision or a Site Plan.</p>	
19	<p>If the answer to Section 18 is yes, the following information about each application:</p> <p>(a) its file number;</p> <p>(b) the name of the approval authority considering it;</p> <p>(c) the land it affects;</p> <p>(d) its purpose;</p> <p>(e) its status; and,</p> <p>(f) its effect on the requested amendment.</p>	

20	If a policy in the Official Plan is being changed, replaced or deleted or if a policy is being added, the text of the requested amendment.	
21	If the requested amendment changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it.	
22	If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.	
23	If the requested amendment removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment.	
24	Whether the requested amendment is consistent with the policy statements issued under subsection 3 (1) of the Act.	
25	Whether the subject land is within an area of land designated under any Provincial Plan or Plans.	
26	If the answer to Section 25 is yes, whether the requested amendment conforms to or does not conflict with the Provincial Plan or Plans.	
27	An affidavit or sworn declaration by the applicant certifying that the information required under this Schedule and provided by the applicant is accurate.	



<b>ZONING BY-LAW AMENDMENT APPLICATION PRESCRIBED INFORMATION REQUIREMENTS Schedule 1 - Ontario Regulation 545/06</b>		
<b>No.</b>	<b>Requirement</b>	<b>Response</b>
1	The name, address, telephone number and, if applicable, the e-mail address of the applicant.	<b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>  <u>Applicant/Agent (if different than owner)</u> <b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>
2	The date of the application to the Town.	
3	If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.	
4	The current designation of the subject land in the applicable Official Plan, and an explanation of how the application conforms to the Official Plan.	
5	The current zoning of the subject land.	
6	The nature and extent of the rezoning requested.	
7	The reason why the rezoning is requested.	
8	If the subject land is within an area where the Town pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements.	
9	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers and street names and numbers.	

10	The frontage, depth and area of the subject land, in metric units.	
11	If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the Official Plan or Official Plan Amendment that deals with the matter.	
12	If the application is to remove land from an area of employment, details of the Official Plan or Official Plan Amendment that deals with the matter.	
13	If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.	
14	Whether access to the subject land will be,  (a) by a Provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or,  (b) by water.	
15	If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
16	The existing uses of the subject land.	
17	Whether there are any buildings or structures on the subject land.	

18	<p>If the answer to Section 17 is yes, the following information for each building or structure:</p> <p>(a) the type of building or structure; and,</p> <p>(b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.</p>	
19	The proposed uses of the subject land.	
20	Whether any buildings or structures are proposed to be built on the subject land.	
21	<p>If the answer to Section 20 is yes, the following information for each building or structure:</p> <p>(a) the type of building or structure; and,</p> <p>(b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.</p>	
22	<p>If known,</p> <p>(a) the date the subject land was acquired by the current owner;</p> <p>(b) the date any existing buildings or structures on the subject land were constructed; and,</p> <p>(c) the length of time that the existing uses of the subject land have continued.</p>	
23	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.	

24	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	
25	<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed,</p> <p>(a) a servicing options report; and,</p> <p>(b) a Hydrogeological report.</p>	
26	Whether storm drainage will be provided by sewers, ditches, swales or other means.	
27	<p>If known,</p> <p>(a) whether the subject land has ever been the subject of an application under the Act for approval of a Plan of Subdivision or for a Consent;</p> <p>(b) if the answer to clause (a) is yes, the file number and status of the application;</p> <p>(c) whether the subject land has ever been the subject of an application under Section 34 of the Act; and,</p> <p>(d) whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.</p>	

28	<p>A sketch showing, in metric units,</p> <ul style="list-style-type: none"> <li>(a) the boundaries and dimensions of the subject land;</li> <li>(b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;</li> <li>(c) the approximate location of all natural and artificial features (<i>for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that, <ul style="list-style-type: none"> <li>(i) are located on the subject land and on land that is adjacent to it, and,</li> <li>(ii) in the applicant's opinion, may affect the application.</li> </ul> </li> <li>(d) the current uses of land that is adjacent to the subject land;</li> <li>(e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;</li> <li>(f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,</li> <li>(g) the location and nature of any easement affecting the subject land.</li> </ul>	
29	Whether the application for an amendment to the Zoning By-law is consistent with policy statements issued under Subsection 3 (1) of the Act.	
30	Whether the subject land is within an area of land designated under any Provincial Plan or Plans.	
31	If the answer to Section 30 is yes, whether the application conforms to or does not conflict with the applicable Provincial Plan or Plans.	
32	An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.	

<b>DRAFT PLAN OF SUBDIVISION APPLICATION PRESCRIBED INFORMATION REQUIREMENTS</b>		
<b>No.</b>	<b>Requirement</b>	<b>Response</b>
1	The name, address, telephone number and, if applicable, the e-mail address of the owner of the subject land, and of the agent if the applicant is the owner's authorized agent.	<u><b>Owner</b></u> <b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>  <u><b>Applicant/Agent (if different than owner)</b></u> <b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>
2	The date of the application.	
3	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers, and street names and numbers.	
4	Whether there are any easements or restrictive covenants affecting the subject land.	
5	If the answer to Section 4 is yes, a description of each easement or covenant and its effect.	
6	If known,  (a) whether the subject land was ever the subject of an application for approval of a Plan of Subdivision under Section 51 of the <i>Act</i> , for a Consent under Section 53 of the <i>Act</i> , for a Minor Variance, for approval of a Site Plan, or for an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; and,  (b) if the answer to clause (a) is yes, the file number and status of the application.	

7	<p>The total number of lots or blocks shown on the draft Plan, and the number of lots or blocks shown on the draft Plan for each of the following uses:</p> <ol style="list-style-type: none"> <li>1. Detached residential</li> <li>2. Semi-detached residential</li> <li>3. Multiple attached residential</li> <li>4. Apartment residential</li> <li>5. Seasonal residential</li> <li>6. Mobile home</li> <li>7. Other residential</li> <li>8. Commercial</li> <li>9. Industrial</li> <li>10. Institutional</li> <li>11. Park</li> <li>12. Open Space</li> <li>13. Roads</li> <li>14. Other</li> </ol>	<p>1= _____                  2= _____                  3= _____                  4= _____                  5= _____                  6= _____                  7= _____                  8= _____                  9= _____                  10= _____                  11= _____                  12= _____                  13= _____                  14= _____</p>
8	<p>The total number of units or dwellings shown on the draft Plan, and the number of units or dwellings shown on the draft Plan for each of the uses listed in Section 7, except the uses described in paragraphs 11 and 12 of that section.</p>	
9	<p>In hectares, the total area of land shown on the draft Plan, and the area of land shown on the draft Plan for each of the uses listed in Section 7.</p>	
10	<p>The total number of units or dwellings shown on the draft Plan per hectare, and the number of units or dwellings shown on the draft Plan per hectare for each of the uses listed in Section 7, except the uses described in paragraphs 11 and 12 of that section.</p>	
11	<p>The total number of parking spaces shown on the draft Plan, and the number of parking spaces shown on the draft Plan for each of the uses listed in Section 7, except the uses described in paragraphs 1, 2, 11 and 12 of that section.</p>	
12	<p>If the application is for approval of a Condominium description, the number of parking spaces shown on the draft Plan for detached and semi-detached residential use.</p>	
13	<p>If one of the uses referred to under Sections 7, 8, 9, 10 or 11 is identified as "other residential", "institutional" or "other", a description of the use.</p>	

14	The current designation of the subject land in the applicable Official Plan.	
15	Whether access to the subject land will be,  (a) by a Provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or,  (b) by water.	
16	If access to the subject land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
17	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.	
18	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal wells:  (a) a Servicing Options Report; and,  (b) a Hydrogeological Report.	
19	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means.	
20	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal septic systems,  (a) a Servicing Options Report; and,  (b) a Hydrogeological Report.	
21	If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed:  (a) a Servicing Options Report; and,  (b) a Hydrogeological Report.	



22	If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a Hydrogeological Report.	
23	Whether the subject land contains any areas of archaeological potential.	
24	<p>If the Plan would permit development on land that contains known archaeological resources or areas of archaeological potential:</p> <p>(a) an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <b>Ontario Heritage Act</b>, and,</p> <p>(b) a Conservation Plan for any archaeological resources identified in the assessment.</p>	
25	Whether storm drainage will be provided by sewers, ditches, swales or other means.	
26	<p>If the application is for approval of a Condominium description:</p> <p>(a) whether a Site Plan for the proposed Condominium has been approved and whether a Site Plan agreement has been entered into;</p> <p>(b) whether a Building Permit for the proposed Condominium has been issued;</p> <p>(c) whether the proposed Condominium is under construction or has been completed;</p> <p>(d) if construction has been completed, the date of completion; and,</p> <p>(e) whether the proposed Condominium is a conversion of a building containing residential rental units, and in that case the number of units to be converted.</p>	
27	Whether the Plan is consistent with policy statements issued under Subsection 3 (1) of the <i>Act</i> .	
28	Whether the subject land is within an area of land designated under any Provincial Plan or Plans.	
29	If the answer to Section 28 is yes, whether the Plan conforms to or does not conflict with the applicable Provincial Plan or Plans.	

30	If the applicant is not the owner of the subject land, the owner's written authorization to the applicant to make the application.	
31	An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.	

**DEEMING BY-LAW WAIVER AND  
UNDERTAKING**

**WAIVER AND UNDERTAKING**

To: The Corporation of the Town of Richmond Hill

Re : **INSERT LEGAL DESCRIPTION AND MUNICIPAL ADDRESS**  
**Town of Richmond Hill, Regional Municipality of York (the "Property")**

**WHEREAS:**

- A. The undersigned is the registered Owner of the Property;
- B. In order to proceed with the development of the Property, it is desirable that the Property be one (1) lot within the meaning of the **Planning Act**, the **Building Code Act** and the applicable Zoning By-law of the Town of Richmond Hill;
- C. The Town of Richmond Hill has proposed and the Owner of the Property has agreed that the appropriate mechanism to accomplish the goals set out in Recital B is to have the Council of the Town of Richmond Hill enact a by-law pursuant to Section 50(4) of the **Planning Act** to designate the Property to be deemed not to be within a registered Plan of Subdivision for the purposes of Section 50(3) of the **Planning Act** (the "Deeming By-law");
- D. Section 50(29) of the **Planning Act** requires that the Town give Notice of Passing of the Deeming By-law to the undersigned (the "Notice of the Deeming By-law");
- E. Section 50(30) of the **Planning Act** requires that the Council of the Town shall hear the undersigned if the undersigned desires to make representations respecting the amendment or repeal of the Deeming By-law (the "Hearing"); and,
- F. The undersigned desires that the Deeming By-law be enacted and registered against title of the Property as soon as possible.

**NOW THEREFORE in consideration of the enactment of the Deeming By-law by the Council of the Corporation of the Town of Richmond Hill, the undersigned hereby:**

- 1. Waives Notice of the Deeming By-law.
- 2. Waives its right to the Hearing.
- 3. Undertakes to reimburse the Town for the cost of registration of Deeming By-law against title of the property.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**(INSERT NAME OF PROPERTY OWNER)**

Per: \_\_\_\_\_  
Name:  
Title:

And Per: \_\_\_\_\_  
Name:  
Title:

I/We have the authority to bind the corporation.

## APPLICATION AND SUPPORTING DOCUMENTS CHECKLIST

### TYPE OF APPLICATION (please check)

- |                                                                                                                                                                                                |                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Official Plan Amendment Application<br><input type="checkbox"/> Zoning By-law Amendment Application<br><input type="checkbox"/> Draft Plan of Subdivision Application | <input type="checkbox"/> Draft Plan of Condominium Application<br><input type="checkbox"/> Part Lot Control Exemption Application<br><input type="checkbox"/> Deeming By-law |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### PLANS (check plans submitted with application)

<input type="checkbox"/> Legal Description	<input type="checkbox"/> Stormwater Management Report and Plan
<input type="checkbox"/> Tree Inventory and Preservation Plan	<input type="checkbox"/> Erosion and Sediment Control Plan
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Construction Notes/Detail Plan
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Exterior/Interior Lighting Plan
<input type="checkbox"/> Elevation Plan	<input type="checkbox"/> Electrical Plan
<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Underground Parking Plan
<input type="checkbox"/> Roof Top Mechanical Screening Plan	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Site Servicing	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Grading Plan	

### SUPPORTING DOCUMENTATION (check documentation submitted with application)

<input type="checkbox"/> Building Shadow Impact Assessment Study	<input type="checkbox"/> Functional Servicing Report
<input type="checkbox"/> Sight-line Study	<input type="checkbox"/> Noise Attenuation Study
<input type="checkbox"/> Environmental Site Assessment	<input type="checkbox"/> Transportation Study (access, parking, etc.)
<input type="checkbox"/> Environmental Impact Statement	<input type="checkbox"/> Parking and Loading Study
<input type="checkbox"/> ORMCP Conformity Statement/Study	<input type="checkbox"/> Construction Traffic Management Plan
<input type="checkbox"/> Hydrogeological Study	<input type="checkbox"/> Regional Access and External Roadwork Plan
<input type="checkbox"/> Natural Heritage Evaluation	<input type="checkbox"/> Illumination and Traffic Signal Plan
<input type="checkbox"/> Cultural Heritage Impact Assessment Report	<input type="checkbox"/> Pavement Marking and Signage Plan
<input type="checkbox"/> Archaeological Assessment	<input type="checkbox"/> Photometric Analysis
<input type="checkbox"/> Building Material Samples	<input type="checkbox"/> Reference Plan for Land Conveyances
<input type="checkbox"/> Urban Design Brief	<input type="checkbox"/> Cost Estimate for Site Works (municipal/external works, shoring works, etc.)
<input type="checkbox"/> Angular Plane Analysis	<input type="checkbox"/> TRCA Studies and Drawings
<input type="checkbox"/> Context Plan	<input type="checkbox"/> Vibration Impact Study
<input type="checkbox"/> Coloured Perspective Drawings	<input type="checkbox"/> Others (as required by the Town):
<input type="checkbox"/> Photographs of Existing Context	

**AFFIDAVIT/AUTHORIZATION OF APPLICANT/REGISTERED OWNER(S)**

**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me

at the \_\_\_\_\_ ) in  
 the \_\_\_\_\_ ) of  
 \_\_\_\_\_ this \_\_\_\_\_ day )  
 of \_\_\_\_\_, 20\_\_\_\_.)

Signature of Applicant

Print Name: \_\_\_\_\_

A Commissioner of Oaths

**AUTHORIZATION OF OWNER(S)**

I/We, \_\_\_\_\_, being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this application for approval.

I/We \_\_\_\_\_, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the Town of Richmond Hill.

Signature of Registered Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**“Notice of Collection”**

“The information collected on this form is authorized under the *Planning Act R.S.O. 1990* as amended, c. P.13,. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the *Municipal Freedom of Information and Protection of Privacy Act*.”

**OFFICE USE ONLY**

File Number:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Related File Number:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date Received:

Date Completed:

Amount Paid: \$

Checked by:

Pre-Submission Meeting Date:

Pre-Submission Meeting Planner(s):

Pre-Application Meeting Date:

Pre-Application Meeting Planner(s):

Planner Assigned:

Development Process Coordinator:



## 2019 DEVELOPMENT APPLICATION AND PROCESSING FEES

Official Plan Amendment Application & Processing Fee (add Advertising Fee(s) and HST below)		= \$	52,292.00
Official Plan Amendment Re-Application Fee (add Advertising Fee(s) and HST below)		= \$	9,163.00
Special Study/Studies - Extra Cost (cost of Study/Studies + 20%)		= \$	
<b>ZONING BY-LAW AMENDMENT APPLICATION (pursuant to Sections 34, 36, 37 and 39 of the Planning Act)</b>			
Zoning By-law Amendment Application & Processing Fee (add Advertising Fee(s) and HST below)		= \$	13,445.00
Zoning By-law Amendment Application & Processing Fee - for 1 single family dwelling only – (add Advertising Fee(s) and HST below)		= \$	10,240.00
Removal of Holding 'H' Provision (add Advertising Fee(s) and HST below)		= \$	2,169.00
Removal of Holding 'H' Provision - for 1 single family dwelling only -(add Advertising Fee(s) and HST below)		= \$	657.00
Zoning By-law Amendment Re-Application Fee (add Advertising Fee(s) and HST below)		= \$	2,260.00
Zoning By-law Amendment Re-Application Fee - for 1 single family dwelling only - (add Advertising Fee(s) and HST below)		= \$	657.00
Temporary Use By-law Application Fee (add Advertising Fee(s) and HST below)		= \$	13,446.00
Temporary Use By-law Renewal Fee (add Advertising Fee(s) and HST below)		= \$	3,201.00
Temporary Use By-law Re-Application Fee (add Advertising Fee(s) and HST below)		= \$	3,201.00
<b>DRAFT PLAN OF SUBDIVISION APPLICATION (pursuant to Section 51 of the Planning Act)</b>			
Draft Plan of Subdivision Application Fee (add Advertising Fee(s) and HST below)		= \$	2,335.00
Draft Plan of Subdivision Processing Fee for dwelling units on individual lots (to be paid upon approval of the application)	# of units _____ x \$571.00	= \$	_____
Draft Plan of Subdivision Processing Fee for residential & non-residential blocks (to be paid upon approval of the application)	# of ha _____ x \$7,292.00	= \$	_____
Draft Plan of Subdivision Processing Fee for proposals which combine units and blocks identified above, the sum of the two fees but in no case shall the fee assessed be less than <b>\$5,907.00</b>		= \$	_____
Draft Plan of Subdivision Re-Application Fee (add Advertising Fee(s) and HST below)		= \$	1,574.00
Draft Plan of Subdivision Revision/Extension Fee (for revisions which require further circulation <b>OR</b> to alter a condition of draft approval <b>OR</b> to extend the duration of draft approval)		= \$	1,575.00
<b>DRAFT PLAN OF CONDOMINIUM APPLICATION (pursuant to Section 59 of the Condominium Act)</b>			
Draft Plan of Condominium Application Fee (for Vacant Land Condominium Applications (add Advertising Fee(s) and HST below)		= \$	5,820.00
Draft Plan of Condominium Processing Fee for applications exempt from processing pursuant to Section 9 of the <b>Condominium Act</b> (to be paid upon approval of the application)		= \$	5,484.00
Draft Plan of Condominium Processing Fee for single and/or semi-detached units (to be paid upon approval of the application)	# of units _____ x \$ 1,734.00	= \$	_____
Draft Plan of Condominium Processing Fee for residential and/or non- residential development (to be paid upon approval of the application)	# of ha _____ x \$21,988.00	= \$	_____
Draft Plan of Condominium Processing Fee for proposals which combine units and blocks identified above, the sum of the two fees but in no case shall the fee assessed be less than <b>\$17,724.00</b>		= \$	_____
Draft Plan of Condominium Re-Application Fee (for Vacant Land Condominium Applications (add Advertising Fee(s) and HST below)		= \$	2,279.00
Draft Plan of Condominium Revision Fee/Extension Fee (for revisions which require further circulation <b>OR</b> to alter a condition of draft approval <b>OR</b> to extend the duration of draft approval)		= \$	1,575.00
<b>PART LOT CONTROL EXEMPTION APPLICATION (pursuant to Section 50 of the Planning Act)</b>			
Part Lot Control Exemption Application Fee		= \$	2,416.00
Part Lot Control Exemption Re-Application Fee		= \$	1,213.00
<b>DEEMING BY-LAW</b>			
Deeming By-law/Repeal of Deeming By-law Application Fee		= \$	657.00
<b>ADVERTISING FEES</b>			
Complete Development Application (CDA) Advertising Fee + HST (\$565 + \$73.50)		= \$	638.50
Council Public Meeting (CPM) Advertising Fee + HST (\$565.00 + \$73.50)		= \$	638.50
<b>PRE-SUBMISSION MEETING FEE</b>			
<b>Subtract</b> Pre-Submission Meeting Fee		= \$	(612.00)
<b>TOTAL \$</b>			_____
<b>ALL FEES EFFECTIVE JANUARY 1, 2019, IN ACCORDANCE WITH BY-LAW NO. 65-18 (NON-REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE TOWN OF RICHMOND HILL</b>			
NOTES: (1) A RE-APPLICATION FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR OR FOR OWNER/APPLICANT INITIATED MODIFICATIONS/REVISIONS TO A PREVIOUSLY CIRCULATED APPLICATION. (2) COMBINED DEVELOPMENT APPLICATIONS REQUIRE PAYMENT OF ONLY ONE (1) CPM AND CDA ADVERTISING FEE.			



## DEVELOPMENT APPLICATIONS

The Toronto and Region Conservation Authority (TRCA) is empowered by the **Conservation Authorities Act** to regulate development, interference with wetlands and alterations to shorelines and watercourses, and to provide technical expertise on flood and erosion control, stormwater management, and the protection of natural features and functions within watersheds.

It is the TRCA's goal is to ensure that development is not at risk from flooding or erosion hazards; to protect and regenerate the ecological health and integrity of natural systems; and to provide opportunities for public use and enjoyment of the natural system.

Once an application has been deemed by complete by the TRCA, applications are subject to a 30 to 60 business day review which may extend further depending on the level of complexity.

The '**TRCA Administrative Fee Schedule for Planning Services**' outlines application and processing fees that are to be paid to the TRCA. For further details please visit the TRCA website at [www.trca.on.ca](http://www.trca.on.ca) and click on the Planning and Permits button located near the top page.

## PERMIT APPLICATION (Ontario Regulation 166/06)

The TRCA administers Regulation under the *Conservation Authorities Act* which requires any proposed development, interference to wetlands, or alterations to shorelines or watercourses within the TRCA's Regulated Area to receive a Permit from the TRCA. A separate application for reviewing development within TRCA jurisdiction may be required through the development review process. It is important to note that a Permit can only be issued to the property Owner, not an agent or contractor, and Permits are not transferable. All Permits are valid for two (2) years unless otherwise specified. For further details please visit the TRCA website at [www.trca.on.ca](http://www.trca.on.ca) and click on the 'Planning and Building' button located near the top page.

Permit applications are subject to a separate process and fee that is to be paid prior to the Town of Richmond Hill's approval. Please also refer to [www.trca.on.ca](http://www.trca.on.ca) and click on the 'Planning and Permits' button, located near the top of the page to see the '**TRCA Administrative Fee Schedule for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 166/06, as amended)**'.

**NOTE: WHERE APPLICABLE, A TRCA PERMIT UNDER ONTARIO REGULATION 166/06, AS AMENDED, MAY BE REQUIRED PRIOR TO THE MUNICIPALITY ISSUING A BUILDING PERMIT.**