



**2020  
STREET NAMING  
APPLICATION FORM**

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

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**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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**CITY 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 [City of Richmond Hill Municipal Street Naming and Addressing Guide](#). The Guide is available at the City's Planning and Regulatory Services Department offices located on the 4th Floor of the Municipal Building, 225 East Beaver Creek Road, or on the City's website at [www.richmondhill.ca](http://www.richmondhill.ca). A completed application is to be submitted to:

**Mailing/Delivery Address:**

**Commissioner of Planning and Regulatory Services  
City 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 CITY.  
(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 CITY.**

**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.**



| <b>STREET NAMING APPLICATION FORM</b>  |                                   |                                      |
|--|-----------------------------------|--------------------------------------|
| <b>APPLICANT</b>   |                                   |                                      |
| 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:                              |
| <b>PROPERTY INFORMATION</b>  |                                   |                                      |
| 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 _____<br>South _____        | East _____<br>West _____             |
| <b>RELATED FILES</b>   |                                   |                                      |
| Site Plan: D06-  |                                   |                                      |
| Plan of Subdivision: D03-                      & 19T(R)-   |                                   |                                      |
| <b>NOTE: REQUESTS FOR STREET NAMING WILL ONLY BE GRANTED WHEN PROPOSALS ARE IN CONFORMITY WITH THE CITY'S STREET NAMING AND ADDRESSING GUIDE.</b>  |                                   |                                      |

## SUBMISSION REQUIREMENTS CHECKLIST

PLEASE CHECK ITEMS SUBMITTED WITH THE APPLICATION

|  |  |
|--|--|
|  | A completed Private Street Naming Application Form <b>(2 copies)</b> |
|  | Prescribed Fee   |
|  | Site Plan <b>(2 copies)</b>  |
|  | Deposited Reference Plan <b>(2 copies)</b>                           |

**NOTES: (1) ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE CITY.  
 (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 City 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:<br><input type="checkbox"/> D15- _____ | Related File Number:<br><input type="checkbox"/> D01- _____<br><input type="checkbox"/> D02- _____<br><input type="checkbox"/> D03- _____<br><input type="checkbox"/> D04- _____<br><input type="checkbox"/> D05- _____<br><input type="checkbox"/> D06- _____ |
| Date Received: _____                                | Date Completed: _____  |
| Amount Paid: \$ _____                               | Checked by: _____  |
| Planner Assigned: _____                             | Development Process Coordinator: _____   |

### 2020 APPLICATION FEES

|   |      |                 |
|---|------|-----------------|
| Private Street Naming Application Fee (street name chosen from City's Approved Street Name List or Street Name to be added to City's Approved Street Name List) | = \$ | <b>1,720.00</b> |
|---|------|-----------------|

**TOTAL** = \$ \_\_\_\_\_

**ALL FEES EFFECTIVE JANUARY 1, 2020, IN ACCORDANCE WITH BY- LAW NO. 108-19 (NON-REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE CITY OF RICHMOND HILL**

**NOTE: THE APPLICATION FEE APPLIES TO INDIVIDUAL APPLICATION REQUESTS.**



## STREET NAMING PROCESS FLOWCHART

