



**2019
STREET NAMING
APPLICATION FORM**

For approval of applications to name municipal and private streets in accordance with the Town of Richmond Hill Municipal Street Naming and Addressing Guide.

MATERIALS ATTACHED:

1. **General Information and Requirements**
 2. **Plan Requirements and Supporting Documentation**
 3. **Municipal Addressing Application Form**
 4. **Application and Processing Fees**
 5. **Street Naming Application Process Flowchart**
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TOWN OF RICHMOND HILL STREET NAMING APPLICATION FORM

GENERAL INFORMATION

Applicants are required to contact the Planning and Regulatory Services Department - Planning Division prior to formal application submission in order to clarify issues related to the processing of their application. Applications should follow the policies of the [Town of Richmond Hill Municipal Street Naming and Addressing Guide](#). The Guide is available at the Town's Planning and Regulatory Services Department offices located on the 4th Floor of the Municipal Building, 225 East Beaver Creek Road, or on the Town's website at www.richmondhill.ca. A completed application is to be submitted to:

Mailing/Delivery Address:

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

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

The plans/supporting documentation outlined below are to be provided as part of a complete Private Street Naming Application:

STAGE ONE:

Site Plan (2 copies)

- depicting the location of **ALL** streets located within a development;
- depicting the proposed names of **ALL** streets located within a development; and,
- depicting the location of the proposed street name signs.

NOTES: (1) ONLY COUNCIL APPROVED STREET NAMES ARE TO BE ASSIGNED TO STREETS. WHERE AN APPLICANT ELECTS TO PROPOSE AN UNAPPROVED STREET NAME, SAID STREET NAME WILL REQUIRE COUNCIL APPROVAL AND THE PROVISION OF A SEPARATE FEE.
(2) ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE TOWN.
(3) THE COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY. ALTERNATIVELY, A LETTER FROM THE OWNER, AUTHORIZING THE APPLICATION MUST BE SUBMITTED TO THE TOWN.

STAGE TWO (AFTER APPROVAL OF STREET NAMES ON SITE PLAN):

Deposited Reference Plan (2 copies)

- depicting the approved street names of **ALL** streets located within a development; and,
- depicting the limits of **ALL** streets located within a development.

In order to avoid processing delays, please ensure that:

- all of the information depicted on the submitted drawings is adequate and complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be in **METRIC**; and,
- all submitted plans are folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that **UNFOLDED PLANS WILL NOT BE PROCESSED**.



STREET NAMING APPLICATION FORM		
APPLICANT		
Registered Property Owner (name in full):		
Company (if applicable):		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	Fax:	E-mail:
Applicant Name (in full):		
Company (if applicable):		
Applicant is:		
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant		
<input type="checkbox"/> Other:		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	Fax:	E-mail:
PROPERTY INFORMATION		
Municipal Address:		
Legal Description:		
Existing Uses of Property:		
Lot Area (ha):	Frontage (m):	Depth (m):
Existing tenure:	<input type="checkbox"/> Freehold	<input type="checkbox"/> Rental
		<input type="checkbox"/> Condominium
Abutting Land Use(s):	North _____ South _____	East _____ West _____
RELATED FILES		
Site Plan: D06-		
Plan of Subdivision: D03- & 19T(R)-		
NOTE: REQUESTS FOR STREET NAMING WILL ONLY BE GRANTED WHEN PROPOSALS ARE IN CONFORMITY WITH THE TOWN'S STREET NAMING AND ADDRESSING GUIDE.		

SUBMISSION REQUIREMENTS CHECKLIST

PLEASE CHECK ITEMS SUBMITTED WITH THE APPLICATION

	A completed Private Street Naming Application Form (2 copies)
	Prescribed Fee
	Site Plan (2 copies)
	Deposited Reference Plan (2 copies)

**NOTES: (1) ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE TOWN.
 (2) THE COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY. ALTERNATIVELY, A LETTER FROM THE OWNER, AUTHORIZING THE APPLICATION MUST BE SUBMITTED.**



AUTHORIZATION OF REGISTERED OWNER(S)

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

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

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

Signature of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

“Notice of Collection”

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

OFFICE USE ONLY

File Number: <input type="checkbox"/> D15- _____	Related File Number: <input type="checkbox"/> D01- _____ <input type="checkbox"/> D02- _____ <input type="checkbox"/> D03- _____ <input type="checkbox"/> D04- _____ <input type="checkbox"/> D05- _____ <input type="checkbox"/> D06- _____
Date Received:	Date Completed:
Amount Paid: \$	Checked by:
Planner Assigned:	Development Process Coordinator:

2019 APPLICATION FEES

Private Street Naming Application Fee (street name chosen from Town's Approved Street Name List or street name to be added to Town's Approved Street Name List)	= \$ 1,686.00
TOTAL	= \$ _____

ALL FEES EFFECTIVE JANUARY 1, 2019, IN ACCORDANCE WITH BY- LAW NO. 65-18 (NON-REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE TOWN OF RICHMOND HILL

NOTE: THE APPLICATION FEE APPLIES TO INDIVIDUAL APPLICATION REQUESTS.



STREET NAMING PROCESS FLOWCHART

