



# 2019 SITE PLAN AND SITE PLAN AMENDMENT APPLICATION FORM

For approval of applications in accordance with the provisions of Section 41 of the *Planning Act*, R.S.O. 1990 and the Town's Site Plan Control By-law (By-law No. 137-09, as amended).

## PRE-SUBMISSION MEETING REQUIREMENT

All applicants are required to meet with Town staff prior to the formal submission of applications for Site Plan approval. 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](#)
2. [Plan Requirements and Supporting Documentation](#)
3. [Site Plan and Site Plan Amendment Application Form](#)
4. [Application and Processing Fees](#)
5. [TRCA Requirements](#)

FOR INFORMATION REGARDING DETAILED APPLICATION REQUIREMENTS, PLEASE REFER TO THE TOWN'S [SITE PLAN AND SITE PLAN AMENDMENT 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  
SITE PLAN AND SITE PLAN AMENDMENT  
APPLICATION FORM**

## 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 [Site Plan and Site Plan Amendment 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 [www.richmondhill.ca](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, ON L4B 3P4**

Prior to application submission, applicants are encouraged to contact the following departments and agencies with regard to obtaining specific policies and guidelines that may apply to their development 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	<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.c">developmentservices@york.c</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 [Site Plan and Site Plan Amendment Application Guide](#) in order to determine detailed submission requirements;
- all the information provided on the submitted drawings is complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan (with the exception of the Legal Description) are provided in accordance with the Town's [Site Plan and Site Plan Amendment Application Guide](#); and,
- all submitted plans are folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that **UNFOLDED PLANS WILL NOT BE PROCESSED**.

**NOTE: FOLLOWING THE INITIAL SUBMISSION OF A DEVELOPMENT APPLICATION(S) TO THE TOWN, 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.**

## ACCESSIBILITY GUIDELINES

The *Canadian Charter of Rights and Freedoms Legislation* now takes precedence over other Federal or Provincial legislation including the *Building Code*, as noted in Section 15 (1), “*Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability*”. When preparing both Site and Building Plans, please refer to the Town’s Joint Municipal Accessibility Guidelines which can be accessed through the Town of Richmond Hill’s website at [www.richmondhill.ca](http://www.richmondhill.ca) or by contacting the Town’s Development Engineering Division at (905) 771-8830.

## TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

Development proposals which are adjacent to valley and stream corridors, wetlands, waterfront areas and hazard lands must undergo review by the TRCA. A fee is to be paid to the TRCA for this service before the TRCA can provide formal comments (for further information please visit the TRCA website at [www.trca.on.ca](http://www.trca.on.ca)). Please contact TRCA Development Services at (416) 661-6600, Extension 5271 for more information regarding the TRCA approval process and fees.

## REGION OF YORK TRANSPORTATION SERVICES DEPARTMENT

Development proposals which are adjacent to Regional roads or other Regional infrastructure, within a Regional well-head protection area or situated on transit routes are required to be reviewed and approved by the Region of York. A review fee is to be paid to the Region prior to the issuance of Site Plan approval. If works are proposed within the Region’s right-of-way, an Insurance Certificate and security may be required. For more information, please contact Region of York Transportation Services Department at 1-877- 464-9675 in this regard.

## SIGNAGE

The location of all proposed fire route, street numbering, ground and wall signage is to be clearly depicted on the Site Plan and Elevation Plan. All proposed signage will be reviewed 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](#).

## SECURITY DEPOSIT/LETTER OF CREDIT

The Town requires the provision of securities pursuant to the conditions of approval of a Site Plan Agreement by way of Letter of Credit. Pursuant to the agreement, security may be required to cover grading, site works, exterior lighting, landscaping and/or fire-break lots. Acceptable forms of security alternative to a Letter of Credit are certified cheque, bank draft or money order (these are only acceptable where security is requested for a Site Alteration Permit for infill developments, single family dwellings and pools). For the Town’s pro forma Letter of Credit wording, contact the Corporate & Financial Services Department- Financial Services Division by calling (905) 747-6313 or visit the Town’s website at [www.richmondhill.ca](http://www.richmondhill.ca). All securities posted with the Town of Richmond Hill are held until all works as identified in the agreement are fulfilled by the Owner and inspections are completed to the satisfaction of the Town’s Planning and Regulatory Services Department.

## BUILDING PERMIT REQUIREMENTS

Applicants are advised that specific requirements may be applicable to their development proposal which are to be submitted prior to Building Permit issuance (for more details regarding Building Permit issuance, please refer to the [Site Plan and Site Plan Amendment Application Guide](#)). Where applicable, a TRCA Permit under Ontario Regulation 166/06, as amended, is required prior to the Town issuing a Building Permit.

## PARKLAND DEDICATION/CASH-IN-LIEU PAYMENT REQUIREMENTS

All development proposals are subject to the Town’s parkland dedication requirements. For more information, contact the Town’s Planning and Regulatory Services Department - Park and Natural Heritage Planning Section at (905) 771-8870.

## DEVELOPMENT CHARGES

Development Charges may be payable prior to the issuance of a Building Permit in accordance with the relevant by-laws of the Town of Richmond Hill, Regional Municipality of York and the York Region District and York Catholic District School Boards at the current rates in place at the time of actual payment. For more information contact the Town’s Corporate and Financial Services Department - Financial Services Division at (905) 747-6313.

## SITE PLAN AND SITE PLAN AMENDMENT APPLICATION FORM

### APPLICANT INFORMATION

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 INFORMATION

Municipal Address:

Legal Description:

Existing Uses of Property:

Lot Area (ha):

Frontage (m):

Depth (m):

Existing tenure:

 Freehold Rental Condominium

Abutting Land Use(s):

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

### APPLICATION DETAILS

Details of Development Proposal	Existing	Proposed
Gross Floor Area (m <sup>2</sup> )		
Gross Leasable Floor Area (m <sup>2</sup> )		
Lot Coverage (%)		
Commercial (m <sup>2</sup> )		
Industrial (m <sup>2</sup> )		
Residential (m <sup>2</sup> )		
Maximum Allowable Coverage (%) (as per applicable Zoning By-law)		
Number of Units (if residential)		
Unit Type		
Number of Parking Spaces		
Building Height (m)		
Building Height (storeys)		
Building Sprinklered	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Classification		
Phasing Plan Indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Site Servicing

Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>
Private Well	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Private Septic	<input type="checkbox"/>	<input type="checkbox"/>
Communal Septic	<input type="checkbox"/>	<input type="checkbox"/>

#### Zoning By-law Information

Current Zoning By-Law

Zoning Category

Zoning Amendment (if applicable)

 Amendment Exceptions Variances



<b>APPLICATION AND SUPPORTING DOCUMENTATION CHECKLIST</b>			
<b>TYPE OF SITE PLAN APPLICATION (please check)</b>			
<b>Residential Development:</b>		<b>Non-Residential Development:</b>	
<input type="checkbox"/> New Detached Dwellings <input type="checkbox"/> Detached Dwelling Additions/Alterations and others <input type="checkbox"/> Semi-detached Dwellings, Duplexes, Block Townhouses, Multiples <input type="checkbox"/> Apartments Additions/Alterations		<input type="checkbox"/> Mixed Use <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Outdoor Patios <input type="checkbox"/> Sales Trailers/Pavilions <input type="checkbox"/> Temporary Tents and Structures <input type="checkbox"/> Additions/Alterations to the above <input type="checkbox"/> Sustainable Building Design	
<b>Special Site Plan Control Areas:</b>			
<input type="checkbox"/> Lake Wilcox Area <input type="checkbox"/> Snively Street Area <input type="checkbox"/> Oak Ridges Moraine Area <input type="checkbox"/> Residential Infill and Infill Bonusing Areas			
<b>PLANS (check plans submitted with application)</b>			
<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 Lighting Plan
<input type="checkbox"/>	Elevation Plan	<input type="checkbox"/>	Underground Parking Plan
<input type="checkbox"/>	Floor Plan	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Roof Top Mechanical Screening Plan	<input type="checkbox"/>	Construction Notes/Detail Plan
<input type="checkbox"/>	Site Servicing Plan	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Grading Plan	<input type="checkbox"/>	
<b>SUPPORTING DOCUMENTATION (check documentation submitted with application)</b>			
<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"/>	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	<input type="checkbox"/>	

**AUTHORIZATION OF REGISTERED OWNER(S)**

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*.

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:  
 D06- \_\_\_\_\_

Related File Number:  
 D01- \_\_\_\_\_  
 D02- \_\_\_\_\_  
 D03- \_\_\_\_\_  
 D04- \_\_\_\_\_  
 D05- \_\_\_\_\_  
 D06- \_\_\_\_\_

Date Received:

Date Completed:

Amount Paid: \$

Checked by:

Pre-submission meeting date:

Pre-submission meeting Planner(s):

Planner Assigned:

Development Process Coordinator:

Pre-application meeting date:

Pre-application meeting Planner(s):

Planner Assigned:

Development Process Coordinator:



## 2019 SITE PLAN APPLICATION AND PROCESSING FEES

### SINGLE DETACHED DWELLINGS

Application Fee		= \$ 1,511.00
Re-Application Fee		= \$ 582.00

### MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS

Application Fee		= \$ 2,617.00
Processing Fee for Multiple Residential development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	_____ units x \$571.00	= \$ 0.00
Processing Fee for Non-Residential development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	_____ hectares x \$1,060.00	= \$ 0.00
Processing Fee for Mixed Use development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	the sum of the two fees above	= \$ 0.00
Re-Application Fee (for all uses)		= \$ 1,318.00
Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,624.00 up to a maximum of \$10,220.00)	_____ units x \$281.00	= \$ 0.00
Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,624.00 up to a maximum of \$10,424.00)	_____ hectares x \$528.00	= \$ 0.00
Re-Application Processing Fee for Mixed Use development proposals (a minimum of \$3,624.00 up to a maximum of \$10,424.00)	the sum of the two fees above	= \$ 0.00

### SITE PLAN AMENDMENT APPLICATION AND PROCESSING FEES

#### SINGLE DETACHED DWELLINGS

MINOR Application Fee (involving no addition or increase to approved GFA)		= \$ 250.00
MAJOR Application Fee (involving an addition of any size/type)		= \$ 447.00
Processing Fee		= \$ 0.00
Re-Application Fee		= \$ 187.00

#### MINOR AMENDMENT APPLICATIONS FOR MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS

Application Fee (involving no addition or increase to approved GFA)		= \$ 619.00
Application Fee (involving an addition or alteration of less than 10% of the existing GFA or less than 50.0 square metres or 538.2 square feet)		= \$ 1,237.00
Application Processing Fee		= \$ 619.00
Re-Application Fee		= \$ 311.00
Re-Application Processing Fee		= \$ 156.00

#### MAJOR AMENDMENT APPLICATIONS FOR MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS

Application Fee for all development proposals (involving an addition or alteration <b>EQUAL TO OR GREATER THAN</b> 10% of existing GFA or 50.0 square metres/538.2 square feet)		= \$ 2,617.00
Processing Fee for Multiple Residential development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	_____ units x \$571.00	= \$ 0.00
Processing Fee for Non-Residential development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	_____ hectares x \$1,060.00	= \$ 0.00
Processing Fee for Mixed Use development proposals (a minimum of \$7,245.00 up to a maximum of \$20,870.00)	the sum of the two fees above	= \$ 0.00
Re-Application Fee (for all development proposals)		= \$ 1,318.00
Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,624.00 up to a maximum of \$10,424.00)	_____ units x \$284.00	= \$ 0.00
Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,624.00 up to a maximum of \$10,424.00)	_____ hectares x \$528.00	= \$ 0.00
Re-Application Processing Fee for Mixed Use development proposals (a minimum of \$3,624.00 up to a maximum of \$10,424.00)	the sum of the two fees above	= \$ 0.00

#### OTHER AGREEMENTS

Sustainable Building Design Agreement or Deregistration of Site Plan Agreement		= \$ 619.00
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#### PRE-SUBMISSION MEETING FEE

Subtract Pre-Submission Meeting Fee (not applicable for Single Detached Dwellings)		= \$ (\$612.00)
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**TOTAL = \$ \_\_\_\_\_**

**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**

- NOTES: (1) NON-RESIDENTIAL DEVELOPMENT PROPOSALS SHALL INCLUDE COMMERCIAL USES, INDUSTRIAL USES, INSTITUTIONAL USES, OUTDOOR PATIOS, SALES TRAILERS/PAVILLIONS AND TEMPORARY TENTS/STRUCTURES.  
 (2) A RE-APPLICATION FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR OR FOR OWNER INITIATED MODIFICATIONS OR REVISIONS TO AN APPLICATION PREVIOUSLY CIRCULATED FOR REVIEW AND COMMENT.  
 (3) APPLICATIONS SUBMITTED BY THE YORK DISTRICT SCHOOL BOARD, YORK CATHOLIC DISTRICT SCHOOL BOARD OR CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD ARE NOT SUBJECT TO ANY PROCESSING FEE(S).



## 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 TRCA's Regulated Area to receive a Permit from the TRCA. As such, 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.**