



2019
**SITE PLAN AND SITE PLAN
AMENDMENT APPLICATION GUIDE**

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.

MATERIALS ATTACHED:

Requirements for the following Site Plan Applications

1. [Site Plan Applications](#)
2. [Site Plan Amendment Applications](#)
3. [Special Residential Site Plan Control Areas](#)
4. [Temporary Tents and Structures](#)
5. [Outdoor Patios](#)
6. [Sales Trailers/Pavilions](#)
7. [Sustainable Building Design](#)

Appendices

1. [Submission Requirements](#)
 2. [Pre-Submission and Pre-Application Meeting Flowchart](#)
 3. [Development Application Summary](#)
 4. [Sample Tree Inventory and Preservation Plan](#)
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SITE PLAN APPLICATIONS

Site Plan approval is required for all development proposals located within the Town's Site Plan Control Area in accordance with the provisions of the Town's Site Plan Control By-law (By-law No. 137-09, as amended). In this regard, the [Town's Site Plan/Site Plan Amendment Application Form](#) is to be used for the approval of the following types of development:

<p>Residential Development:</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> Additions/Alterations and others 	<p>Non-Residential Development:</p> <ul style="list-style-type: none"> <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
<p>Special Site Plan Control Areas:</p> <ul style="list-style-type: none"> <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 Bonus Areas 	

PLAN REQUIREMENTS

All plans and supporting documentation are to be prepared in accordance with the Town's submission requirements found in [APPENDIX "1" - SUBMISSION REQUIREMENTS](#) attached to this document. Where the requirements differ from the Town's standard 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)

Development Application Summary (15 copies)

Legal Description (1 copy)

Site Plan (15 copies)

Elevation Plan (15 copies)

Floor Plan (5 copies)

Exterior Cladding Materials and Colour Palette Schedule (3 copies)

Site Servicing and Grading Plan (15 copies)

Stormwater Management Report and Plan (5 copies)

Erosion and Sediment Control Plan (15 copies)

Waste Management Plan (3 Copies) **NEW**

Construction Notes/Detail Plan (5 copies)

Exterior Lighting Plan (5 copies)

Underground Parking Plan (8 copies, as required)

Tree Inventory and Tree Preservation Plan/Report (5 copies)

Landscape Plan (15 copies)

Digital Submission (5 copies)

NOTES: (1) SPECIFIC SUBMISSION REQUIREMENTS APPLY TO THE TOWN'S SPECIAL SITE PLAN CONTROL AREAS.

(2) THE REQUIREMENTS FOR THESE AREAS ARE OUTLINED IN THE FOLLOWING SECTIONS OF THIS GUIDE. A TRCA PERMIT IS REQUIRED FOR SITES THAT ARE LOCATED WITHIN THE TRCA REGULATED LIMITS UNDER ONTARIO REGULATION 166/06, AS AMENDED FROM TIME TO TIME.

HERITAGE RESOURCES

Prior to the submission of a Site Plan or Site 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 included on the register (i.e. the Town's [Inventory of Buildings of Architectural and Historical Importance](#)) under Section 27(1.2) or 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(s) 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 potential for the discovery of archaeological resources.

BUILDING PERMIT REQUIREMENTS

The following requirements may be applicable to the proposed development and are to be submitted prior to Building Permit issuance:

Phase 1 Environmental Site Assessment

Required prior to Building Permit issuance for all Site Plan/Site Plan Amendment Applications, except for **detached dwellings** and **townhouse developments within a registered Plan of Subdivision**.

Stormwater Management

Where rooftop storage is proposed, the roof shall be designed to support the snow load plus the weight of stored water (refer to Ontario Building Code Article 4.1.7.3(3))

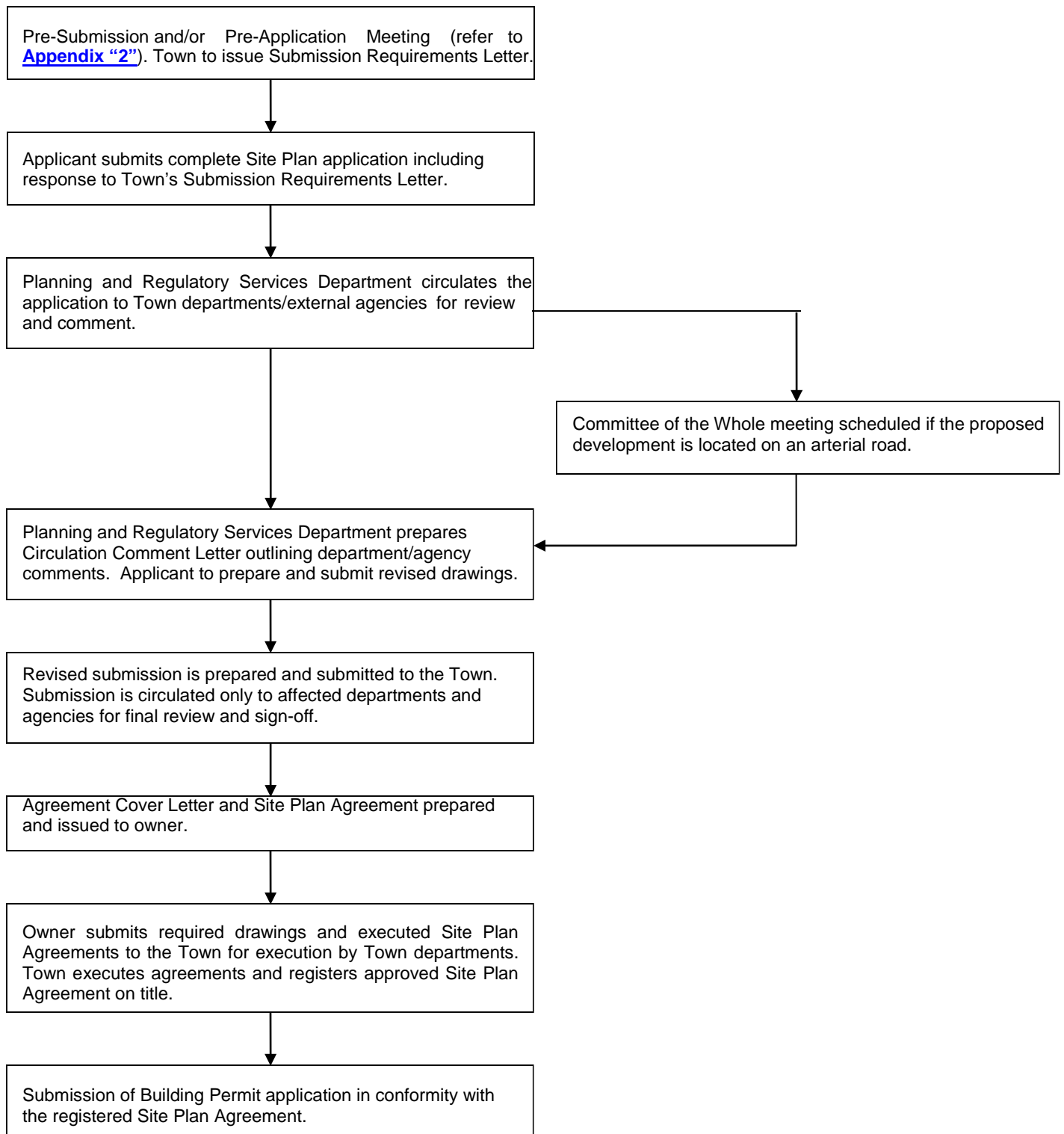
Certificate of Approval (C of A)

A "C of A" may be required from the Ministry of the Environment for the stormwater management facilities on some sites (i.e. for industrial lands, gas stations, vehicle repair facilities and, sites with stormwater management ponds). Where a "C of A" is required, it must be provided as part of the Building Permit documentation, prior to Building Permit issuance, for the installation of site services.

Building Code Classification

All Part 3 Building Permit applications must include the information contained in the "Applicant Details" section of the Site Plan Application form.

STANDARD SITE PLAN APPLICATION REVIEW AND APPROVAL PROCESS FLOWCHART



NOTES: (1) THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL SITE PLAN APPLICATION REVIEW AND APPROVAL PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, A SITE PLAN APPLICATION MAY BE REFERRED ONLY BY THE LAND OWNER TO THE ONTARIO MUNICIPAL BOARD.

(2) A PRE-SUBMISSION MEETING IS NOT REQUIRED PRIOR TO THE SUBMISSION OF A SITE PLAN APPLICATION FOR SUSTAINABLE BUILDING DESIGN APPROVAL.

SITE PLAN AMENDMENT APPLICATIONS

MAJOR AMENDMENT APPLICATION PROCESS

EVALUATION CRITERIA

Development proposals for lands which are already subject to an existing Site Plan Agreement involving a **MAJOR** addition or alteration will be processed in accordance with the Town's Standard Site Plan Application process (refer to pages 3 and 5 hereto). Subsequent to a Pre-Submission Meeting, the Town's Development Application Review Committee will utilize the following criteria to determine whether a development proposal is considered **MAJOR**:

Development Type	Development Proposal
Single Detached Dwellings	An addition or alteration of ANY size or type.
Multiple Residential, Non-Residential and Mixed Use Development proposals	An addition, alteration or increase to the approved gross floor area EQUAL TO OR GREATER THAN 10% of the approved GFA OR EQUAL TO OR GREATER THAN 50.0 square metres (538.2 square feet).
<p>NOTES: (1) NON-RESIDENTIAL DEVELOPMENT PROPOSALS SHALL INCLUDE COMMERCIAL USES, INDUSTRIAL USES, INSTITUTIONAL USES, OUTDOOR PATIOS, SALES TRAILERS/PAVILIONS AND TEMPORARY TENTS/STRUCTURES.</p> <p>(2) ALL MAJOR SITE PLAN AMENDMENT APPLICATIONS WILL BE PROCESSED IN ACCORDANCE WITH THE TOWN'S STANDARD SITE PLAN APPLICATION REQUIREMENTS (REFER TO PAGES 3 AND 5 HERETO).</p>	

MINOR AMENDMENT APPLICATION PROCESS

EVALUATION CRITERIA

Development proposals for lands which are already subject to an existing Site Plan Agreement involving a **MINOR** addition or alteration may be considered under the Town's Minor Site Plan Amendment Application process (refer to Plan Requirements below and the flowchart on page 7 hereto). Subsequent to a Pre-Submission Meeting, the Town's Development Application Review Committee will utilize the following criteria to determine whether a development proposal is considered **MINOR**:

Development Type	Development Proposal
Single Detached Dwellings	No addition, alteration or increase to the approved GFA.
Multiple Residential, Non-Residential and Mixed Use Development proposals	No addition, alteration or increase to the approved gross floor area, OR , an addition or alteration of LESS THAN 10% of the approved gross floor area OR LESS THAN 50.0 square metres (538.2 square feet).
<p>NOTES: (1) NON-RESIDENTIAL DEVELOPMENT PROPOSALS SHALL INCLUDE COMMERCIAL USES, INDUSTRIAL USES, INSTITUTIONAL USES, OUTDOOR PATIOS, SALES TRAILERS/PAVILIONS AND TEMPORARY TENTS/STRUCTURES.</p> <p>(2) ALL SITE PLAN AMENDMENT APPLICATIONS THAT DO NOT MEET THE ABOVE NOTED CRITERIA WILL BE PROCESSED IN ACCORDANCE WITH THE TOWN'S STANDARD SITE PLAN APPLICATION REQUIREMENTS (REFER TO PAGES 3 AND 5 HERETO).</p>	

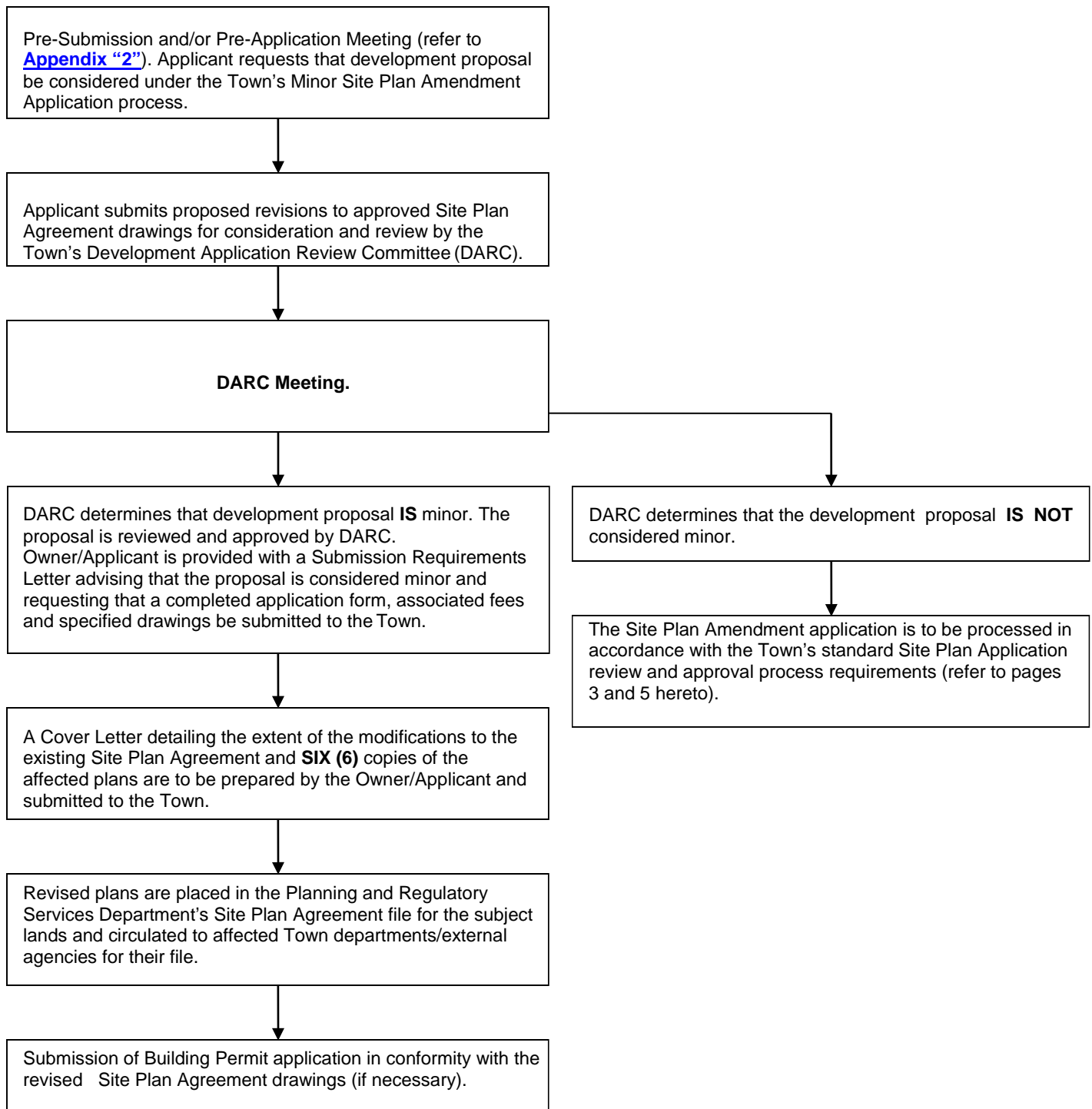
PLAN REQUIREMENTS

Following the Pre-Submission Meeting, the development proposal will be reviewed by the Town's Development Application Review Committee (DARC) which is comprised of various Town departments and external agencies involved in the review of development proposals. Should DARC determine that the development proposal can be processed as part of the Town's Minor Site Plan Amendment process, the Owner/Applicant will be provided with a Submission Requirements Letter advising that the proposal is considered minor and requesting that a completed Site Plan Amendment application form, associated fees and specified drawings be submitted to the Town. The following shall be provided with the application:

Submission Requirements Letter and Applicant Response Letter (1 Copy)
Cover Letter detailing the extent of modifications to the approved Site Plan Agreement (1 copy)
Revised Plan(s) as requested by the Town (6 copies)
Digital Submission (5 copies)



MINOR SITE PLAN AMENDMENT APPLICATION REVIEW AND APPROVAL



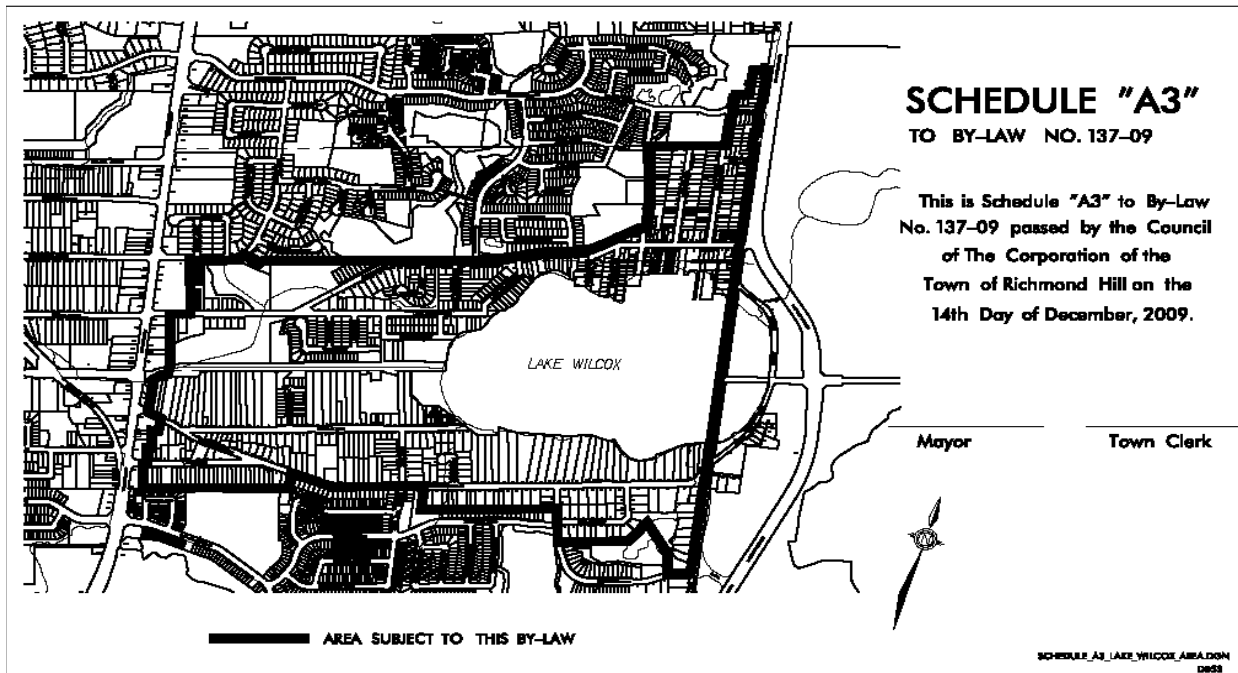
NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE MINOR SITE PLAN AMENDMENT APPLICATION REVIEW AND APPROVAL PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, ONLY THE OWNER/APPLICANT MAY REFER A SITE PLAN APPLICATION TO THE LOCAL PLANNING APPEAL TRIBUNAL.

SPECIAL SITE PLAN CONTROL AREAS

A Site Plan/Site Plan Amendment Application is required for the following areas within the Town:

LAKE WILCOX AREA

A Site Plan/Site Plan Amendment Application is to be submitted for all development and/or redevelopment located within the Lake Wilcox Area as identified in Schedule "A3" to the Town's Site Plan Control By-law (By-law No. 137-09, as amended):



SPECIAL POLICIES FOR LANDS ABUTTING LAKE WILCOX

All applications must conform with the applicable Zoning By-laws, the Ontario Building Code and any relevant regulations. As per the requirements of Zoning By-law No. 256-88 as amended, the following provisions shall apply to all development proposals on LOTS directly abutting the shoreline of Lake Wilcox:

1. The plans submitted as a part of Site Plan review process shall ensure that:
 - a) no BUILDING or STRUCTURE or part of a BUILDING or STRUCTURE whether temporary or permanent and including a retaining wall, a porch, or a deck, but not including the dock, extends closer than ten (10) metres to the high water level mark of Lake Wilcox denoted by the ninety-six and seven-tenths (96.7) metres contour line. Notwithstanding the preceding, the proceeding where a SIDE YARD of a LOT abuts Lake Wilcox, the minimum distance from the high water level mark shall be four (4.0) metres; and,
 - b) no privacy fence extends closer than three (3.0) metres from the high water level mark of Lake Wilcox denoted by the ninety-six and seven-tenths (96.7) metre contour line so as to protect visual access to Lake Wilcox or long views along its shoreline.
2. The documenting material required as part of the Site Plan review process shall include a survey of the LOT prepared by an Ontario Land Surveyor, which shall establish the location of the high water mark of Lake Wilcox denoted by the ninety-six and seven-tenths (96.7) metre contour line.
3. All development and/or redevelopment abutting Lake Wilcox shall conform to the applicable policies of OPA 129 including Section 3 - Environment Policies. Please contact the Planning and Regulatory Services Department at (905) -771-8910 for a copy of these policies.

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 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)

Development Application Summary (15 copies)

Legal Description (1 copy)

Concept Plan (5 copies)

Site Plan (15 copies)

Elevation Plan (15 copies)

Exterior Cladding Materials and Colour Palette Schedule (2 copies)

Floor Plan (10 copies)

Tree Inventory and Tree Preservation Plan/Report (5 copies)

Landscape Plan (15 copies)

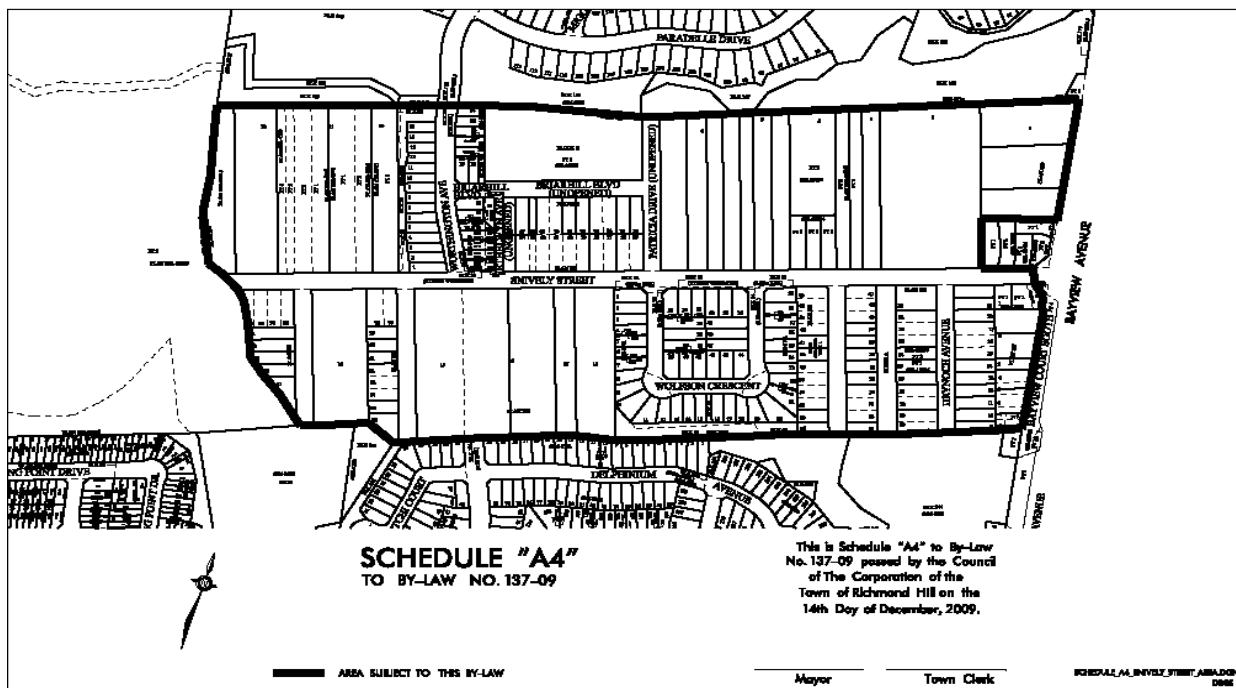
Digital Submission (5 copies)

Grading and Servicing Plan (15 copies):

- land drainage and stormwater disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows.
- existing and proposed grades and floor elevations.
- surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs.
- road widenings, easements, right-of-ways, etc.
- elevations at one metre intervals and the flood line.

SNIVELY STREET AREA

A Site Plan/Site Plan Amendment Application is to be submitted for all development and/or redevelopment located within the Snively Street Area as identified in Schedule "A4" to the Town's Site Plan Control By-law (By-law No. 137-09, as amended):



PLAN REQUIREMENTS

The processing of applications for the Snively Street Area involves a two (2) stage process as follows:

- Stage 1:** Submission of a **Legal Description** and completion of an **Environmental Feature Review**.
Stage 2: After completion of the Environmental Feature Review, submission of all other plans, as required.

Stage 1

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 plan requirements, the specific requirements for each type of plan and/or supporting documentation will be identified in the listing of drawings and information below:

Legal Description (1 copy) **Environmental Feature**

Review:

Prior to preparation of the Site Plan for the proposed development, a field inspection with Town staff (Parks Planning and Natural Heritage Division and Development Engineering Division), is required. The following information will be made available and/or reviewed with the applicant during the field inspection:

1. All environmental features as per Schedule "D" in Official Plan Amendment No. 129. Delineation of the boundaries of the environmental features and appropriate buffers on the site will be established during this review (to be completed prior to preparation of the Site Plan).

NOTE: PLANTING OF NATIVE SPECIES BY THE PROPERTY OWNER IS ENCOURAGED IN BUFFER AREAS AND ECOLOGICAL RESTORATION AREAS AS IDENTIFIED IN OFFICIAL PLAN AMENDMENT NO. 129.

2. A review of methods/practices to be employed in order to preserve and/or enhance the existing environmental features, including trees and recharge/infiltration areas before during and after construction.

Stage 2

Following the completion of the Environmental Feature Review, the following information and plans are to be submitted to the Town:

Submission Requirements Letter and Applicant Response Letter (1 copy)**Supporting Documentation (as required)****Concept Plan (5 copies)****Development Application Summary (15 copies)****Site Plan (15 copies)****Elevation Plan (15 copies)****Exterior Cladding Materials and Colour Palette Schedule (2 copies)****Floor Plan (10 copies)****Tree Inventory and Tree Preservation Plan/Report (5 copies)****Landscape Plan (15 copies)****Digital Submission (5 copies)****Grading and Drainage Plan (15 copies):**

- a Grading and Drainage Plan is to be prepared to indicate that the proposed grading is the minimal amount necessary for development of a single detached home and any permitted accessory structures, and does not adversely impact surface drainage or infiltration drainage to the adjacent wetlands or existing drainage patterns of adjacent properties. Inclusion of all pertinent information as noted below will serve to expedite the review process:
 - lot number, Registered Plan number and Municipal Address.
 - drawing scale (1:200 or 1:250 metric).
 - legal boundaries and property dimensions.
 - surveyed elevation to define drainage.
 - identification of structures to be demolished.
 - significant features (i.e. trees, watercourses, valleylands, etc.).
 - TRCA fill and flood lines.
 - municipal road centre and elevations.
 - minimum swale depth of 0.15 metres.
 - location of well(s) and septic system(s) with offsets from the proposed development.
 - location and size of water main(s) and sewer(s).
 - location of utilities.
 - transition slopes (3:1 maximum and 1.2 metres maximum height).
 - the direction of roof downspouts to the front yard.
 - proposed finished grade at the corners of the proposed development.
 - sump pump in lieu of gravity storm service.
 - location and direction of downspouts.
 - size and location of existing and proposed service connections.
 - invert elevations of sewer connections at main.
 - show contour lines at 0.5 metre contour intervals extending a minimum of 3.0 metres into adjacent lands.
 - existing and proposed lot elevations and building elevations, including finished floor elevation, top of foundation wall, basement and garage slab and underside of footing.
 - all surface features such as driveways, ramps, walkways, curbs and detail of any proposed retaining wall (walls exceeding 1.0 metres exposed height are required to obtain a separate building permit and must be certified by a Structural Engineer).
 - length and gradient factor of proposed driveways and swales, including swale invert elevations.
 - show all entrances and indicate the number of risers at each entrance.
 - clearly indicate the limits of any fill to be placed within the lot area.
 - road widenings, easements, right-of-ways.
 - sufficient elevations external to the subject site are to be provided to adequately detail existing surface drainage patterns in the area.
 - finished first floor elevations of adjacent buildings are to be indicated on the plan;
 - geodetic benchmark to be used.

The Grading and Drainage Plan shall include Standard Notes as follows:

1. All footing formwork elevations and setbacks are to be confirmed by a registered Professional Engineer or registered Ontario Land Surveyor prior to the placing of any concrete.
2. Prior to the superstructure works proceeding and the release of the Completion Stage Permit, the Owner's consultant must certify that the top of foundations are in conformity with the Grading Plan reviewed by the Town.
3. All rainwater leaders shall discharge onto splash pads at ground level at the locations indicated on the plan.
4. Existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self contained.
5. All yard areas shall receive a minimum of 100mm topsoil plus sod.
6. The applicant shall contact the Town's Arborist for consent prior to any tree being removed.
7. The applicant shall contact the Operations Section of the Engineering and Public Works Department and make all arrangements necessary for driveway access and site connections.
8. The applicant shall contact the Town's Building Services Division a minimum of 48 hours in advance of construction of any retaining wall deemed to be a "designated structure" in order to arrange for any necessary inspections.
9. The applicant is responsible to ensure that all construction activity and final product conform to all Town by-laws.

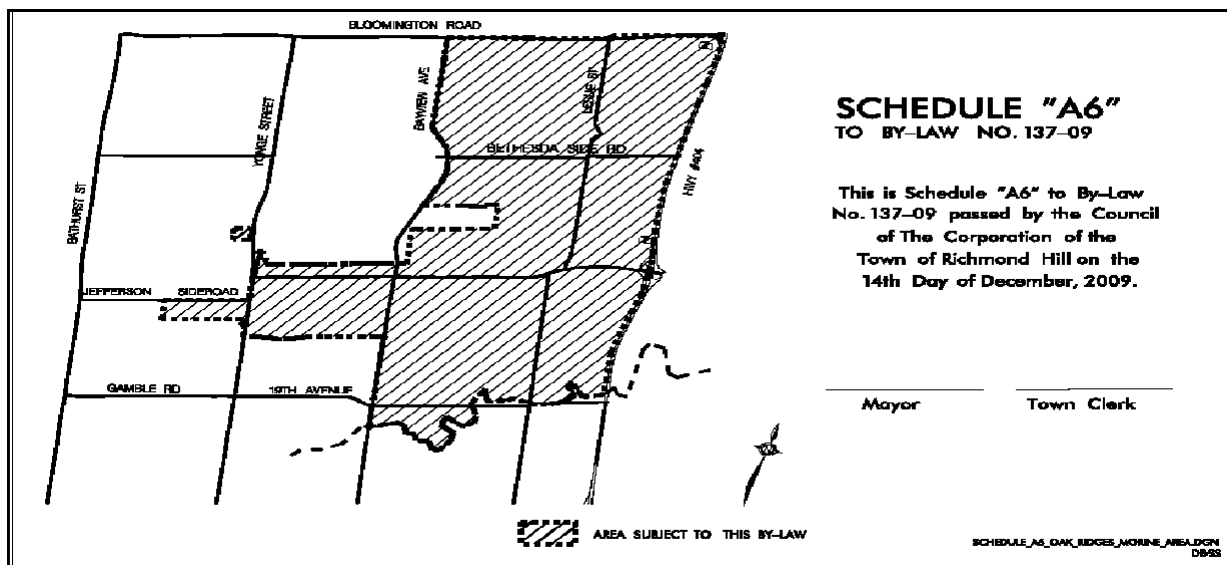
The Grading and Drainage Plan shall include the following certification statement:

I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF _____ LOCATED AT _____ AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSAL TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE ON ADJACENT PROPERTIES.

NOTE: SIGNATURE AND STAMP REQUIRED FROM CERTIFIED REGISTERED PROFESSIONAL ENGINEER OR ONTARIO LAND SURVEYOR

OAK RIDGES MORAINÉ AREA

A Site Plan/Site Plan Amendment Application is to be submitted for all development and/or redevelopment located within the Oak Ridges Moraine Area as identified in Schedule "A6" to the Town's Site Plan Control By-law (By-law No. 137-09, as amended):



OAK RIDGES MORAINÉ CONSERVATION PLAN POLICIES

All development and/or redevelopment within the Oak Ridges Moraine Area must conform with the applicable policies of the **Oak Ridges Moraine Plan**. An Oak Ridges Moraine Conformity Statement is to be submitted as part of the application submission (please contact the Planning and Regulatory Services Department at (905) 771-8910 for a copy of these policies or contact the Ministry of Municipal Affairs and Housing at www.mah.gov.on.ca).

OFFICIAL PLAN AMENDMENT NO. 218 POLICIES

All development and/or redevelopment within the Oak Ridges Moraine Area shall conform with the applicable policies of the Town's Official Plan.

PLAN REQUIREMENTS

All plans and supporting documentation for this application are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached hereto. Where the requirements differ from the Town's standard 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)

Development Application Summary (15 copies)

Concept Plan (5 copies)

Legal Description (1 copy)

Site Plan (15 copies):

- in addition to the requirements as noted on Page 27 of this Guide, the Site Plan shall denote the percentage of disturbed area in accordance with the provisions of By-law 128-04

Elevation Plan (15 copies)

Exterior Cladding Materials and Colour Palette Schedule (2 copies)

Floor Plan (10 copies)

Tree Inventory and Tree Preservation Plan/Report (5 copies)

Oak Ridges Moraine Conformity Statement (5 copies)

Landscape Plan (15 copies)

Digital Submission (5 copies)

Grading, Drainage and Servicing Plan (15 copies):

- existing or proposed sewage system.
- existing or proposed well(s).
- land drainage and storm water disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows.
- existing and proposed grades and floor elevations.
- surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs.
- road widenings, easements, right-of-ways, etc.
- elevations at one metre intervals and the flood line.

If the subject lands are located within a registered Plan of Subdivision, the Developer must certify compliance of the finished lot grading to the Town, subject to the terms and conditions of the Subdivision Agreement. The grading plan is required to be submitted to the Developer's Consulting Engineer for review prior to submission to the Town.

A Grading and Drainage Plan is to be prepared to indicate that the proposed grading for development of a single detached home and any permitted accessory structures does not adversely impact surface drainage or existing drainage patterns of adjacent properties. Inclusion of all pertinent information as noted below will serve to expedite the review process:

- lot number, Registered Plan number and Municipal Address.
- drawing scale (1:200 or 1:250 metric).
- legal boundaries and property dimensions.
- surveyed elevation to define drainage.
- identification of structures to be demolished.
- significant features (i.e. trees, watercourses, valleylands, etc.).
- TRCA fill and flood lines.
- municipal road centre and elevations.
- minimum swale depth of 0.15 metres.
- location of well(s) and septic system(s) with offsets from the proposed development.
- location and size of water main(s) and sewer(s).
- location of utilities.
- transition slopes (3:1 maximum and 1.2 metres maximum height).
- the direction of roof downspouts to the front yard.
- proposed finished grade at the corners of the proposed development.
- sump pump in lieu of gravity storm service.
- location and direction of downspouts.
- size and location of existing and proposed service connections.
- invert elevations of sewer connections at main.
- the proposed grading shall comply with the subdivision Grading Plan as required by the Subdivision Agreement;
- show contour lines at 0.5 metre contour intervals extending a minimum of 3.0 metres into adjacent lands;
- existing and proposed lot elevations and building elevations, including finished floor elevation, top of foundation wall, basement and garage slab and underside of footing;
- all surface features such as driveways, ramps, walkways, curbs and detail of any proposed retaining wall (walls exceeding 1.0 metres exposed height are required to obtain a separate building permit and must be certified by a Structural Engineer);
- length and gradient factor of proposed driveways and swales, including swale invert elevations;
- show all entrances and indicate the number of rises at each entrance;
- easements, right-of-ways;
- finished first floor elevations of adjacent buildings are to be indicated on plan;
- geodetic benchmark to be used; and,
- include Standard Notes on drawing as follows:

The Grading and Drainage Plan shall include Standard Notes as follows:

1. All footing formwork elevations and setbacks are to be confirmed by a registered Professional Engineer or registered Ontario Land Surveyor prior to the placing of any concrete.

2. Prior to the superstructure works proceeding and the release of the Completion Stage Permit, the Owner's consultant must certify that the top of foundations are in conformity with the Grading Plan reviewed by the Town.
3. All rainwater leaders shall discharge onto splash pads at ground level at the locations indicated on the plan.
4. Existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self contained.
5. All yard areas shall receive a minimum of 100mm topsoil plus sod.
6. The applicant shall contact the Town's Arborist for consent prior to any tree being removed.
7. The applicant shall contact the Operations Section of the Engineering and Public Works Department and make all arrangements necessary for driveway access and site connections.
8. The applicant shall contact the Town's Building Services Division a minimum of 48 hours in advance of construction of any retaining wall deemed to be a "designated structure" in order to arrange for any necessary inspections.
9. The applicant is responsible to ensure that all construction activity and final product conform to all Town by-laws.

The Grading and Drainage Plan shall include the following certification statement:

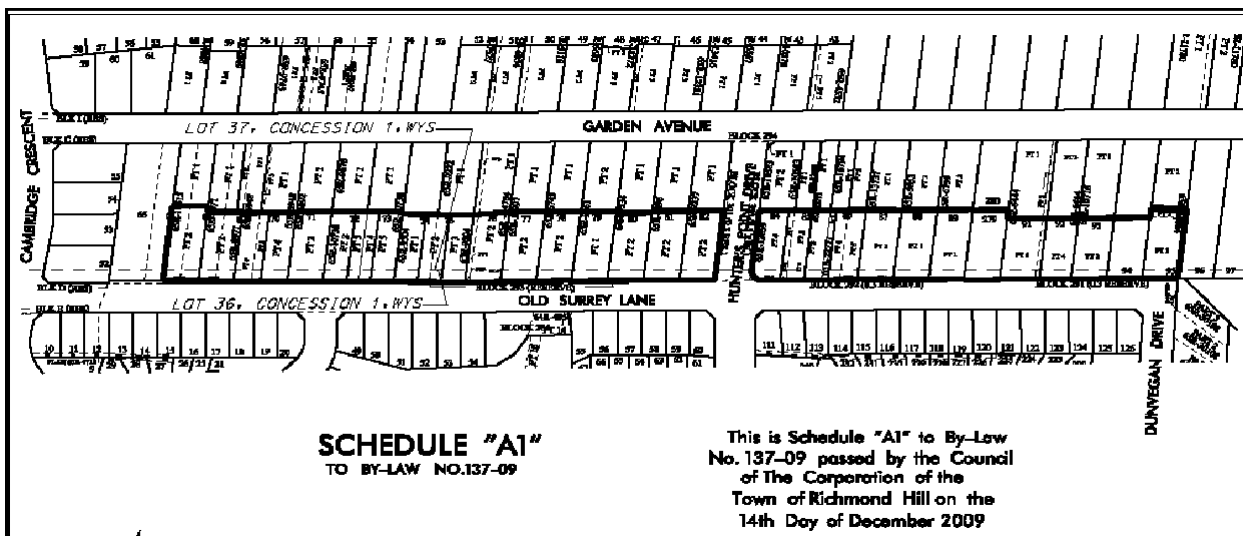
I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF _____ LOCATED AT _____ AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSAL TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE ON ADJACENT PROPERTIES.

NOTE: SIGNATURE AND STAMP REQUIRED FROM CERTIFIED REGISTERED PROFESSIONAL ENGINEER OR ONTARIO LAND SURVEYOR

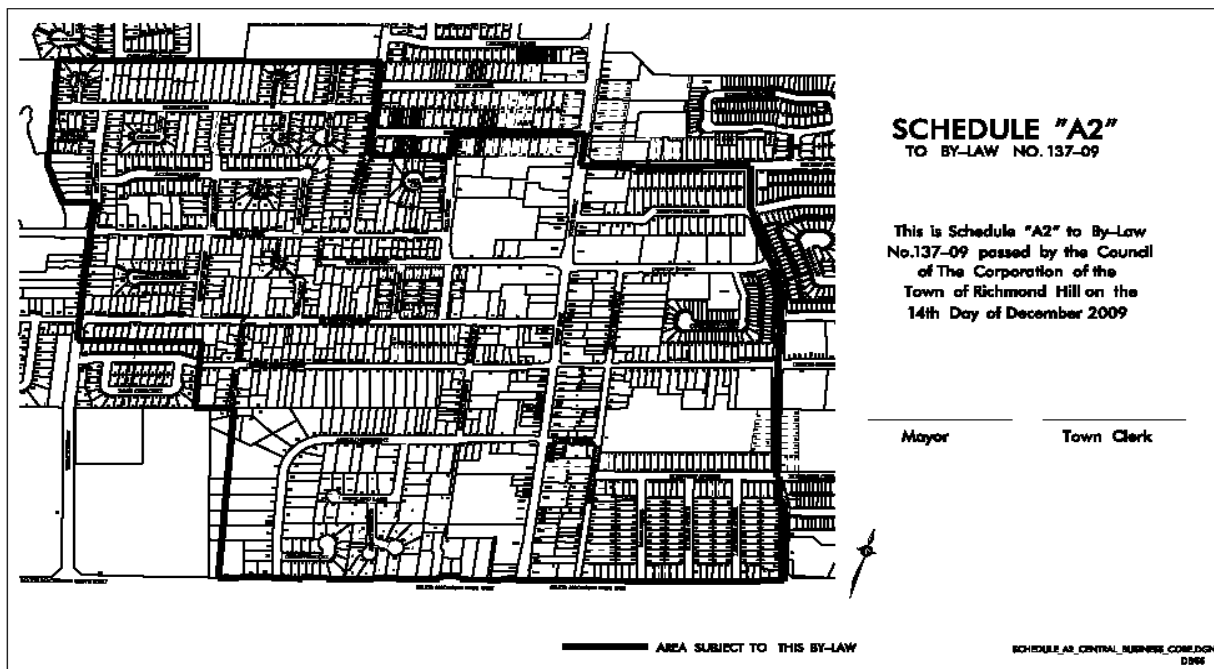
RESIDENTIAL INFILL AND INFILL BONUSING AREAS

A Site Plan/Site Plan Amendment Application is to be submitted for all development and/or redevelopment on lands located within the Town's Residential Infill and Infill Bonusing Areas as identified in Schedules "A1", "A2" and "A5" to the Town's Site Plan Control By-law (By-law No. 137-09, as amended) below.

OLD SURREY LANE INFILL AREA

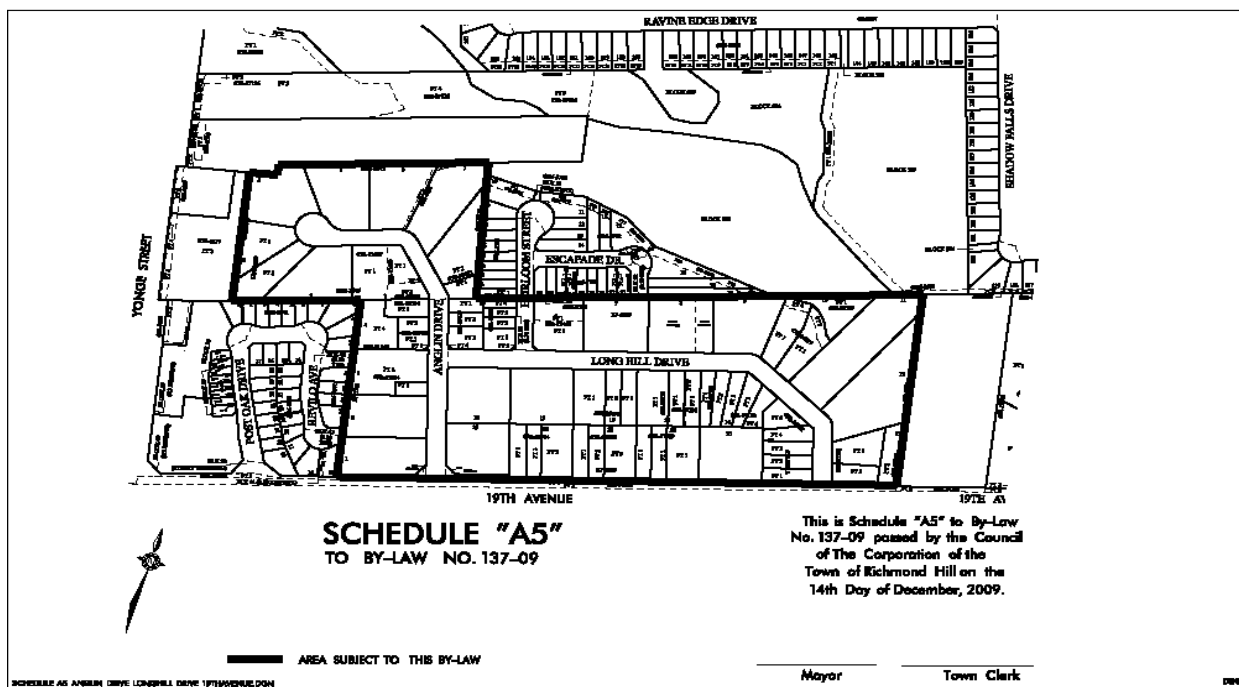


VILLAGE CORE INFILL BONUSING AREA



NOTE: ALL SITE PLAN/SITE PLAN AMENDMENT APPLICATIONS WITHIN THIS AREA ARE TO BE UNDERTAKEN IN CONJUNCTION WITH THE TOWN'S [VILLAGE CORE NEIGHBOURHOOD DESIGN GUIDELINES](#). APPLICANTS ARE REQUIRED TO COMPLETE THE APPLICABLE CHECKLIST ITEM(S) WHEN SUBMITTING THE APPLICATION TO THE TOWN.

LONGHILL DRIVE/ANGLIN DRIVE INFILL AREA



PLAN REQUIREMENTS

All plans and supporting documentation for this application 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 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)

Development Application Summary (15 copies)

Concept Plan (5 copies)

Legal Description (1 copy)

Site Plan (15 copies)

Elevation Plan (15 copies)

Exterior Cladding Materials and Colour Palette Schedule (2 copies)

Floor Plan (10 copies)

Tree Inventory and Tree Preservation Plan/Report (5 copies)

Landscape Plan (15 copies)

Village Core Neighbourhood Design Guidelines Checklist (1 copy) - if applicable

Digital Submission (5 copies)

Grading and Servicing Plan (15 copies):

- land drainage and storm water disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows.
- existing and proposed grades and floor elevations.
- surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs.
- road widenings, easements, right-of-ways, etc.

TEMPORARY TENTS AND STRUCTURES

A Site Plan/Site Plan Amendment Application is required for the erection of all temporary tents and structures for the purposes of special events and sales.

DESIGN POLICIES AND GUIDELINES

As per Council's direction with respect to the establishment of temporary tents and structures, the sale of garden and nursery supplies and/or outdoor storage and display shall not be permitted except where the provisions of the applicable Zoning By-law permit such uses. Where such structure(s) is/are to be erected for a period exceeding fourteen (14) days, an application for Site Plan approval shall be required prior to the review and issuance of a Building Permit.

BUILDING SERVICES DIVISION REQUIREMENTS

The following requirements shall apply to the processing of Building Permits for temporary tents and structures:

- a) all cladding material shall comply with the appropriate requirements of ULC S109-1969, Standard Methods of Fire Tests for Flame Resistant Textiles and Films. The results of such tests carried out by an impartial and competent testing agency, shall be submitted and approval for the material obtained before a tent is erected (label sewn on tent).
- b) tents shall be located at least 3.05 metres (10 feet) from any building where the wall of the building has unprotected openings. When the wall of the building contains no unprotected openings a lesser distance may be considered.
- c) exits shall be in accordance with the requirements of Section 3.4 of the *Ontario Building Code* (minimum of 2).
- d) prior to the occupancy of any tent, the erector of the tent shall submit a letter to the Town's Building Department confirming that the erection of the tent has been supervised by competent staff and that the tent has been erected in accordance with the design.
- e) fire extinguishers with a minimum rating of 2A10BC be installed as per the *Ontario Fire Code*.
- f) no heating equipment or cooking equipment involving grease laden vapours shall be permitted within a tent.
- g) the ground enclosed by a tent and extending at least 10 feet outside of such structure shall be cleared of all flammable material or vegetation that will carry fire.
- h) where a fire alarm is not provided in conformance with sub-section 3.2.4 of the *Ontario Building Code*, a person shall be employed for fire watch duty in tents occupied by the public.
- i) emergency lighting required if intended occupancy falls outside daylight hours.

DEVELOPMENT PLANNING DIVISION REQUIREMENTS

The following requirements shall apply to the processing of Site Plan/Site Plan Amendment Applications for temporary tents and structures:

- a) the siting of the proposed temporary tent/structure shall comply in every respect with the applicable Zoning By-law provisions for the subject lands.
- b) the proposed temporary tent/structure shall be designed in such a manner as to integrate with the existing development located on the subject lands.
- c) the proposed temporary tent/structure shall be sited in such a manner so as to not interfere with the existing fire routes, traffic circulation, access points and drainage pattern on the subject lands.
- d) parking for the proposed temporary tent/structure shall be provided at a rate equal to the use which the temporary tent/structure is serving, as specified in the applicable Zoning By-law for the subject lands.
- e) where temporary tents/structures are erected abutting or in close proximity to residential uses, the use of exterior loudspeakers shall be prohibited.
- f) the applicant, upon satisfying the Town with respect to the siting of the proposed tent/structure, shall enter into an agreement with the Town in order to ensure compliance with the Town's Zoning By-law(s) applicable to the subject lands and the policies and guidelines noted above.

PLAN REQUIREMENTS

All plans and supporting documentation for this application 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 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 and Applicant Response Letter (1 copy)

Supporting Documentation (as required)

Legal Description (1 copy)

Development Application Summary (15 copies)

Concept Plan (5 copies)

Digital Submission (5 copies)

Site Plan (15 copies):

- key map.
- north arrow and bar scale (preferred scales 1:100, 1:200, 1:300, 1:400, 1:500)
- a legible chart on the plan summarizing the following:
 - a) total property area;
 - b) total building coverage;
 - c) height of all buildings; and,
 - d) total gross floor area (including existing and proposed) of building(s)/structure(s).
- dimensions and area of property.
- all existing and proposed building/structure setbacks.
- location and width of all driveways.
- location and distance separation of all building(s)/structure(s) on adjacent lots.
- existing and proposed grades.
- all above ground fixtures including all existing fixtures by Richmond Hill Hydro, Bell, CATV, Gas and Water Utilities, if any.
- designated fire routes.
- fire hydrants, catch basins, manholes, valve chambers and valve boxes.

Elevation Plan (10 copies):

- drawings of building elevations and cross section.
- proposed height of buildings (in metres).
- clearly indicate direction of view.
- height of all openings.
- signage, if any (to be in conformity with the Town's Sign By-law).
- material specifications.

Floor Plan (5 copies):

- proposed layout.
- existing and proposed uses.
- dimensions of the proposed structure.

Landscape Plan (3 copies):

- north arrow and scale.
- location of all proposed material including trees, shrubs, planting beds and sodded/seeded areas. Existing landscaping to be protected to be delineated on plan.
- sketch showing landscape, tree and/or shrub, preservation detail as applicable.
- sketch showing planter, tree and/or shrub planting detail.
- a plant list using a key system, to indicate the full botanical name, common name, quantity, quality, caliper, height, spread and special remarks for any new planting materials required.
- location of walkways, curbing, lighting fixtures, planters and any other equipment, IF APPLICABLE.
- if no change to existing landscaping areas is being proposed and no trees will be removed, altered or impacted, then a notation should be included on the Site Plan drawing stating:

"All existing landscaping areas are to remain unchanged and no trees removed altered or impacted".

(NOTE: The omission of the above statement, without the submission of a Landscape Plan (as described above) will result in the application not receiving final approval of the Site Plan).

Manufacturer's Certification (1 copy):

- for temporary structures, a copy of the manufacturer's certification is required.

OUTDOOR PATIOS (refer to By-law No. 83-97)

A Site Plan/Site Plan Amendment Application is required for the construction of seasonal outdoor patios in conjunction with restaurants and eating establishments.

DESIGN POLICIES AND GUIDELINES

Definitions

*“**OUTDOOR PATIO** means an outdoor area where seating accommodation is provided and where meals or refreshments are served to the public for consumption on the premises. An outdoor patio shall be used only on a seasonal basis and in conjunction with any type of restaurant or eating establishment howsoever defined, tavern, banquet hall or any other premises where food or refreshments are consumed by the public and includes all such facilities whether or not licensed under the **Liquor Licence Act**.”*

Outdoor Patios Permitted

Notwithstanding any provisions to the contrary in any other Zoning By-law, an outdoor patio is permitted as an accessory use to a restaurant, tavern, banquet hall or any other similar premises where food or refreshments are consumed by the Public in all zones where such uses are permitted, subject to the provisions of By-law No. 83-97, as amended.

Maximum Outdoor Patio Area

An outdoor patio shall not constitute more than twenty percent (20%) of the Gross Floor Area (G.F.A.) of the restaurant, tavern, banquet hall or eating establishment it serves but in no case shall constitute more than 115 square metres (1238 square feet) in total outdoor patio area.

Parking

An outdoor patio shall be exempt from the parking requirements of any Zoning By-law. The outdoor patio area may be permitted in a parking area, parking lot or upon a parking space only if the minimum parking requirements of the by-law are satisfied with respect to all other uses or buildings on the lot.

Prohibited in Yards Abutting Residential Zones

Outdoor patios shall be prohibited in any yard which abuts any Residential (R) Zone or a Residential Multiple (RM) Zone except where such zones are separated by an Arterial Road as designated in the Town of Richmond Hill Official Plan. Outdoor patios located on a deck, terrace or rooftop shall not be permitted on any site which abuts a Residential (R) Zone or a Residential Multiple (RM) Zone except where such zones are separated by an Arterial Road as designated in the Town of Richmond Hill Official Plan.

Music and Performances

Within or in conjunction with an outdoor patio, the use of musical instruments, live performances or any electronic device or group of connected electronic devices incorporating one or more loud speakers or other electro-mechanical transducers intended for the production, reproduction or amplification of sound is prohibited unless the outdoor patio, whether at grade or on a deck or terrace or a rooftop, is located at least one hundred metres (100 m) (328 ft.) from a residential property located in any adjacent Residential (R) Zone or Residential Multiple (RM) Zone.

Illumination

All illumination from lighting sources for outdoor patios shall be directed towards the outdoor patio only and shall be diverted away from adjacent properties, streets and lanes and shall be in accordance with the Town of Richmond Hill Light Pollution By-law, as amended.

Ground Surface

Every outdoor patio shall be constructed with a durable, dust-free surface and may also include perimeter landscaping and plantings.

Barrier Required

An outdoor patio shall be delineated and enclosed with a building wall, screen, fence, plantings or any combination of the foregoing sufficient to form a visually opaque barrier, a minimum of 90 centimetres (3 ft.) above the surface of the outdoor patio. There shall be at least one emergency access from the outdoor patio to the adjacent established grade.

Site Location and Internal Setbacks

The outdoor patio area shall not interfere with any on-site parking required by the Zoning By-law, pedestrian, vehicular circulation or loading area. The barrier for the outdoor patio area shall be set back a minimum of 1.5 metres (4.92 feet) from any adjacent driveway, internal circulation area, parking aisle, parking space, loading area, curb, daylighting triangle, or any landscaping or screening strip and a minimum of 0.75 metres (2.46 feet) from any Public sidewalk or Public walkway on the property where the outdoor patio is located.

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 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)

Legal Description (1 copy)

Development Application Summary (15 copies)

Concept Plan (5 copies)

Digital Submission (5 copies)

Site Plan (15 copies):

- key map.
- north arrow and bar scale.
- if no change to existing grading and drainage, then a notation on the drawing stating:

"All existing grading and drainage patterns are to remain unchanged." (NOTE: The omission of the above statement will result in the applicant not receiving final approval of the Site Plan. When existing grades are expected to change, the Town's Planning and Regulatory Services Department will require submission of pertinent details for review.)

- if no change to existing or identified landscaping areas, then a notation on the drawing stating:
"All existing or identified landscaping areas are to remain unchanged." (NOTE: The omission of the above statement will result in the applicant not receiving final approval of the Site Plan. When existing or identified landscaping areas are expected to change, Section 2 d) - Landscape Plan requirements applies).
- a legible chart on the plan summarizing the following:
 - a) total property area;
 - b) total building area;
 - c) height of all buildings and structures (including the barriers or material(s) to be used to delineate the Outdoor Patio);
 - d) total gross floor/leas able floor area of existing building or plaza or shopping centre;
 - e) total gross floor area of the new or existing main restaurant, eating establishment, or tavern where the outdoor patio is to be located and used;
 - f) total gross floor area of the proposed outdoor patio;
 - g) total number of existing parking spaces; and,
 - h) total number of proposed parking spaces for the outdoor patio.
- total number and location of existing and proposed additional parking spaces.
- location of proposed new exits and existing exits from restaurants, eating establishments or tavern.
- all existing and proposed fire routes.
- all proposed building and patio setbacks.
- identification of adjacent land uses.
- limits (barrier) of the Outdoor Patio area.

- dimensions of the Outdoor Patio area.
- distance of the Outdoor Patio barrier area from adjacent parking spaces and/or curbs/driveway(s) or aisles/sidewalks.

Elevations and Barrier Design Plan (8 copies):

- drawings of buildings, elevations, barrier elevations and cross sections together with an indication of specific finishing materials and colour(s).
- height of existing buildings (in metres and storeys) and proposed Outdoor Patio barrier (in metres).
- elevation must clearly indicate direction of view (i.e. North, South, East and West).

Exterior Cladding Materials and Colour Palette Schedule (2 copies)

Exterior Lighting Plan (3 copies):

- an Exterior Lighting Plan is required only for outdoor patios proposing outdoor lighting. Where required, the plan should indicate the following:
 - a) the location of exterior lights on the site for the proposed outdoor patio area indicating the type of light to be used in each location.
 - b) information in the form of a drawing or written specification, on the illuminating levels to be achieved by the exterior lighting system.
 - c) catalogue descriptions of each of the exterior lights to be used on the site including the lamp type and wattage to be used, either blueprints or cutaway drawings or photographs showing the location of the lamp in the housing and illuminated surfaces within the luminaries, and photometric diagrams or tables, especially for the vertical plane.

Floor Plan (5 copies):

- drawings to clearly depict existing and proposed uses and dimensions of the proposed patio area(s).
- location of all doors and windows (if any).

Grading Plan (5 copies):

- land drainage and stormwater disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water indicating the intended direction of surface flows. Details and location of all water detention controls are to be shown.
- existing and proposed grades and floor elevations.
- surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs.
- road widenings, easements, right-of-ways, etc.
- identify winter snow storage areas on the plan.

Servicing Plan (5 copies)

- the drawing should clearly indicate any proposed and/or relocation of below and above ground servicing such as catch basins, manholes, valve chambers, valve boxes, hydrants, sanitary sewer connections and watermain connections.

Landscape Plan (3 copies):

- north arrow and scale.
- location of all proposed material including trees, shrubs, planting beds and sodded/seeded areas and existing landscaping to be protected to be delineated on plan.
- sketch showing landscape, tree and/or shrub, preservation detail as applicable.
- sketch showing planter, tree and/or shrub planting detail.
- a plant list using a key system, to indicate the full botanical name, common name, quantity, quality, caliper, height, spread and special remarks for any new planting materials required.
- location of walkways, curbing, lighting fixtures, planters and any other equipment, **IF APPLICABLE**.
- location of sidewalks and patio barrier(s).
- if no change to existing landscaping areas is being proposed and no trees will be removed, altered or impacted, then a notation should be included on the site plan drawing stating that **“All existing landscaping areas are to remain unchanged and no trees removed altered or impacted”**.

NOTE: THE OMISSION OF THE ABOVE STATEMENT, WITHOUT THE SUBMISSION OF A LANDSCAPE PLAN (AS DESCRIBED BELOW) WILL RESULT IN THE APPLICATION NOT RECEIVING FINAL APPROVAL OF THE SITE PLAN).

SALES TRAILERS/PAVILIONS

A Site Plan/Site Plan Amendment Application is required for the placement and/or construction of sales trailers/pavilions associated with the sale of new homes and condominiums.

DESIGN POLICIES AND GUIDELINES

Council has adopted the following policies and design guidelines to regulate sales trailers and pavilions:

1. Approval to erect sales trailers or pavilions shall be conditional upon the Owner posting a notice in the pavilion or trailer indicating performance dates on registration and availability of building permits to the satisfaction of the Building Administrator.
2. Trailer/pavilions must not be permitted except where the Zoning By-law clearly permits that use. Temporary sales buildings are included as a permitted use in recent zoning by-laws for various planning districts. Please obtain a copy of the applicable By-law to ensure compliance prior to the submission of a Site Plan application.
3. Prior to the approval of a sales trailer or pavilion, the applicant must sign a standard agreement agreeing to removal of that structure within sixty (60) days after completion of the last dwelling unit or within 24 months, whichever is sooner; and provide a Letter of Credit in the amount of **TEN THOUSAND DOLLARS (\$10,000.00)**
4. Where possible, sales trailers/pavilions are to be clustered together on a single site.
5. Illumination from lighting sources for Sales Trailers/Pavilions is to be directed towards the trailer/pavilion only and diverted from adjacent properties.
6. The Planning and Regulatory Services Department requires that grading of the subject land shall be in accordance with the overall subdivision Grading Plan as reviewed and stamped by the applicant's engineering consultant. Where the sales trailer/pavilion site is not located within a Plan of Subdivision, a Grading Plan shall be prepared, stamped and signed by a Professional Engineer. Also, any existing drainage features affected by the Sales Trailer(s) requires this Department's approval. Any Sales Trailer that is to be located adjacent to watercourses shall require TRCA approval.

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 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)

Development Application Summary (15 copies)

Legal Description (1 copy)

Site Plan (15 copies)

Concept Plan (5 copies)

Elevation Plan (10 copies)

Exterior Cladding Materials and Colour Palette Schedule (2 copies)

Exterior Lighting Plan (3 copies)

Floor Plan (5 copies)

Digital Submission (5 copies)

In addition to the requirements as outlined in [Appendix "1"](#) attached hereto, the following must be indicated on the Site Plan drawing:

- a) the location of all proposed material including trees, shrubs, planting beds and sodded/seeded areas;
- b) a plant list using a key system, to indicate the full botanical name, common name, quality, caliper, height, spread and special remarks; and,
- c) details and specifications of walkways, curbing, lighting fixtures, planters and any other equipment.

Grading Plan (5 copies):

- land drainage and storm water disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows. Details and location of all water detention controls are to be shown.
- existing and proposed grades and floor elevations.

- surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs.
- road widenings, easements, right-of-ways, etc.
- identify winter snow storage areas on the plan.
- if the proposed application is located within a Plan of Subdivision, provide boundary elevations as per the approved Overall Grading Plan.

Landscape Plan (3 copies):

- north arrow and scale.
- location of all proposed material including trees, shrubs, planting beds and sodded/seeded areas. Existing landscaping to be protected to be delineated on plan.
- sketch showing landscape, tree and/or shrub, preservation detail as applicable.
- sketch showing planter, tree and/or shrub planting detail.
- a plant list using a key system, to indicate the full botanical name, common name, quantity, quality, caliper, height, spread and special remarks for any new planting materials required.
- location of walkways, curbing, lighting fixtures, planters and any other equipment, **IF APPLICABLE**.
- if no change to existing landscaping areas is being proposed and no trees will be removed, altered or impacted, then a notation should be included on the site plan drawing stating:

“ALL EXISTING LANDSCAPING AREAS ARE TO REMAIN UNCHANGED AND NO TREES REMOVED ALTERED OR IMPACTED”. NOTE: THE OMISSION OF THE ABOVE STATEMENT, WITHOUT THE SUBMISSION OF A LANDSCAPE PLAN (AS DESCRIBED BELOW) WILL RESULT IN THE APPLICATION NOT RECEIVING FINAL APPROVAL.”

SUSTAINABLE BUILDING DESIGN

Site Plan approval is required in order to implement the sustainability components approved as part of the allocation of municipal services for all residential development proposals (save and except for individual building lots created through the severance process).

NOTE: A PRE-SUBMISSION MEETING IS NOT REQUIRED PRIOR TO THE SUBMISSION OF A SITE PLAN APPLICATION FOR SUSTAINABLE BUILDING DESIGN APPROVAL.

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 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)

Legal Description (1 copy)

Site Plan or Approved Plan of Subdivision (5 copies)

APPENDIX “1” - SUBMISSION REQUIREMENTS

The following is a comprehensive listing of the Town’s standard requirements with respect to the preparation of individual plans and required documentation as part of the preparation of Site Plan and Site Plan Amendment Applications.

- 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 must also be accompanied with a letter (the Applicant Response Letter) which details the plans and supporting documentation being submitted with the application. 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 ARE TO BE SUBMITTED IN CONJUNCTION WITH THE RELATED DEVELOPMENT APPLICATION(S).

SUPPORTING DOCUMENTATION

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

<ul style="list-style-type: none"> ▪ Building Shadow Impact Assessment Study ▪ Sight-line Study ▪ Environmental Site Assessment ▪ Environmental Impact Statement ▪ ORMCP Conformity Statement/Study ▪ Hydrogeological Study ▪ Natural Heritage Evaluation ▪ Cultural Heritage Impact Assessment Report ▪ Archaeological Assessment ▪ Building Materials Samples ▪ Urban Design Brief ▪ Angular Plane Analysis ▪ Context Plan ▪ Coloured Perspective Drawings ▪ Photographs of Existing Context 	<ul style="list-style-type: none"> ▪ Functional Servicing Report ▪ Noise Attenuation Study ▪ Transportation Study (access, parking, etc.) ▪ Parking and Loading Study ▪ Construction Traffic Management Plan ▪ Regional Access and External Roadwork Plan ▪ Illumination and Traffic Signal Plan ▪ Pavement Marking and Signage Plan ▪ Photometric Analysis ▪ Reference Plan for Land Conveyances ▪ Cost Estimate for Site Works (municipal/external works, shoring works, etc.) ▪ TRCA Studies and Drawings ▪ Others (as required by the Town)
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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 Survey; and,
- (b) a copy of the Deed/Transfer of Land of the current registered owner of the lands which are subject to the application.

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 “4”](#)) 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;
- 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.

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.

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);
- 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 waste storage areas (both external and internal);
- screening details for external waste 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) in accordance with the *Ontario Building Code* (including width and centre line radius at all changes in direction);
- location of fire hydrants (municipal or private) or other required fire protection water source, overhead clearance for any projections, Fire Service connections, size and location of private watermains, location of fire route signs. For specific requirements refer to [Section 1090](#) of the [Town's Municipal Code](#);
- 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.

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 shall 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 ratio of the gross area of proposed windows, sidelights, skylights, glazing in doors and sliding glass doors to the gross area of peripheral walls;
 - the height of all openings;
 - 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);
- and,

- 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 are 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 SAMPLES OF MATERIALS TO BE UTILIZED IN THE CONSTRUCTION OF BUILDING ELEVATIONS 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.

EXTERIOR CLADDING MATERIALS AND COLOUR PALETTE SCHEDULE

The Exterior Cladding Materials and Colour Palette Schedule shall be prepared by an Architect, Urban Designer or qualified draftsman and shall depict the following:

- a presentation package comprised of colour photograph(s) of all proposed exterior cladding materials and colour palette for the proposed development;
- a list of the materials to be used in the construction of the exterior cladding of the proposed development, including roofing, walls, glazing, foundation base, stairs, exterior circulation areas, etc.; and,
- a list of the colour palette and product specificity with respect to the materials to be used in the construction of the exterior cladding for the proposed development.

FLOOR PLAN

The Floor Plan shall clearly depict the following:

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

SITE SERVICING PLAN AND GRADING PLAN

The Site Servicing and Grading Plan shall depict the following:

Standard Submission

- key map showing the location of the site;
- legal boundaries and dimensions;
- scale 1:200 or 1:250 (metric);
- lot number, Registered Plan number and the Municipal Address;
- existing structures to be demolished;
- the location, dimensions, design details and design calculations of all construction, site control measures, including the details of proposed sediment and erosion control and details of any drainage system to be used upon the completion of construction;
- all existing and proposed storm sewers, sanitary sewers and watermains, manholes, pipe diameters, direction of flow, inverts, lengths and grades, pipe class and bedding and service connections shall be shown.
- water meter size and location, complete with details shall be shown.
- land drainage and stormwater disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows. Details and location of all water detention controls are to be shown.
- utility servicing arrangements including location of Bell, Gas and Hydro utilities, existing poles, hydrants and the location and size of meter rooms, transformers, vaults, etc.
- existing and proposed grades and floor elevations.
- surfacing and grading of the property including all surface features such as driveways, ramps,

walkways, proposed edgings or curbs and detail of proposed retaining walls (stamped by a Structural Engineer), and similar features.

- road widenings, easements, right-of-ways, etc.
- tree planting in the Regional right-of-way shall be undertaken in accordance with the Regional standards as articulated in the Region's Streetscaping Policy and using species from the Regional Street Tree Planting List.
- relationship of proposed grades to surrounding grades on adjacent properties to be shown. Sufficient grades external to the subject site are to be provided to adequately detail existing surface drainage patterns in the area. Finished first floor elevations of adjacent buildings are to be indicated on plan.
- coordinate proposed grading with the Tree Preservation Plan maintaining existing grades for preservation of trees.
- erosion and sedimentation controls and the recommendations from the Tree Preservation Plan should be shown on the Site Servicing and Grading Plan where applicable.
- identify winter snow storage areas on the plan.
- geodetic benchmark to be used. Temporary benchmarks are not considered to be Geodetic in origin.
- all proposed works shall be designed and referenced in accordance with the Town's Materials, Standards and Specifications Manuals which can be accessed through the Environment & Infrastructure Services Department's [Design and Construction section on the Town's Website](#).
- a certification to be executed by a Registered Professional Engineer or Ontario Land Surveyor to state as follows:

"I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF _____ LOCATED AT _____ AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSED TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE AND PROPER FACILITY OF THE MUNICIPAL SERVICES WITHOUT ANY DETRIMENTAL EFFECT TO THE EXISTING DRAINAGE PATTERS OR ADJACENT PROPERTIES."

The Site Servicing Plan and Grading Plan shall include Standard Notes as follows:

- a) all footing formwork elevations and setbacks are to be confirmed by a registered Professional Engineer or registered Ontario Land Surveyor prior to the placing of any concrete.
- b) prior to the superstructure works proceeding and the release of the Completion Stage Permit, the Owner's consultant must certify that the top of foundations are in conformity with the Grading Plan reviewed by the Town.
- c) all rainwater leaders shall discharge onto splash pads at ground level at the locations indicated on the plan.
- d) existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self contained.
- e) all yard areas shall receive a minimum of 100mm topsoil plus sod.
- f) the applicant shall contact the Town's Arborist for consent prior to any tree being removed.
- g) the applicant shall contact the Operations Section of the Environmental and Infrastructure Services Department and make all arrangements necessary for driveway access and site connections.
- h) the applicant shall contact the Town's Building Services Division a minimum of 48 hours in advance of construction of any retaining wall deemed to be a "designated structure" in order to arrange for any necessary inspections.
- i) the applicant is responsible to ensure that all construction activity and final product conform to all Town by-laws.

Swimming Pools

In addition to the preceding, a development proposal that includes a swimming pool shall also depict the following:

- the location of the proposed pool;
- the pool deck, hard surface landscaping, shed/cabana, pool equipment pad;
- existing and proposed grade elevations;
- swale length and grade, easements, retaining walls and catch basins;
- a 0.6 metre strip to remain undisturbed and unaltered at lot lines;
- the location of all existing trees;
- existing drainage patterns to remain unaltered;
- setbacks to all property lines;
- the location and setback to all accessory structures (include a notation on the plan that additional permits may be required);
- the setback from the pool edge-of-water to dwelling (minimum 1.2 metres);
- the setback to septic system (minimum 5 metres from septic bed and 1.5 metres from septic tank);

- fence type, fence location (minimum 1.5 metres from edge-of-water) and fence height (minimum 1.2 metres/maximum 1.8 metres);
- gate locations (to be self closing and self latching);
- child-proof access (locks a minimum 1.5 metres above floor);
- unassumed subdivision lots must provide a letter from the developer's consulting engineer that the lot grading has been certified;
- a certification on the drawing, to be executed by a Registered Professional Engineer or Ontario Land Surveyor stating as follows:

“I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF A SWIMMING POOL LOCATED AT _____ AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSED GRADES TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE AND PROPER FACILITY OF THE MUNICIPAL SERVICES WITHOUT ANY DETRIMENTAL EFFECT TO THE EXISTING PATTERNS OR ADJACENT PROPERTIES.”

The Site Servicing Plan and Grading Plan shall include Standard Notes as follows:

- a) all elevations and setbacks are to be confirmed by a Registered Professional Engineer or Ontario Land Surveyor prior to the placing of any concrete.
- b) prior to swimming pool works proceeding and the release of the Completion Stage Permit, the owner's consultant must certify that all elevations are in conformity with the Grading Plan reviewed by the Town.
- c) existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self-contained.
- d) the applicant shall contact the Town Arborist for consent proper to any tree being removed.
- e) the applicant is responsible to ensure that all construction activity and final product conform to all Town by-laws.

STORMWATER MANAGEMENT REPORT AND PLAN

The Stormwater Management Report and Plan shall be prepared as follows:

- the Stormwater Management Report and Plan shall be prepared in accordance with the Town's submission requirements for Stormwater Management Reports and Stormwater Management criteria which can be accessed through the Environment & Infrastructure Services Department's Section of the Town's website. Refer to Division 'H'.
- information with respect to the Town's Financial Contribution Policy for stormwater quality treatment for lands located within the policy area is located on the [Town's website](#). The Town will assess each application and determine if the option of a financial contribution is viable.
- the applicant shall provide profile drawings of all connections to infrastructure within the Regional right-of-way.

EROSION AND SEDIMENT CONTROL PLAN

- erosion and sediment control measures shall be implemented on all development applications in accordance with the requirements found on the [Town's website](#); and,
- the TRCA's Sediment and Erosion Control Guidelines can be found online at: www.sustainabletechnologies.ca.

CONSTRUCTION NOTES/DETAIL PLAN

The Construction Notes/Detail Plan shall depict all applicable notes pertaining to site construction, site servicing (i.e. sanitary, storm, watermain), grading, erosion sediment control, dewatering, shoring, etc.

WASTE MANAGEMENT PLAN - NEW

Municipal waste collection services, and the ability for residents to participate in waste diversion programs offered by the Town, should be key considerations at the outset of planning and design for any development. The Town maintains waste management standards that provide guidance to developments regarding the requirements for waste infrastructure, waste storage and collection. All development applications must adhere to the applicable requirements within these standards, detailed in "[Division J - Waste Management Design and Collection Standards for Development](#)" of the [Town's Standards and Specifications Manual](#). It should be noted that this document is to be used in conjunction with, not in place of, all applicable building codes, other legislative requirements and any processes required by the *Planning Act*.

In addition, all residential development applications, including mixed-use developments with a residential component, must submit a Waste Management Plan that details how the applicable Town waste standards will

be fulfilled. These details must be included on a separate drawing(s) as described below. It is insufficient to suggest that private waste collection will be secured for residential developments, and that this provides justification for not meeting the required waste standards.

The Waste Management Plan shall consist of a scaled drawing(s) of the site prepared by an architect, engineer or qualified draftsman. The drawing(s) must illustrate that all applicable requirements as detailed in "[Division J - Waste Management Design and Collection Standards for Development](#)" of the Town's Standards and Specifications Manual have been complied with including, but not limited to, the following:

- Access Route Requirements:
 - a) a truck movement diagram that demonstrates the ability of a waste collection vehicle to enter, exit and travel throughout the site in a forward motion and to collect waste from the loading facilities by making no more than a 3-point turn;
 - b) access route details such as width, turning radii, vertical clearance and grade; and,
 - c) that any supported structures that the collection vehicles must travel over are capable of supporting the weight of a fully loaded collection vehicle. The planned pavement structure for private streets/driveways.
- Waste management and storage facilities:
 - a) size of all residential waste storage rooms or external enclosures;
 - b) the number of residential units that will be serviced by each waste storage room or external enclosure; and,
 - c) details of waste containers, such as size and number for each waste stream.
- Waste separation methods for multi-residential properties:
 - a) chute system details; and,
 - b) waste drop-off room details.

** Please note that multi-residential developments with 5 storeys or more, are required to have three separate chutes for their waste (i.e. a dedicated chute for each of the following, garbage, recycling and organics).*
- Waste loading and collection facilities
 - a) dimensions of loading and staging areas; and,
 - b) grade and concrete structure of loading and staging areas.

Dimensions on drawing(s) included in the Waste Management Plan (such as vertical clearances and turning radii) must be provided in metric. Additionally, statistical information such as, the number of dwelling units in the development and number of storeys for all residential buildings/towers shall be provided on the Waste Management Plan.

To ensure that the Waste Management Plan contains sufficient details to permit Town staff to review the submission, please refer to the appropriate sections within the "Waste Management Design and Collection Standards for Development" document when preparing your development application submission. To assist with ensuring that all relevant details have been included in the Waste Management Plan, applicants can use the "Development Application Checklist" found in Appendix 6 of "[Division J - Waste Management Design and Collection Standards for Development](#)". All infrastructure that is indicated on the Waste Management Plan must also be reflected on any relevant site drawings including, but not limited to, the site plan.

EXTERIOR LIGHTING PLAN

All Site Plan applications for commercial, industrial, institutional, recreational or athletic or multi-family residential developments require the submission of an Exterior Lighting Plan. All exterior lighting shall be designed in accordance with and in compliance with the Town of Richmond Hill Light Pollution By-law No. 63-95. The following documentation is required:

Plans indicating:

- a) the location of all buildings and structures on the property;
- b) the location, number, type, position, elevation and mounting height of all exterior light fixtures, including internally or externally illuminated signs;
- c) the number and location of outdoor light fixtures to be equipped with automatic timing devices;
- d) any building design or other features which may affect the nature, intensity or direction of light emission from outdoor light fixtures; and
- e) certification that the building does not contain any architectural features, e.g. skylights, that will allow an unusual amount of light to escape to the sky from the interior of the building, or description of the steps that have been

taken to prevent light escaping directly, i.e. without reflection, to the sky through such architectural features;

Description and background information regarding all outdoor light fixtures, including:

- a) catalogue description and specifications of lights to be used including lamp types, power (in watts) and tables or large scale plots showing the photometric distributions from the nadir to the zenith in the vertical plane;
- b) tables or plots of the calculated horizontal illumination levels on the illuminated portion of the applicant's property or the calculated mean horizontal illuminance for the illuminated portion of the applicant's property;
- c) tables or plots of the calculated vertical illumination levels on the specially illuminated walls or the calculated mean vertical illuminance for these walls; and,
- d) descriptions of provisions, if any, to reduce the illumination from "operational" to "security" levels after 23:00 hours or the close of business, whichever is later

NOTE: IF THE APPLICATION IS FOR RENOVATIONS OR AN ADDITION TO AN EXISTING DEVELOPMENT, EXISTING LIGHTING ALREADY MUST ALSO BE BROUGHT INTO COMPLIANCE WITH TOWN STANDARDS. THEREFORE, THE INFORMATION SUBMITTED SHOULD COVER ANY CHANGES TO THE EXISTING LIGHTING THAT ARE REQUIRED TO BRING THE SITE INTO COMPLIANCE WITH REQUIREMENTS FOR LIGHT COLOUR, SHIELDING, AND OVERALL ILLUMINATION LEVELS.

ELECTRICAL PLAN

If applicable.

UNDERGROUND PARKING PLAN

If applicable.

NOTE: ELEVATIONS SHOULD BE GEODETICALLY REFERENCED.

LANDSCAPE PLAN

- a) name, address, and telephone and e-mail numbers for Owner, Consultant and Agent;
- b) development application number;
- c) a key plan at a scale of approximately 1: 10 000 indicating exact location of the site including a north arrow;
- d) Municipal Address and legal description of the lands on the drawings;
- e) adjacent land uses;
- f) north arrow and bar scale;
- g) a plant list using a key system, to indicate the full botanical name, common name, quantity, caliper, height, spread, quality, type of root stock and special remarks. Detail/specifications on sod/seeding are to be included on plan;
- h) location of all existing vegetation to be preserved;
- i) natural and man-made features such as berms, swales, ponds and ditches to be indicated (including dimensions). These features are to be contained within the site. Ponds and ditch type should be identified in respect to whether water is to remain. Appropriate safety measures to be incorporated;
- j) location of all recreational amenities and ground floor privacy areas, walkways, screens, protective fencing, exterior lighting, street furniture, hydrants, hydro transformers, curbs, and existing ground signs;
- k) location, details and/or specifications of proposed planting and paving and sodding, landscape structure details for benches, play structures, fences, walkways, retaining walls, planters, curbs, stairs, ramps and any other landscape features requiring clarification;
- l) grading information including existing topography and proposed grading within the site and along the property lines and existing slopes of surrounding lands, existing natural features designated for preservation, top and bottom elevations for retaining walls, drainage flow arrows, catch basins and sub-drains and underground garage roof slab elevations;
- m) where landscaping is proposed on top of underground garage roof slabs or other roofs, the project Engineer is required to certify that the roof slab is designed to support the mature growth of plant material, as proposed on the landscape plans, and a minimum of 1.5 metres of planting soil;
- n) where landscaping is incorporated into hard landscaping features such as planter boxes and tree pits, the design must provide for a minimum of 30 m³ soil volume;
- o) where play equipment is proposed, include a note on the landscape plan indicating that the play area is to be constructed, in accordance with the Canadian Standards Association, National Standard of Canada for Children's Play Spaces and Equipment;
- p) a cost estimate for the proposed landscape works, for the purposes of a Letter of Credit, should be included with the landscape submission; and,
- q) where a site abuts a Regional road, a Planting Plan for new and relocated vegetation to be planted within the Regional right-of-way shall be provided, subject to the Region's approval.

NOTE: LANDSCAPING WITHIN THE OAK RIDGES MORaine SHOULD INCLUDE A MIX OF NATIVE SPECIES. FOR FURTHER INFORMATION, PLEASE REVIEW THE TOWN'S LANDSCAPE SELECTION GUIDES AVAILABLE ON THE TOWN'S WEBSITE AT WWW.RICHMONDHILL.CA/NATIVEPLANTS. PROPOSED LANDSCAPING IN CLOSE PROXIMITY TO VALLEYLANDS OR OPEN SPACES, SHOULD NOT INCLUDE INVASIVE PLANT SPECIES AND SHOULD INCORPORATE NATIVE PLANT SPECIES THAT ARE INDIGENOUS TO THE AREA. FOR MORE INFORMATION REGARDING LANDSCAPE PLANS CONTACT THE PARK AND NATURAL HERITAGE PLANNING SECTION.

DIGITAL SUBMISSION

The Digital Submission shall be provided on a USB data stick. All information, drawings, plans and 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**.

STEP 3 - DARC MEETING

- preliminary submission presented to DARC.
- roundtable discussion is held to determine what additional plans/supporting documentation is required to ensure that the development application(s) is/are 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 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**.

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.

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:

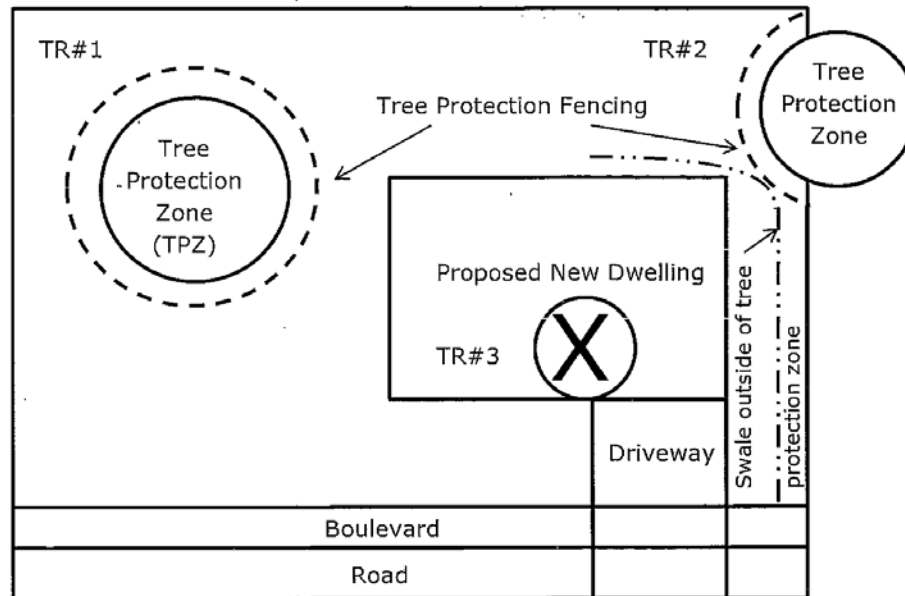
Total Lot Area:	hectares (acres)
Total Net Site Area:	hectares (acres)
Number of Buildings:	
Number of Storeys:	
Total Number of Units:	
Gross Floor Area:	square metres (square feet)
Proposed Parking:	
Proposed Floor Area Ratio:	
Proposed Density:	units per hectare (units per acre)

CONCEPT PLAN

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

APPENDIX "4" - 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