



2019 CONSOLIDATED DEVELOPMENT APPLICATION GUIDE

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.

MATERIALS ATTACHED:

Requirements for the following Development Applications

1. [Official Plan Amendment](#)
2. [Zoning By-law Amendment](#)
3. [Draft Plan of Subdivision](#)
4. [Draft Plan of Condominium](#)
5. [Part Lot Control Exemption](#)
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OFFICIAL PLAN AMENDMENT APPLICATION

The Town's [Consolidated Development Application Form](#) is to be used for the submission of Official Plan Amendment applications.

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Submission Requirements Letter and Applicant Response Letter (1 copy)

Prescribed Information (1 copy)

Supporting Documentation (as required)

Development Application Summary (15 copies)

Justification Statement (5 copies)

Legal Description (3 copies)

Concept Plan and/or Site Plan and/or Draft Plan of Subdivision (15 copies)

Draft Official Plan Amendment (5 copies)

- a draft Official Plan Amendment is to be prepared in accordance with the attachment found in [Appendix "6"](#) hereto.

Digital Submission (5 copies)

- NOTES:**
- (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND REGULATORY SERVICES DEPARTMENT IF DEEMED TO BE UNNECESSARY.
 - (2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE TOWN'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.
 - (3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE TOWN SHOULD THE APPLICATION BE REFERRED/APEALED TO THE LOCAL PLANNING APPEALS TRIBUNAL.

HERITAGE RESOURCES

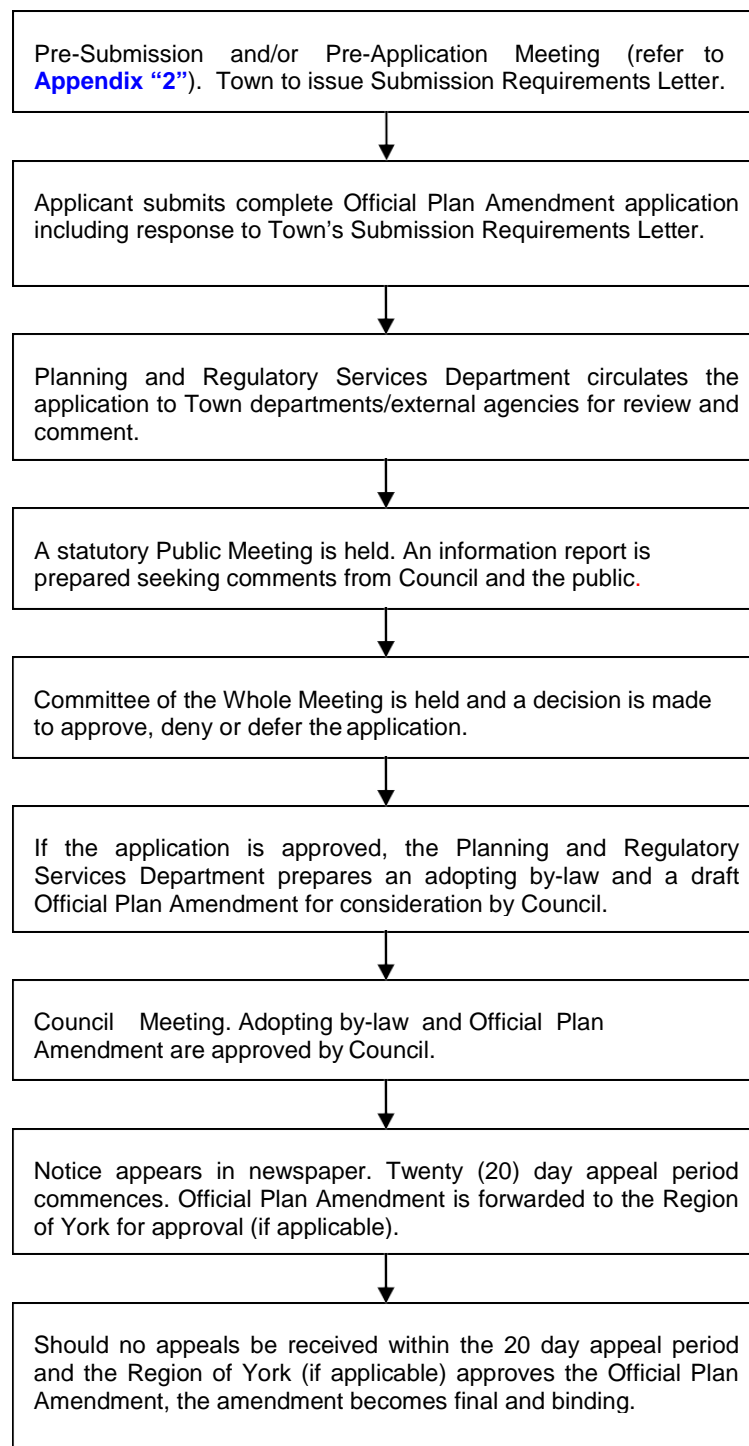
Prior to the submission of an Official Plan Amendment application to the Town, the Applicant shall be required to contact the Town's Heritage Coordinator/Urban Design Planner at (905) 771-8910 in order to determine if there are any heritage resources on the affected lands. The purpose of this consultation is to ensure that heritage preservation issues are dealt with early in the process in order to avoid later delays resulting from heritage issues arising during the circulation of the application.

Heritage resources may consist of buildings, structures, landforms, landscapes and/or archaeological remains. If the affected lands are designated under the *Ontario Heritage Act*, and/or the property is listed and included in the register (i.e. the Town's [Inventory of Buildings of Architectural and Historical Importance](#)) under Section 27, subsection 1.2, Part IV of the *Ontario Heritage Act*, and/or if the heritage resource is under threat by the proposed development, the application(s) will be reviewed by the Heritage Richmond Hill Committee and its recommendation will then be forwarded to Council. Council has the authority with respect to final approval concerning changes to historically designated properties. It should be noted that archaeological assessments may be required for any type of planning application where there is moderate to high potential for the discovery of archaeological resources.

PUBLIC NOTIFICATION SIGN REQUIREMENTS

Please note that formal processing of an Official Plan Amendment application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the Town's requirements (refer to [Appendix "4"](#)) and a declaration stating that the required sign has been erected (refer to [Appendix "5"](#)), are received by the Town's Planning and Regulatory Services Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost.

OFFICIAL PLAN AMENDMENT APPLICATION PROCESS FLOWCHART



NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL OFFICIAL PLAN AMENDMENT APPLICATION REVIEW PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, AN OFFICIAL PLAN AMENDMENT APPLICATION MAY BE APPEALED/REFERRED TO THE LOCAL PLANNING APPEAL TRIBUNAL.

ZONING BY-LAW AMENDMENT APPLICATION

The Town's Consolidated Development Application Form is to be used for the submission of Zoning By-law Amendment applications.

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Submission Requirements Letter and Applicant Response Letter (1 copy)
Prescribed Information (1 copy)
Supporting Documentation (as required)
Development Application Summary (15 copies)
Justification Statement (5 copies)
Legal Description (3 copies)
Concept Plan and/or Site Plan and/or Draft Plan of Subdivision (15 copies)
Adjacent Property Plan (3 copies)
Elevation Plan (5 copies)
Floor Plans (3 copies, as required)
Tree Inventory and Preservation Plan/Report (5 copies)
Phase 1 Environmental Site Assessment (2 copies, as required)
Draft Zoning By-law Amendment (5 copies) to be prepared in accordance with the sample provided in [Appendix "7"](#) hereto.
Digital Submission (5 copies)

NOTES:

- (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND REGULATORY SERVICES DEPARTMENT IF DEEMED TO BE UNNECESSARY
- (2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE TOWN'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.
- (3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE TOWN SHOULD THE APPLICATION BE REFERRED/Appealed TO THE OMB.

HERITAGE RESOURCES

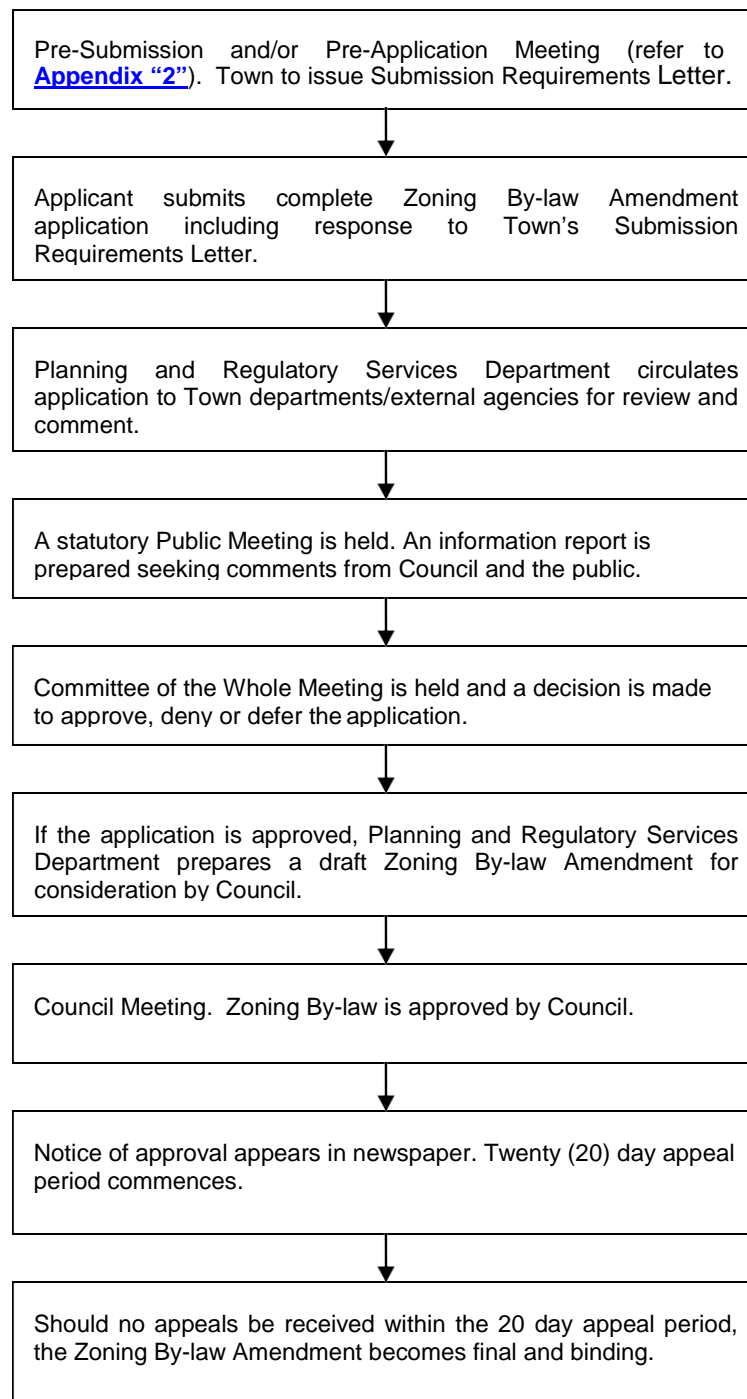
Prior to the submission of a Zoning By-law Amendment application to the Town, the Applicant shall be required to contact the Town's Heritage Coordinator/Urban Design Planner at (905) 771-8910 in order to determine if there are any heritage resources on the affected lands. The purpose of this consultation is to ensure that heritage preservation issues are dealt with early in the process in order to avoid later delays resulting from heritage issues arising during the circulation of the application.

Heritage resources may consist of buildings, structures, landforms, landscapes and/or archaeological remains. If the affected lands are designated under the **Ontario Heritage Act**, and/or the property is listed and included in the register (i.e. the Town's **Inventory of Buildings of Architectural and Historical Importance**) under Section 27, subsection 1.2, Part IV of the **Ontario Heritage Act**, and/or if the heritage resource is under threat by the proposed development, the application will be reviewed by the Heritage Richmond Hill Committee and its recommendation will then be forwarded to Council. Council has the authority with respect to final approval concerning changes to historically designated properties. It should be noted that archaeological assessments may be required for any type of planning application where there is moderate to high potential for the discovery of archaeological resources.

PUBLIC NOTIFICATION SIGN REQUIREMENTS

Please note that formal processing of a Zoning By-law Amendment application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the Town's requirements (refer to [Appendix "4"](#)) and a declaration stating that the required sign has been erected (refer to [Appendix "5"](#)), are received by the Town's Planning and Regulatory Services Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost.

ZONING BY-LAW AMENDMENT APPLICATION PROCESS FLOWCHART



NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL ZONING BY-LAW AMENDMENT REVIEW PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, A ZONING BY-LAW AMENDMENT APPLICATION MAY BE APPEALED/REFERRED TO THE LOCAL PLANNING APPEAL TRIBUNAL.

DRAFT PLAN OF SUBDIVISION APPLICATION

The Town's Consolidated Development Application Form is to be used for the submission of Draft Plans of Subdivision applications.

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Submission Requirements Letter and Applicant Response Letter (1 copy) Prescribed Information (1 copy)
Supporting Documentation (as required) Development Application Summary (15 copies)
Legal Description (3 copies)
Draft Plan of Subdivision (15 copies)
Tree Inventory and Preservation Plan/Report (5 copies)
Phase 1 Environmental Site Assessment (5 copies, as required)
Digital Submission (5 copies)

NOTES: (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND REGULATORY SERVICES DEPARTMENT IF DEEMED TO BE UNNECESSARY.
(2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE TOWN'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.
(3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE TOWN SHOULD THE APPLICATION BE REFERRED/APEALED TO THE LOCAL PLANNING APPEAL TRIBUNAL.

HERITAGE RESOURCES

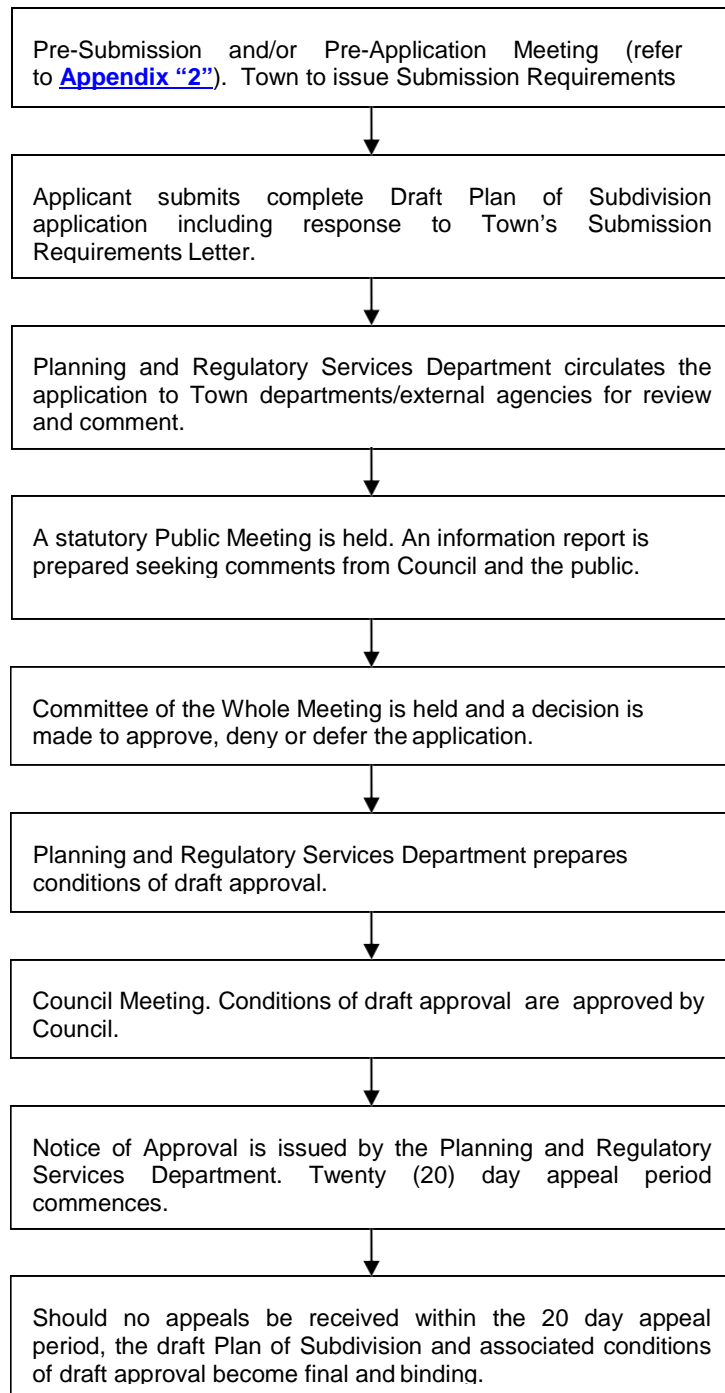
Prior to the submission of an Draft Plan of Subdivision application to the Town, the Applicant shall be required to contact the Town's Heritage Coordinator/Urban Design Planner at (905) 771-8910 in order to determine if there are any heritage resources on the affected lands. The purpose of this consultation is to ensure that heritage preservation issues are dealt with early in the process in order to avoid later delays resulting from heritage issues arising during the circulation of the application.

Heritage resources may consist of buildings, structures, landforms, landscapes and/or archaeological remains. If the affected lands are designated under the *Ontario Heritage Act*, and/or the property is listed and included in the register (i.e. the Town's [Inventory of Buildings of Architectural and Historical Importance](#)) under Section 27, subsection 1.2, Part IV of the *Ontario Heritage Act*, and/or if the heritage resource is under threat by the proposed development, the application will be reviewed by the Heritage Richmond Hill Committee and its recommendation will then be forwarded to Council. Council has the authority with respect to final approval concerning changes to historically designated properties. It should be noted that archaeological assessments may be required for any type of planning application where there is moderate to high potential for the discovery of archaeological resources.

PUBLIC NOTIFICATION SIGN REQUIREMENTS

Please note that formal processing of a Draft Plan of Subdivision application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the Town's requirements (refer to [Appendix "4"](#)) and a declaration stating that the required sign has been erected (refer to [Appendix "5"](#)), are received by the Town's Planning and Regulatory Services Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost.

DRAFT PLAN OF SUBDIVISION APPLICATION PROCESS FLOWCHART



NOTES: (1) THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL DRAFT PLAN OF SUBDIVISION APPLICATION REVIEW PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, A DRAFT PLAN OF SUBDIVISION APPLICATION MAY BE APPEALED/REFERRED TO THE LOCAL PLANNING APPEAL TRIBUNAL.

(2) THE TOWN OF RICHMOND HILL HAS BEEN DELEGATED THE AUTHORITY TO APPROVE ALL DRAFT PLANS OF SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.

DRAFT PLAN OF CONDOMINIUM APPLICATION

The Town's Consolidated Development Application Form is to be used for the submission of Draft Plan of Condominium applications.

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below.

Initial Submission (with application)

Submission Requirements Letter and Applicant Response Letter (1 copy)
 Supporting Documentation (as required)
 Development Application Summary (15 copies)
 Draft Plan of Condominium (15 copies)
 Chronoflex or Mylar reduction of Proposed Draft Plan of Condominium (2 copies)
 Digital Submission (5 copies)

- NOTES: (1) A STATUTORY COUNCIL PUBLIC MEETING SHALL BE HELD FOR STAND-ALONE VACANT LAND CONDOMINIUM APPLICATIONS ONLY. AN ADVERTISING FEE IS REQUIRED IN ACCORDANCE WITH THE TOWN'S TARIFF OF FEES BY-LAW.
- (2) PRIVATE STREETS TO BE ESTABLISHED AS PART OF COMMON ELEMENT CONDOMINIUM TOWNHOUSE DEVELOPMENTS SHALL BE ASSIGNED A STREET NAME IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWN OF RICHMOND HILL MUNICIPAL STREET NAMING AND ADDRESSING GUIDE, INCLUDING THE PAYMENT OF APPROPRIATE FEES.

Final Plan and Declaration Submission Requirements (following approval by Council)

Once the Condominium Plan has received approval from Council, two (2) white paper prints of the Plan should be sent to the Land Registry Office for approval. It should be noted that plans received by the Planning and Regulatory Services Department without Registry Office approval cannot be processed to registration. Once Registry Office approval has been received in the form of a signed white print, this print should be forwarded to the Planning and Regulatory Services Department along with the following:

Final Plan of Condominium (3 copies)
 Condominium Declaration (2 original copies)
 Registry Office Check Print of Final Condominium Plan (1 copy)

- the final Plan shall reflect both red-line revisions and yellow highlights

Registry Office Original Mylar (4 sheets per set) of Final Condominium Plan (1 copy)
 Duplicate Mylar (4 sheets per set) of Final Condominium Plan for surveyor (1 copy)
 Paper Print of Final Condominium Plan with AOLS sticker affixed (1 copy)
 Paper Prints of Final Condominium Plan (5 copies)
 Letter from Consulting Engineer

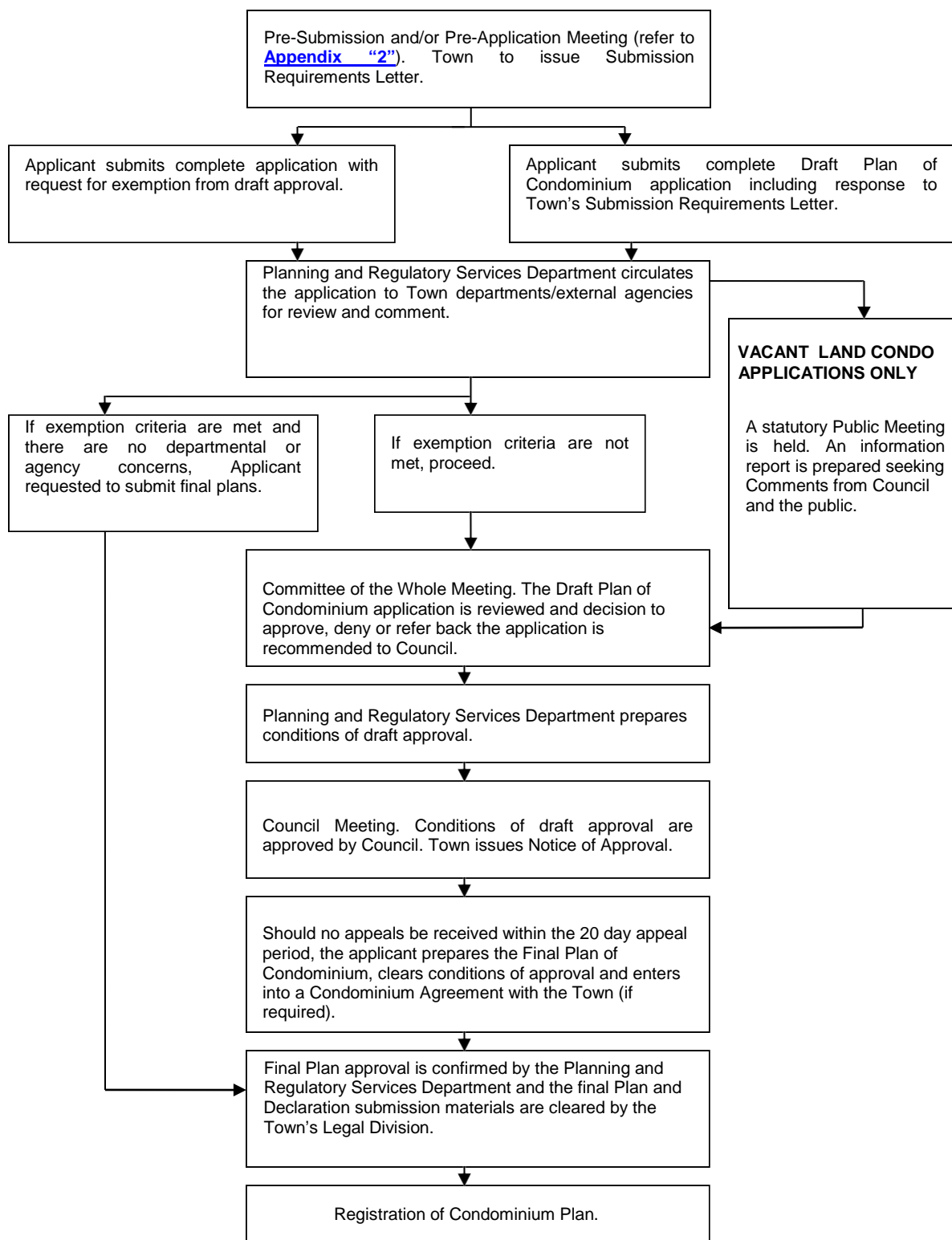
- to confirm that the proposed lot lines are not in conflict with the approved drainage plans

- NOTES: (1) THE FOLLOWING CERTIFICATE, IN AN AREA 7.62 BY 5.08 CM (3 BY 2 INCHES), PREFERABLY NEAR THE RIGHT EDGE OF THE PLANS, MUST BE INCLUDED ON EACH SHEET TO BE APPROVED. ALSO, THE 19CDM(R)-NUMBER MUST BE CLEARLY SHOWN AT THE TOP RIGHT-HAND CORNER OF THE PLANS
- (2) PLEASE INSERT THE PART NUMBERS TO BE APPROVED AND EXEMPTED. TOWN STAFF SHALL INSERT THE APPROVAL DATE.
- (3) THE TOWN FILE NUMBERS SHALL BE CLEARLY INDICATED ON ALL FINAL PLANS

Part _____ approved and Part _____ exempted under Section 9 of the *Condominium Act, 1998*, as amended, this _____ day of _____, 20 .

 Name:
 Title: Commissioner of Planning and Regulatory Services

DRAFT PLAN OF CONDOMINIUM APPLICATION PROCESS FLOWCHART



NOTES: (1) THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL DRAFT PLAN OF CONDOMINIUM APPLICATION REVIEW PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, A DRAFT PLAN OF CONDOMINIUM APPLICATION MAY BE APPEALED/REFERRED TO THE LOCAL PLANNING APPEAL TRIBUNAL. (2) THE TOWN OF RICHMOND HILL HAS BEEN DELEGATED THE AUTHORITY TO APPROVE ALL DRAFT PLANS OF CONDOMINIUM IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.

PART LOT CONTROL EXEMPTION APPLICATION

The Town's Consolidated Development Application Form is to be used for the submission of Part Lot Control Exemption applications.

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Submission Requirements Letter and Applicant Response Letter (1 copy)

Supporting Documentation (as required)

Part Lot Control Exemption Request Cover Letter (1 copy)

Engineer's Letter (2 copies)

Full size draft Reference Plan (10 copies)

Reduced draft Reference Plan (10 copies)

Surveyor's Certificate or Schedule (2 copies)

Registered Plan of Subdivision (10 copies)

Draft Part Lot Control Exemption By-law (2 copies)

- a draft Part Lot Control Exemption By-law is to be prepared in accordance with the attachment found in [Appendix "8"](#) hereto

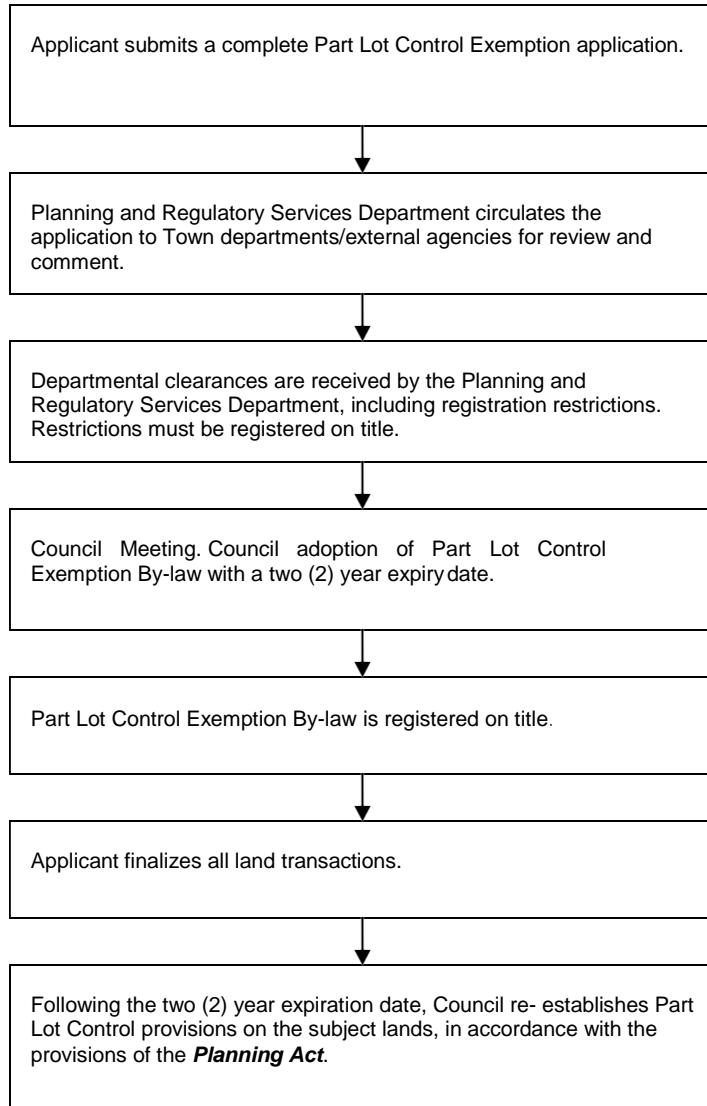
Digital Submission (5 copies)

- NOTE:**
- (1) ONE (1) PART LOT CONTROL EXEMPTION APPLICATION WILL BE REQUIRED PER REFERENCE PLAN.
 - (2) A PART LOT CONTROL EXEMPTION APPLICATION CANNOT BE ACCEPTED BY THE TOWN IF THE SUBJECT LANDS ARE NOT WITHIN A REGISTERED PLAN OF SUBDIVISION OR IF THE LANDS ARE WITHIN A REGISTERED PLAN OF SUBDIVISION THAT HAS BEEN DEEMED NOT TO BE A PLAN OF SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.
 - (3) A LETTER FROM A PROFESSIONAL ENGINEER CONFIRMING THAT THE LOT LINES DO NOT CONFLICT WITH THE LOCATIONS OF LATERAL SERVICES AS SHOWN ON THE APPROVED ENGINEERING PLANS WILL BE REQUIRED.

RESTRICTIONS

As part of the application process, the Town may require the imposition of restrictions under Section 118 and/or Section 119 of the *Land Titles Act*. Prior to the enactment of the Part Lot Control Exemption by-law, such restrictions should be cleared by the Law Clerk - Real Estate, of the Town's Legal Division. For further information in this regard, please contact the Town's Legal Division by calling (905) 771-8800.

PART LOT CONTROL EXEMPTION APPLICATION PROCESS FLOWCHART



NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL PART LOT CONTROL EXEMPTION APPLICATION REVIEW PROCESS.

DEEMING BY-LAW APPLICATION

The Town's Consolidated Development Application Form is to be used for the submission of Deeming By-law applications.

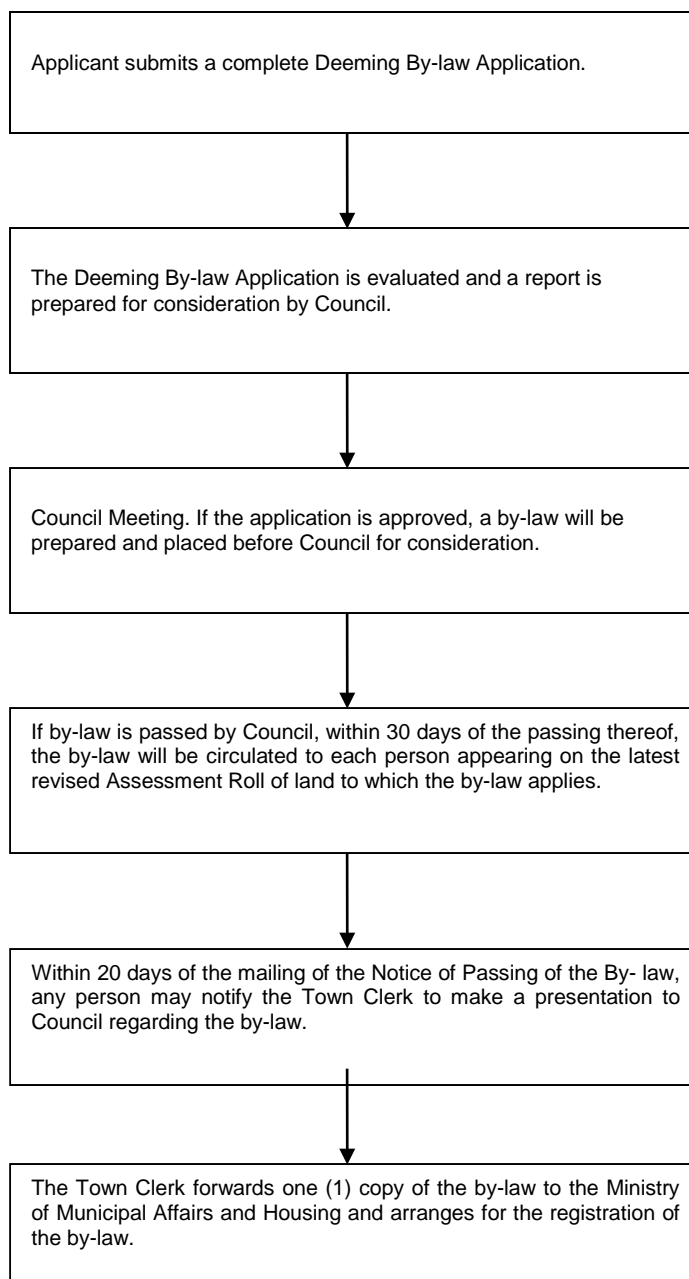
PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document. Where the requirements differ from the Town's standard submission requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Applicant Response Letter (1 copy)
Supporting Documentation (as required)
Concept Plan (5 copies)
Legal Description (5 copies)
Digital Submission (5 copies)

NOTE: THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND REGULATORY SERVICES DEPARTMENT IF DEEMED TO BE UNNECESSARY.

DEEMING BY-LAW APPLICATION



NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL DEEMING BY-LAW APPLICATION REVIEW PROCESS.

APPENDIX “1” - SUBMISSION REQUIREMENTS

The following is a comprehensive listing of the Town’s standard requirements for the preparation of individual plans and documentation required as part of an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and/or Part Lot Control Exemption application.

- NOTES:** (1) ALL PLANS ARE TO BE FOLDED TO LETTER SIZE (i.e. 8.5 BY 11 INCHES) WITH THE TITLE BLOCK SHOWING. UNFOLDED PLANS WILL NOT BE ACCEPTED OR PROCESSED.
 (2) PLANS MUST BE ACCURATELY DRAWN TO SCALE IN METRIC.

SUBMISSION REQUIREMENTS LETTER AND APPLICANT RESPONSE LETTER

As part of the Town’s Pre-Submission and Pre-Application Meeting requirements (refer to [Appendix “2”](#)), the applicant will be provided with a Submission Requirements Letter detailing the plans and supporting documentation required in order to provide the Town with a complete application. The required plans and supporting documentation submitted to the Town by the applicant must also be accompanied with a letter (the Applicant Response Letter) which details the plans and supporting documentation being submitted with the complete application and, where the required information has not been provided in accordance with the Town’s Submission Requirements Letter, a detailed summary as to WHY the information has not been provided.

- NOTE:** BOTH THE SUBMISSION REQUIREMENTS LETTER AND THE APPLICANT RESPONSE LETTER MUST BE SUBMITTED IN CONJUNCTION WITH THE RELATED DEVELOPMENT APPLICATION(S).

PRESCRIBED INFORMATION

The Prescribed Information is to be provided in accordance with Schedule 1 of Ontario Regulation 543/06 for Official Plan Amendment applications, Schedule 1 of Ontario Regulation 545/06 for Zoning By-law Amendment applications and Schedule 1 Ontario Regulation 544/06 for Draft Plan of Subdivision applications. These forms are contained in the Town’s [Consolidated Development Application Form](#).

DEVELOPMENT APPLICATION SUMMARY

The Development Application Summary shall provide a brief overview of the proposed development and shall clearly indicate the following (refer to [Appendix “3”](#)):

- name of the applicant;
- the location of the subject lands (including legal description, municipal address and aerial photo);
- applicable Official Plan policies;
- current and proposed zoning classification;
- site and development statistics; and,
- a Site Plan or Concept Plan.

JUSTIFICATION STATEMENT

The comprehensive Justification Statement **must be prepared by a Registered Professional Planner** and shall outline the philosophy behind the development application and clearly describe the following:

- (a) how the proposal relates to its surroundings considering such matters as:
 - land uses on adjoining properties;
 - traffic impacts on the street network;
 - market, traffic, sun, shadow and/or servicing studies which may be required depending on the application type and the policies of the Town’s Official Plan;
 - the availability of municipal services for the project;
 - impact on heritage resources, if any; and,
 - physical impact on the existing context.
- (b) why the development should not occur in accordance with the Town’s existing Official Plan/Zoning provisions applicable to the affected lands.

- NOTE:** WHERE DEVELOPMENT PROPOSALS RESULT IN THE SUBMISSION OF MORE THAN ONE (1) DEVELOPMENT APPLICATION, ONE (1) JUSTIFICATION STATEMENT MAY BE SUBMITTED TO THE TOWN WHICH ADDRESSES ALL OF THE APPLICATIONS.

SUPPORTING DOCUMENTATION

Other documents that the Town may require to be submitted in conjunction with the development application:

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

NOTE: THE SPECIFIC TYPE AND NUMBER OF SUPPORTING DOCUMENTS WILL BE IDENTIFIED IN THE SUBMISSION REQUIREMENTS LETTER FOLLOWING THE PRE-SUBMISSION AND/OR PRE-APPLICATION MEETING.

LEGAL DESCRIPTION

The Legal Description for the affected lands shall include the following:

- (a) a Reference Plan, Registered Plan, or Plan of Survey certified by an Ontario Land Surveyor and a legal description of the land; and,
- (b) a copy of the Deed/Transfer of Land of the current registered owner of the lands which are subject to the application.

All plans are to be **FOLDED** to letter size (i.e. 8.5 by 11 inches) with the title block showing.

TREE INVENTORY AND TREE PRESERVATION PLAN/REPORT

Tree preservation should be one of several factors considered at the outset of planning and design for any development. It is insufficient to recommend removal of a tree “to facilitate the proposed development” or on the basis that the tree “conflicts with the proposed development” unless it is demonstrated that options for preservation of the tree have been duly considered during site design. A Tree Inventory and Preservation Plan includes a Drawing and a Table/Report as described below.

Tree Inventory and Preservation Drawing

A computer generated scale drawing of the site (refer to [Appendix “9”](#)) illustrating the following:

- a) the surveyed location of all trees greater than, or equal to 20 cm DBH on the site and on adjacent properties **WITHIN 6 METRES** of the subject site boundary. Trees in groupings may be identified by delineating the dripline associated with the grouping if the entire grouping is to be preserved and is located at least 6 metres from any work zone;
- b) the location, size and condition of any vascular plants on site that are a species listed under the **Canadian Species At Risk Act, 2002** or the **Ontario Endangered Species Act, S.O. 2007** (regardless of the size, health or condition of the individual plant);
- c) an indication as to whether each tree is recommended for preservation or removal; and,
- d) the location and details of any recommended tree preservation measures to be installed, including preservation measures for trees on adjacent property (please refer to the Town’s Guidelines for Construction Near Trees).

Tree Inventory and Preservation Table/Report

The drawing described above must be accompanied by a table and/or a report which outlines the following:

- a) descriptions of individual trees which include the following:
 - species/name (scientific and common name);
 - size (DBH); and,
 - condition/health (a general rating of poor, fair, good or hazard based on the presence of cavities, decay, broken limbs/trunk, lean, root damage, form, disease, etc.),
- b) descriptions of tree groupings which include:
 - a list of dominant species that make up the canopy and understory;
 - a list of additional species present;
 - an indication of the proportion of trees in each of the following size ranges: 0-10 cm dbh, 11-20 cm dbh, 21-50 cm dbh, >50 cm dbh; and,
 - general comments on the ecology of the tree grouping and the health and structural integrity of the trees within the grouping.
- c) a recommendation as to whether each tree should be preserved or removed and the reason for each recommendation;
- d) details of tree preservation measures required to protect trees designated for preservation;
- e) recommendations for the maintenance and management of trees to be preserved (i.e. required pruning, fertilization or cable work) pre and post-construction; and,
- f) a cost valuation associated with trees to be removed and/or preserved may be required.

CONCEPT PLAN

The Concept Plan shall clearly depict **IN COLOUR** the existing and proposed development, surrounding buildings, roadways, access points and natural features encompassing a large enough area to give a clear indication of the proposed development in the context of the immediate neighbourhood. More specifically, the Concept Plan shall depict the following, in colour:

- the location, size and use of all existing buildings and structures (**OUTLINED IN GREY**);
- the location, size and use of all proposed buildings and structures with dimensions (**OUTLINED IN BLACK**);
- proposed parking areas, parking spaces, loading spaces, access points, curbing, paved areas, driveways, etc. (**IN GREY**);
- proposed landscaped areas (**IN GREEN**);
- abutting land uses (**OUTLINED IN GREY ON WHITE BACKGROUND**); and,
- a location/key map.

SITE PLAN

The Site Plan shall be prepared by an architect, engineer or qualified draftsman and depict the following:

- key map;
- north arrow and bar scale (preferred scales 1:100, 1:200, 1:300, 1:400, 1:500 in **METRIC**);
- a legible chart on the plan summarizing the following:
 - a) total property area;
 - b) total building area;
 - c) height of the building;
 - d) total gross floor area of proposed and existing building;
 - e) type, number and floor area of tenant units, suites, etc. (if applicable);
 - f) total leaseable or rentable area (if applicable);
 - g) nature of proposed tenancy (if applicable);
 - h) total number of parking spaces (visitor, handicapped spaces, etc.);
 - i) Building Classification according to the Ontario Building Code; and,
 - j) specify if the building is to be sprinklered.
- Municipal Address, if any (depict location and detail of municipal number to be displayed);
- property lines, dimensions and area of the property;
- location of all existing and proposed buildings and structures indicating building dimensions, setbacks, separations, building entrances (both pedestrian and vehicular);
- curbs, sidewalks and trees (if any) in abutting right-of-way(s);
- abutting road allowances and their widths, including centerline of road and street names;
- site context including adjacent building setbacks and all trees on abutting lines within 3 metres of the property;
- all applicable 0.3 metre reserves;
- location and use of all buildings and access points on lands abutting and adjacent to the subject property on both sides of the roadway (where applicable);
- the centerline of abutting Regional roads (where applicable);
- the location of all adjacent access points and intersections on both sides of a roadway (where applicable);
- access ways, their dimensions and widths including proposed direction of traffic flow, and curb radii (if applicable);
- proposed driveway configuration, width and surface treatment;
- proposed parking layout and the location, number and size of parking spaces;
- the provision of a stable surface with egress away from the proposed building(s) at all required exits;
- location of refuse storage areas (both external and internal);
- screening details for external refuse containers and loading areas (if applicable);
- location and dimensions of the proposed snow storage area(s) to be established on the subject lands;
- location of existing and proposed fire route(s) (including width and centre line radius at all changes in direction). For specific requirements refer to Section 1090 of the [Town's Municipal Code](#);
- location of fire hydrants (municipal or private) or other required fire protection water source, overhead clearance for any projections, Fire Services Division siamese connections, size and location of private water mains, location of fire route signs;

- location and dimensions of all fire route, street numbering and ground signage (including setbacks from property lines, where applicable);
- location of utility meters;
- location and colour of downspouts;
- areas for landscaping, walkways (identifying surface treatment), entrances, courts, walls, fences and benches;
- location of abutting parkland/open space, (if applicable);
- location of all on site recreational amenity spaces (i.e. playgrounds);
- location of all existing woodlots, trees, valleys and natural features;
- location and details of fencing where site abuts parkland/open space;
- location of natural features in accordance with TRCA policy under Ontario Regulation 166/06 (i.e. TRCA staked and approved top-of-bank, contiguous valley vegetation and TRCA approved long term stable top-of-slope, engineered floodline and associated buffers)
- all above ground fixtures including hydro transformers and poles, street light facilities, if any;
- location of hoarding fence (if applicable);
- location of all retaining walls over 0.5 metres, exterior stairs and ramps;
- location of the proposed first floor grade elevation;
- location of all easements and adjacent right-of-ways (including railways, etc.);
- identification of all streets abutting the lands;
- clearly differentiate the existing structure from proposed development/addition;
- provide photos of streetscapes adjacent to the property;
- a notation indicating conformity with the [Town wide Urban Design Guidelines](#), other applicable relevant Urban Design Study, and the Town's Accessibility Guidelines;
- for **single detached dwellings** the Site Plan shall also indicate **BOTH** existing and proposed grades.
- for **townhouse developments**:
 - for conventional condominium developments, the location of a Key Plan at the main entrance of the site and the details associated with same;
 - for Common Element Condominium applications involving the establishment of a private street name(s), the name(s) of the proposed street(s) and the location and details associated with the private street name signage in accordance with the Town of Richmond Hill Municipal Street Naming and Addressing Guide.

NOTE: ALL PROPOSED SIGNAGE WILL BE REVIEWED IN ORDER TO DETERMINE CONFORMITY WITH THE PROVISIONS OF THE TOWN'S SIGN BY-LAW. HOWEVER, FINAL APPROVAL OF PROPOSED SIGNAGE IS TO BE GRANTED THROUGH A SIGN PERMIT AND IF NECESSARY, A SIGN BY-LAW VARIANCE APPLICATION.

DRAFT PLAN OF SUBDIVISION

The draft Plan of Subdivision shall depict all of the requirements as noted in Section 51(17) of the *Planning Act*, as follows:

- the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- the location(s), width(s) and name(s) of the proposed highways within the proposed Subdivision and of existing highways on which the proposed Subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed Subdivision that is owned by the applicant or in which the applicant has an interest, every Subdivision adjacent to the proposed Subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- location of natural features in accordance with TRCA policy under Ontario Regulation 166/06 (i.e. TRCA staked and approved top-of-bank, contiguous valley vegetation and TRCA approved long term stable top-of-slope, engineered floodline and associated buffers)
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and,

- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

DRAFT PLAN OF CONDOMINIUM

The draft Plan of Condominium shall be certified by an Ontario Land Surveyor. Amongst others, the draft Plan of Condominium shall indicate the following:

- the boundaries of the land proposed to be subdivided;
- the location(s), width(s) and name(s) of the proposed highways within the proposed Condominium and of existing highways on which the proposed Condominium abuts;
- on a small Key Plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed Condominium that is owned by the applicant or in which the applicant has an interest, every Condominium adjacent to the proposed Condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed properties;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- location of natural features in accordance with TRCA policy under Ontario Regulation 166/06 (i.e. TRCA staked and approved top-of-bank, contiguous valley vegetation and TRCA approved long term stable top-of-slope, engineered floodline and associated buffers)
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and,
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

ELEVATION PLAN

The Elevation Plan shall be prepared by an Architect, Engineer or qualified draftsman and shall depict the following information and standard notations:

- all dimensions to be shown in **METRIC**;
- drawings of **ALL** building elevations and cross sections together with an indication of the specific finishing materials, architectural design and features including all trim works, lighting and other detailing are to accompany the application;
- one (1) coloured rendering of the elevations to be provided upon request for major commercial, industrial and residential developments;
- at least one (1) three dimensional (3D) image of the building elevations shall be provided upon request for buildings over two (2) storeys in height and will be required for buildings over four (4) storeys;
- proposed height of buildings (in metres and storeys);
- the height of all openings;
- the ratio of the gross area of proposed windows, sidelights, skylights, glazing in doors and sliding glass doors to the gross area of the peripheral walls;
- the direction of view (i.e. North, South, East, West);
- a streetscape elevation (i.e. Yonge Street Elevation);
- rooftop mechanical ventilation screening design for Commercial and Industrial buildings (if applicable);
- geodetic elevations for those developments subject to the Buttonville Airport Zoning Regulations.
- the location of all windows, doors, loading docks, siamese connections, etc.
- conceptual wall signage location including the location, size and sign type (i.e. individual letters, box, lighting, etc.);
- proposed location and size of signage (if applicable);
- the location and dimensions of all proposed street numbering and wall signage;
- the location and screening of all utility meters from all street views, especially intersections;

- details of all sides of the proposed building, including the type and colour of materials to be indicated on the drawings in addition to a material schedule and/or a material sample board, as required; and,
- a notation indicating conformity with the [Town wide Urban Design Guidelines](#), any relevant Urban Design Study, and the Town's Accessibility Guidelines.

**NOTES: (1) COLOURED RENDERINGS AND MATERIAL SAMPLES ARE TO BE PROVIDED UPON REQUEST FOR MAJOR COMMERCIAL, INDUSTRIAL, RESIDENTIAL AND MIXED USE DEVELOPMENTS.
(2) ALL PROPOSED SIGNAGE WILL BE REVIEWED IN ORDER TO DETERMINE CONFORMITY WITH THE PROVISIONS OF THE TOWN'S SIGN BY-LAW. HOWEVER, FINAL APPROVAL OF PROPOSED SIGNAGE IS TO BE GRANTED THROUGH A SIGN PERMIT AND IF NECESSARY, A SIGN BY-LAW VARIANCE APPLICATION.**

FLOOR PLAN

The Floor Plan shall clearly depict the following:

- the layout of existing and proposed uses and dimensions of the proposed structure of each floor (storey) or typical floor of the proposed building(s); and,
- the location of all doors and windows.

ADJACENT PROPERTY PLAN

The Adjacent Property Plan shall depict the location of all land uses and existing structures on the properties abutting the subject lands.

DIGITAL SUBMISSION

The Digital Submission shall be provided on a USB data stick upon which all of the required plans and supporting documentation as requested by the Town in the Submission Requirements Letter issued for the proposed development shall be provided **IN BOTH PDF AND CAD DWG (Version 2010) AND/OR TIFF FORMAT.**

APPENDIX “2” - PRE-SUBMISSION AND PRE-APPLICATION MEETING FLOWCHART

STEP 1 - PRESENTATION OF DEVELOPMENT PROPOSAL

- Preliminary discussion with Town staff concerning the proposed development.
- if proponent advises that development proposal is to be formalized through a formal application submission, a Pre-Submission Meeting will be required. Proceed to **STEP 2**.

STEP 2 - PRE-SUBMISSION MEETING

- proponent provides Town staff with conceptual plan(s) prior to meeting.
- submission is reviewed with Town staff. Should the proponent not wish to proceed to the application stage, no further meetings are required.
- should the proponent wish to proceed with the submission of development application(s), the preliminary submission is to be taken to DARC within 2 weeks in order to determine what additional plans/supporting documentation is required. Proceed to **STEP 3**.

3 - DARC MEETING

- preliminary submission presented to DARC.
- roundtable discussion is held to determine what additional plans/supporting documentation is/are required to ensure that the development application(s) is complete.
- Town staff to provide proponent with a **SUBMISSION REQUIREMENTS LETTER** detailing the plans/supporting documentation that is to be submitted as part of the complete application submission(s).
- If DARC determines that a further meeting is required to refine the application requirements, a Pre-Application meeting will be required. Proceed to **STEP 4**.
- If DARC determines that a Pre-Application Meeting is not required, proceed to **STEP 5**.

STEP 5 - SUBMISSION OF COMPLETE APPLICATION(S)

- proponent shall provide the Town with completed application form(s), fees, required plans and requested additional plans/supporting documentation as outlined in the **SUBMISSION REQUIREMENTS LETTER**.
- application submission shall include a cover letter (the **APPLICANT RESPONSE LETTER**) detailing the plans and supporting documentation being submitted with the complete application and, where the required information has not been provided in accordance with the **SUBMISSION REQUIREMENTS LETTER**, a detailed summary as to **WHY** it has not been provided.
- application(s) to be processed and circulated to Town departments/external agencies for review and comment.

STEP 4 - PRE-APPLICATION MEETING

- proponent to provide Town staff with detailed Site Plan and Elevation Plans or, if available, the full submission of plans as required in the Town’s application forms.
- if it is determined that additional plans/supporting documentation will be required, Town staff shall advise that the preliminary submission is to be taken to DARC within 2 weeks in order to determine the additional requirements. Proceed to **STEP 3**.
- if Town determines that the preliminary submission is “complete”, proponent is to proceed to **STEP 5**.

DARC: Development Application Review Committee

APPENDIX “3” - DEVELOPMENT APPLICATION SUMMARY

DEVELOPMENT APPLICATION SUMMARY

NAME OF OWNER(S)
LEGAL DESCRIPTION (Lot, Plan, Concession, etc.)
MUNICIPAL ADDRESS

LOCATION

COLOUR AERIAL PHOTO INDICATING THE LOCATION OF THE SUBJECT LANDS

OFFICIAL PLAN POLICIES

- applicable land use designation and policies (see example below):
 - “Neighbourhood” and “Natural Core” (Sections 4.9 and 4.10.5)
 - “Neighbourhood” designation - low and medium density residential uses with a maximum height of 4 storeys on an arterial street and a maximum density of 50 uph, neighbourhood commercial uses, community uses, parks and urban open spaces, and automotive service commercial uses.
 - “Natural Core” designation - fish, wildlife and forest management, conservation and flood and erosion control projects, essential transportation infrastructure and utilities, low-intensity recreational uses, and unserviced parks.

ZONING CLASSIFICATION

- current zoning classification, applicable Zoning By-law and any amendments thereto; and,
- proposed zoning classification.

DEVELOPMENT PROPOSAL

- a brief summary indicating development type, number of stories, height, etc.; and,
- a table summarizing, amongst others, the following:

Total Lot Area:	hectares (acres)
Total Net Site Area:	hectares (acres)
Number of Buildings:	
Number of Storeys:	
Total Number of Units:	
Gross Floor Area:	square metres (square feet)
Proposed Parking:	
Proposed Floor Area Ratio:	
Proposed Density:	units per hectare (units per acre)

CONCEPT PLAN

**REDUCTION OF THE SITE PLAN/CONCEPT PLAN/SUBDIVISION
PLAN/CONDOMINIUM PLAN/REFERENCE PLAN TO BE SUBMITTED TO THE TOWN**

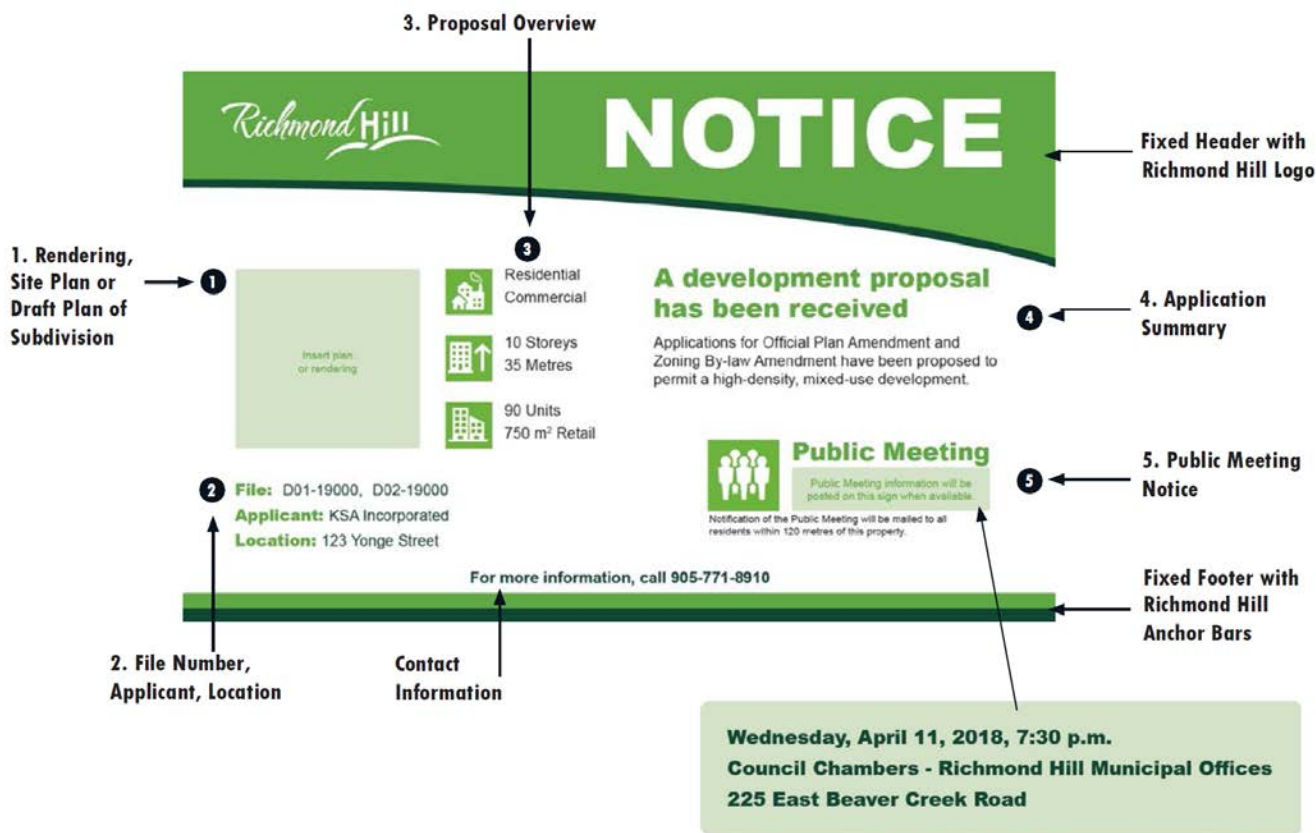
APPENDIX "4" - PUBLIC NOTIFICATION SIGN REQUIREMENTS

An information sign advertising the request for approval and public meeting information related to Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision and Draft Plan of Condominium (Vacant Land) applications on the subject lands shall be installed in accordance with the following requirements and specifications:

- (a) the sign shall be erected within **14 days** of the application(s) being deemed complete by the Town. The Town file number(s) will be provided at that time;
- (b) the wording of the sign shall be approved by the Planning and Regulatory Services Department. The applicant should consult with the assigned planner on the information that is to be included on the sign;
- (c) **LOCATION:** in accordance with the *Planning Act* the notice sign must be clearly visible and legible from a public highway or other place to which the public has access. One sign shall be erected on the frontage at approximately the midpoint of the frontage. In the case of a flankage/corner lot, a sign shall be erected on **EACH FRONTAGE** of the property.
- (d) **INSTALLATION:** To accommodate people with impaired vision or mobility, signs should be mounted at a height that ensures text is positioned between 1.2 and 1.5 metres above the ground or finished surface. The top of the sign when mounted should be 1.9 to 2.0 metres above grade and free from any obstruction.

SIGN SPECIFICATIONS/REQUIREMENTS

An Adobe InDesign working ZIP file [Development Application Signage 2019 K477 Spec Sheet](#) can be downloaded for the required specifications to produce the sign, and for the Public Meeting Information decal.



- 1 **Rendering, Site Plan, or Draft Plan of Subdivision:**
 - Ground-related proposals (including draft plans of subdivisions): the sign must include the proposed Site Plan or draft Plan of Subdivision.
 - 3 or more storeys: the sign must include a colour rendering for the proposed development.

Images must be clear and legible and in some instances, it may be appropriate to include a conceptual plan. In general, the following information should be reflected on the Site Plan or draft Plan: proposed pattern of roads, lanes, or walkways, building footprints, parks and amenity areas, and natural features, such as watercourses or valleys.

- 2 **File Number.** A file number will be assigned by Development Planning upon submission of the application.
Applicant. Applicant or subject owner name.
Location: Land location and/or address.


- 3 **Proposal Overview.** Select applicable icons summarizing key site statistics for the proposed development. Icons include Land Use, Density/Floor Area and Height*.
 *A Height Icon may not be required for draft Plan of Subdivision applications.
- 4 **Application Summary.** Include a brief description of the development proposal including the specific applications proposed under the Planning Act and a summary of the proposed land use, as well as form of development.
- 5 **Public Meeting Notice.** This section will be blank upon sign installation. Once the meeting details have been confirmed by the Town, the applicant must prepare and place a decal label on top of the placeholder text. The decal label must contain the scheduled meeting location, date, and time.


Fonts and Colours

Aa Arial Black

Aa Arial Bold

Aa Arial Regular

 **PMS 3435**
 C = 100
 M = 0
 Y = 81
 K = 66

 **PMS 369**
 C = 59
 M = 0
 Y = 100
 K = 07

Sign Icons

 Land Use (Non-Residential)	 Density (Residential)
 Land Use (Ground Related Residential)	 Public Meeting
 Land Use (Mid and High Rise Residential)	 Building Height
 Land Use (Mixed Use)	 Density/Floor Area (Non-Residential)

Sizes



NOTE: THE APPLICANT AND/OR OWNER OF THE LANDS SHALL BE RESPONSIBLE FOR PREPARING, ERECTING AND MAINTAINING THE SIGN, THE REMOVAL OF SAME, AND FOR ALL COSTS INVOLVED.

**APPENDIX "5" - SAMPLE DECLARATION
POSTING OF PUBLIC NOTIFICATION SIGNS**

DECLARATION - POSTING OF PUBLIC NOTIFICATION SIGNS

I hereby certify that the required public notification sign(s) have been installed in accordance with Town of Richmond Hill policy. The sign(s) were posted in a prominent location at

_____ *(address and/or legal description)*

on _____ *(date of posting)*

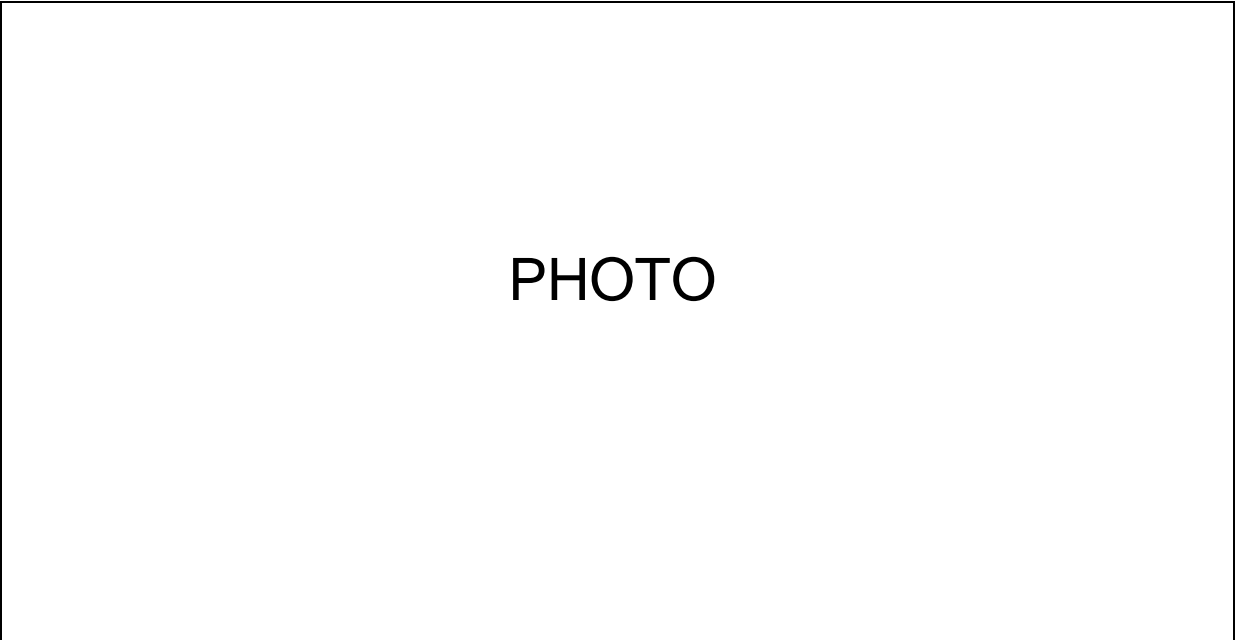
Town Files:

D01- _____
D02- _____
D03- _____
D05- _____

Signature of Owner or authorized Agent: _____

Name of signatory: _____ *(please print)*

Firm: _____



**AMENDMENT NO. _____
TO THE RICHMOND HILL
OFFICIAL PLAN**

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<u>TITLE</u>	<u>PAGE</u>
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<u>PART TWO - THE AMENDMENT</u>	
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Attachment 1: Notice of Public Meeting held on _____, 20__	
Attachment 2: Staff Report _____ considered at Council Public Meeting of _____, 20__	
Attachment 3: Extract from Council Public Meeting held on _____, 20__	

(i)

RICHMOND HILL OFFICIAL PLAN

OFFICIAL PLAN AMENDMENT NO.

The attached schedule and explanatory text constitute Amendment No. _____ to the Richmond Hill Official Plan.

This amendment was prepared and recommended by the Richmond Hill Council and was adopted by the Council of the Corporation of the Town of Richmond Hill by By-law No. _____ in accordance with Sections 17 and 21 of the Planning Act on the day of _____, 20_____.

Mayor

Town Clerk

(ii)

THE CORPORATION OF THE TOWN OF RICHMOND HILL

BY-LAW NO. ____ - ____

A By-law to Adopt Amendment No. _____ to
the Richmond Hill Official Plan

The Council of the Corporation of the Town of Richmond Hill, in accordance with provisions of the Planning Act, R.S.O. 1990, hereby enacts as follows:

1. That Amendment No. to the Richmond Hill Official Plan, consisting of the attached Part Two and Schedule 1 is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to The Regional Municipality of York for approval of the aforementioned Amendment No. to the Richmond Hill Official Plan.
[OPTIONAL – remove if exempt from Regional Approval]
3. This by-law shall come into force and take effect on the day of the final passing thereof.

PASSED THIS _____ DAY OF _____, 20 ____.

Mayor

Clerk

-1-

PART ONE - THE PREAMBLE is not a part of the Amendment.

PART TWO - THE AMENDMENT, consisting of text and maps, constitutes Amendment No. _____ to the Richmond Hill Official Plan.

PART THREE - THE ATTACHMENTS, which is not a part of the Amendment, contains background information relevant to the Amendment.

PART ONE - THE PREAMBLE

1.1 PURPOSE

The purpose of this Amendment to the Richmond Hill Official Plan is to _____

- i.e. - change land use designation(s);
- amend policies
- add new uses

1.2 LOCATION

Legal Description
Municipal Address

1.3 BASIS

The proposed amendment is considered by Council to be appropriate for the following reasons:

PART TWO - THE AMENDMENT

2.1 The Richmond Hill Official Plan is amended as follows:

2.1.1 That **Schedule A11** (Exceptions) to the Richmond Hill Official Plan be amended to identify the subject lands as Exception Area # , as shown on Schedule 1 attached.

2.1.2 By adding the following to Chapter 6 (Exceptions):

6.____

Notwithstanding any other provision of this Plan to the contrary, for the lands known as _____ (Municipal Address: _____) and shown as Exception Area #____on **Schedule 11** (Exceptions) to this Plan, the following shall apply:

i)

ii)

iii)

APPENDIX "7" - SAMPLE ZONING BY-LAW AMENDMENT

THE CORPORATION OF THE TOWN OF RICHMOND HILL

BY-LAW NO. _____ - ____

A By-law to Amend By-law No. _____ - ____, as amended of
The Corporation of the Town of

AND WHEREAS the Council of The Corporation of the Town of Richmond Hill at its Meeting of _____, 20____ directed that this by-law be brought forward to Council for consideration;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL ENACTS AS FOLLOWS:

1. That By-law No. _____ - ____ of The Corporation of the Town of _____, as amended, be and is hereby further amended by adding the following to **Section _____ - EXCEPTIONS:**
2. All other provisions of By-law No. _____ - ____ as amended, not conflicting with or inconsistent with the foregoing, shall continue to apply to the lands shown on Schedule "A" attached hereto.
3. The imperial measurements found in this by-law in brackets are provided for information purposes only and are intended to be an approximate conversion of the metric measurements. The metric or SI measurements shall be deemed to be the standards established by this by-law and, wherever there is a variance between the metric or SI measurements and the imperial measurements, the metric or SI measurement shall apply.
4. Schedule(s) _____ attached to By-law No. _____ - ____ is declared to form a part of this by-law.

PASSED THIS _____ DAY OF _____, 20____.

Mayor

Town Clerk

File: D02-

THE CORPORATION OF THE TOWN OF RICHMOND HILL
EXPLANATORY NOTE TO BY-LAW NO. ____ - ____

Identify the following:

- the location and legal description of the subject lands;
- the existing and proposed zoning; and,
- the purpose of the proposed Zoning By-law Amendment.

APPENDIX "8" - SAMPLE PART LOT CONTROL EXEMPTION BY-LAW

THE CORPORATION OF THE TOWN OF RICHMOND HILL

BY-LAW NO. ____ - ____

A By-law to Remove Certain
Lands from Part Lot Control

WHEREAS pursuant to subsection 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "*Planning Act*") the Council of a local municipality may by by-law provide that subsection 50(5) of the *Planning Act* does not apply to land that is within such Registered Plan or Plans of Subdivision or parts of them as are designated in the by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL ENACTS AS FOLLOWS:

1. That subsection 50(5) of the *Planning Act* as amended, does not apply to the Registered Plan or parts thereof described as follows:
 - a) ALL and SINGULAR those certain parcels or tracts of land in premises situate, lying and being in the Town of Richmond Hill, in The Regional Municipality of York, and being composed of _____, Plan _____, registered in the Land Registry Office for the Land Titles Division of York Region.

2. That this by-law shall expire two (2) years after the date of its enactment.

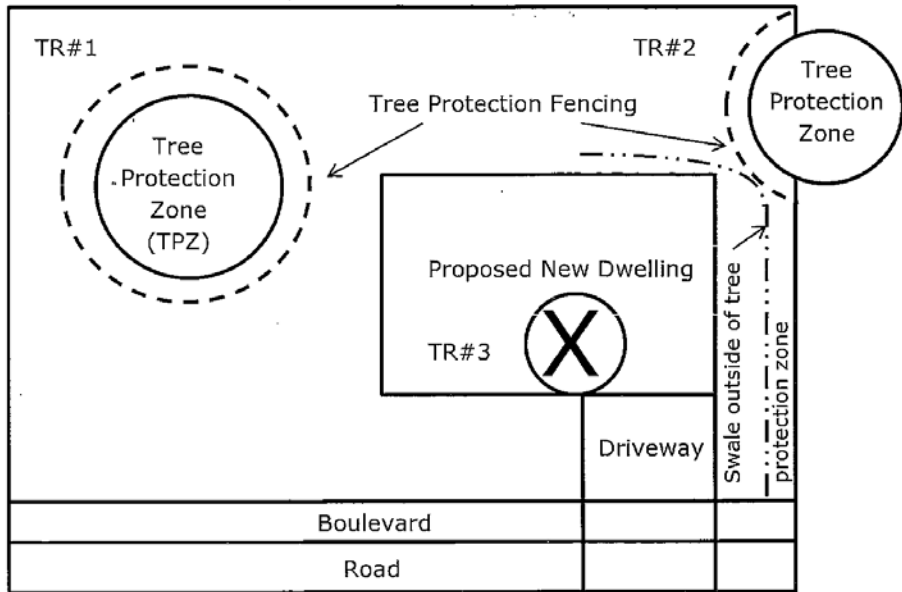
PASSED THIS _____ DAY OF _____, 20 .

Mayor

Town Clerk

APPENDIX "9" - SAMPLE TREE INVENTORY AND PRESERVATION PLAN

Sample Tree Inventory and Preservation Plan



Tree #	Name	DBH	Minimum TPZ	Condition	Preserve/Remove	Location
TR #1	Red Maple (Acer rubrum)	45cm	3m	Good	Preserve	On site
TR #2	Colorado Spruce (Picea pungens)	32cm	2.4m	Good	Preserve	Neighbour
TR #3	Norway Maple (Acer plantanoides)	25cm	2.4	Fair	Remove and replace	On site

Notes:

- Swales are required to be outside of the tree protection zone
- Indicate existing and proposed grades
- Plan must include date, title, scale, stamp, property address and name of qualified tree professional
- Provide detail for tree protection fencing
- DBH is Diameter at Breast Height