



2021

**CONSOLIDATED DEVELOPMENT
APPLICATION FORM**

For approval of Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Part Lot Control Exemption and Deeming By-law applications, in accordance with the provisions of the *Planning Act*, R.S.O. 1990.

Development Applications should be submitted to:

**Planning and Infrastructure Department
City of Richmond Hill
225 East Beaver Creek Road, 4th Floor
Richmond Hill, Ontario L4B 3P4**



Application Details:

Description of Proposal:

Proposed Official Plan Designation: _____

Proposed Zoning: _____

Proposed Tenure: Freehold Rental Condominium

Project Statistics:

PROPOSED LAND USE	NUMBER OF UNITS	NUMBER OF LOTS/BLOCKS	LOT AREA (ha)	DENSITY (unit/ha)	FSI	TOTAL PARKING
RESIDENTIAL						
Single Detached						
Semi-Detached						
Multiple Attached						
Apartment						
Other (specify below)						
NON-RESIDENTIAL						
Commercial						
Industrial						
Institutional						
Hazard Lands						
EPAs						
Parkland						
Open Space						
Other (specify below)						
OTHER						
Roads						
Road Widening/Reserves						
Other (specify below)						
TOTALS						

Other Development Information:

Is there reason to believe the subject lands have been contaminated by former uses on the site or on adjacent lands? Yes No

If yes, please specify: _____

Has a Record of Site Condition been prepared? Yes No

Are any water, sewage or road works associated with the proposed development subject to the provisions of the *Environmental Assessment Act*? If yes, identify same on the Plan and specify details below:

Is this a rental building being converted to a Condominium? Yes No

Is the building(s) under construction? Yes No

Is access to the site via publicly maintained road(s)? Yes No

If no, describe below provision(s) for accessing the lands: _____

Does the Owner own additional lands adjacent to the draft Plan? Yes No

If yes, show same on the draft Plan and describe the effect on the Plan below:

Proposed Servicing:

Water: Municipal Private **Sewage:** Municipal Private **Storm:** Municipal Private

If other, please specify: _____

Prescribed Information Requirements – Official Plan Amendment
Schedule 1 – Ontario Regulation 543/06

No.	Requirement	Response
1	The name, address, telephone number and, if applicable, the e-mail address of the applicant.	REFER TO CONSOLIDATED DEVELOPMENT APPLICATION FORM
2	The name of the municipality or planning board that is being requested to initiate the amendment to its Official Plan.	CITY OF RICHMOND HILL
3	The date of the request to the City.	REFER TO DATE RECEIVED STAMP BY THE CITY
4	The name of the Official Plan requested to be amended.	
5	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers, and street names and numbers.	
6	If known, the approximate area of the subject land, in metric units.	
7	Whether the requested amendment changes, replaces or deletes a policy in the Official Plan.	
8	If the answer to Section 7 is yes, the policy to be changed, replaced or deleted.	
9	Whether the requested amendment adds a policy to the Official Plan.	
10	The purpose of the requested amendment.	
11	The current designation of the subject land in the Official Plan and the land uses that the designation authorizes.	
12	Whether the requested amendment changes or replaces a designation in the Official Plan.	
13	If the requested amendment changes or replaces a designation in the Official Plan, the designation to be changed or replaced.	
14	The land uses that the requested Official Plan Amendment would authorize.	
15	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body, or other means.	
16	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	

No.	Requirement	Response
17	<p>If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed:</p> <p>(a) a Servicing Options Report; and,</p> <p>(b) a Hydrogeological Report.</p>	
18	<p>Whether the subject land or land within 120 metres of it is the subject of an application by the applicant under the Act for,</p> <p>(a) a Minor Variance or a Consent;</p> <p>(b) an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; or</p> <p>(c) approval of a Plan of Subdivision or a Site Plan.</p>	
19	<p>If the answer to Section 18 is yes, the following information about each application:</p> <p>(a) its file number;</p> <p>(b) the name of the approval authority considering it;</p> <p>(c) the land it affects;</p> <p>(d) its purpose;</p> <p>(e) its status; and,</p> <p>(f) its effect on the requested amendment.</p>	

Prescribed Information Requirements – Zoning By-law Amendment
Schedule 1 – Ontario Regulation 545/06

No.	Requirement	Response
1	The name, address, telephone number and, if applicable, the e-mail address of the applicant.	PROVIDED ON CONSOLIDATED DEVELOPMENT APPLICATION FORM
2	The date of the application to the City.	REFER TO DATE RECEIVED STAMP BY THE CITY
3	If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.	
4	The current designation of the subject land in the applicable Official Plan, and an explanation of how the application conforms to the Official Plan.	
5	The current zoning of the subject land.	
6	The nature and extent of the rezoning requested.	
7	The reason why the rezoning is requested.	
8	If the subject land is within an area where the City pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements.	
9	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers and street names and numbers.	
10	The frontage, depth and area of the subject land, in metric units.	Frontage: _____ Lot Depth: _____ Area: _____
11	If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the Official Plan or Official Plan Amendment that deals with the matter.	
12	If the application is to remove land from an area of employment, details of the Official Plan or Official Plan Amendment that deals with the matter.	
13	If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.	
14	Whether access to the subject land will be, (a) by a Provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or, (b) by water.	

No.	Requirement	Response
15	If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
16	The existing uses of the subject land.	
17	Whether there are any buildings or structures on the subject land.	
18	If the answer to Section 17 is yes, the following information for each building or structure: (a) the type of building or structure; and, (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.	PLEASE REFER TO PAGE 2 OF CONSOLIDATED DEVELOPMENT APPLICATION FORM
19	The proposed uses of the subject land.	
20	Whether any buildings or structures are proposed to be built on the subject land.	
21	If the answer to Section 20 is yes, the following information for each building or structure: (a) the type of building or structure; and, (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.	
22	If known, (a) the date the subject land was acquired by the current owner; (b) the date any existing buildings or structures on the subject land were constructed; and, (c) the length of time that the existing uses of the subject land have continued.	
23	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.	

No.	Requirement	Response
24	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	
25	If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, (a) a servicing options report; and, (b) a Hydrogeological report.	
26	Whether storm drainage will be provided by sewers, ditches, swales or other means.	
27	If known, (a) whether the subject land has ever been the subject of an application under the Act for approval of a Plan of Subdivision or for a Consent; (b) if the answer to clause (a) is yes, the file number and status of the application; (c) whether the subject land has ever been the subject of an application under Section 34 of the Act; and, (d) whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.	

Prescribed Information Requirements – Draft Plan of Subdivision
Schedule 1 – Ontario Regulation 544/06

No.	Requirement	Response
1	The name, address, telephone number and, if applicable, the e-mail address of the owner of the subject land, and of the agent if the applicant is the owner's authorized agent.	PROVIDED ON CONSOLIDATED DEVELOPMENT APPLICATION FORM
2	The date of the application.	PLEASE REFER TO DATE STAMP BY THE CITY
3	A description of the subject land, including such information as the municipality, concession and lot numbers, Registered Plan and lot numbers, Reference Plan and part numbers, and street names and numbers.	
4	Whether there are any easements or restrictive covenants affecting the subject land.	
5	If the answer to Section 4 is yes, a description of each easement or covenant and its effect.	
6	<p>If known,</p> <p>(a) whether the subject land was ever the subject of an application for approval of a Plan of Subdivision under Section 51 of the <i>Act</i>, for a Consent under Section 53 of the <i>Act</i>, for a Minor Variance, for approval of a Site Plan, or for an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; and,</p> <p>(b) if the answer to clause (a) is yes, the file number and status of the application.</p>	
7	<p>The total number of lots or blocks shown on the draft Plan, and the number of lots or blocks shown on the draft Plan for each of the following uses:</p> <ol style="list-style-type: none"> 1. Detached residential 2. Semi-detached residential 3. Multiple attached residential 4. Apartment residential 5. Seasonal residential 6. Mobile home 7. Other residential 8. Commercial 9. Industrial 10. Institutional 11. Park 12. Open Space 13. Roads 14. Other 	<p>1= _____</p> <p>2= _____</p> <p>3= _____</p> <p>4= _____</p> <p>5= _____</p> <p>6= _____</p> <p>7= _____</p> <p>8= _____</p> <p>9= _____</p> <p>10= _____</p> <p>11= _____</p> <p>12= _____</p> <p>13= _____</p> <p>14= _____</p>
8	The total number of units or dwellings shown on the draft Plan, and the number of units or dwellings shown on the draft Plan for each of the uses listed in Section 7, except the uses described in paragraphs 11 and 12 of that section.	
9	In hectares, the total area of land shown on the draft Plan, and the area of land shown on the draft Plan for each of the uses listed in Section 7.	

No.	Requirement	Response
10	The total number of units or dwellings shown on the draft Plan per hectare, and the number of units or dwellings shown on the draft Plan per hectare for each of the uses listed in Section 7, except the uses described in paragraphs 11 and 12 of that section.	
11	The total number of parking spaces shown on the draft Plan, and the number of parking spaces shown on the draft Plan for each of the uses listed in Section 7, except the uses described in paragraphs 1, 2, 11 and 12 of that section.	
12	If the application is for approval of a Condominium description, the number of parking spaces shown on the draft Plan for detached and semi-detached residential use.	
13	If one of the uses referred to under Sections 7, 8, 9, 10 or 11 is identified as "other residential", "institutional" or "other", a description of the use.	
14	The current designation of the subject land in the applicable Official Plan.	
15	Whether access to the subject land will be, (a) by a Provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or, (b) by water.	
16	If access to the subject land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
17	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.	
18	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal wells: (a) a Servicing Options Report; and, (b) a Hydrogeological Report.	
19	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means.	
20	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal septic systems, (a) a Servicing Options Report; and, (b) a Hydrogeological Report.	

No.	Requirement	Response
21	<p>If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed:</p> <p>(a) a Servicing Options Report; and,</p> <p>(b) a Hydrogeological Report.</p>	
22	<p>If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a Hydrogeological Report.</p>	
23	<p>Whether the subject land contains any areas of archaeological potential.</p>	
24	<p>If the Plan would permit development on land that contains known archaeological resources or areas of archaeological potential:</p> <p>(a) an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <i>Ontario Heritage Act</i>; and,</p> <p>(b) a Conservation Plan for any archaeological resources identified in the assessment.</p>	
25	<p>Whether storm drainage will be provided by sewers, ditches, swales or other means.</p>	
26	<p>If the application is for approval of a Condominium description:</p> <p>(a) whether a Site Plan for the proposed Condominium has been approved and whether a Site Plan agreement has been entered into;</p> <p>(b) whether a Building Permit for the proposed Condominium has been issued;</p> <p>(c) whether the proposed Condominium is under construction or has been completed;</p> <p>(d) if construction has been completed, the date of completion; and,</p> <p>(e) whether the proposed Condominium is a conversion of a building containing residential rental units, and in that case the number of units to be converted.</p>	
27	<p>Whether the Plan is consistent with policy statements issued under Subsection 3 (1) of the <i>Act</i>.</p>	
28	<p>Whether the subject land is within an area of land designated under any Provincial Plan or Plans.</p>	
29	<p>If the answer to Section 28 is yes, whether the Plan conforms to or does not conflict with the applicable Provincial Plan or Plans.</p>	
30	<p>If the applicant is not the owner of the subject land, the owner's written authorization to the applicant to make the application.</p>	



No.	Requirement	Response
31	An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.	



2021 Development Application Fees

(All fees are effective January 1, 2021, in accordance with By-law 105-20)

Official Plan Amendment Application (add Advertising Fee(s) below)

Major Official Plan Amendment	\$	53,925
Minor Official Plan Amendment (NEW)	\$	32,003
Official Plan Amendment Re-Application – Major	\$	9,449
Official Plan Amendment Re-Application – Minor	\$	5,608
Special Study/Studies – Extra Cost (cost of Study/Studies + 20%)	\$	

Zoning By-Law Amendment Application (add Advertising Fee(s) below)

Major Zoning By-Law Amendment	\$	13,866
Minor Zoning By-Law Amendment (NEW)	\$	8,320
Zoning By-Law Re-Application – Major	\$	2,330
Zoning By-Law Re-Application – Minor	\$	1,398
Secondary Suite/Exemption of 2 year Moratorium on By-law changes	\$	2,212
Removal of Holding 'H' Provision	\$	2,236
Temporary Use By-law	\$	13,866
Temporary Use Renewal/Re-Application	\$	3,301

Draft Plan of Subdivision Application (add Advertising Fee(s) below)

Draft Plan of Subdivision Application	\$	2,408
Draft Plan of Subdivision Processing Fee for dwelling units on individual lots (to be paid upon approval of the application)	# of units _____ x \$588.00	\$
Draft Plan of Subdivision Processing Fee for residential & non-residential blocks (to be paid upon draft approval)	# of ha _____ x \$7,520.00	\$
Draft Plan of Subdivision Processing Fee for proposals which combine units and blocks identified above, the sum of the two fees in no case shall be less than \$6,091.00		\$
Draft Plan of Subdivision Revision/Extension Fee (for revisions which require further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)		\$ 1,625
Draft Plan of Subdivision Re-Application Fee (add Advertising Fee(s))		\$ 1,625

Draft Plan of Condominium Application (add Advertising Fee(s) below for Vacant Land Condominium)

Draft Plan of Condominium Application Fee	\$	6,001
Draft Plan of Condominium Processing Fee for applications exempt from processing pursuant to Section 9 of the Condominium Act (to be paid upon draft approval)		\$ 5,656
Draft Plan of Condominium Processing Fee for single and/or semi-detached units (to be paid upon draft approval)	# of units _____ x \$1,788	\$
Draft Plan of Condominium Processing Fee for residential and/or non-residential blocks (to be paid upon approval)	# of ha _____ x \$22,675	\$
Draft Plan of Condominium Processing Fee for proposals which combine units and blocks identified above, the sum of the two fees but in no case shall the fee be less than \$18,277.00		\$
Draft Plan of Condominium Revision Fee/Extension Fee (for revisions which require further circulation OR to alter a condition of draft approval OR to extend the duration of draft approval)		\$ 1,625
Draft Plan of Condominium Re-Application	\$	2,351

Part Lot Control Exemption Application

Part Lot Control Exemption Application	\$	2,491
Part Lot Control Exemption Re-Application	\$	1,251

Deeming By-law Application

Deeming By-law Application	\$	677
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Advertising Fees (inclusive of HST)

Complete Application/Council Public Meeting Advertising Fees (each)	\$	658
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File Maintenance Fee

To maintain application(s) that have been dormant for at least one (1) year	\$	526
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Pre-Submission Meeting Fee

(subtract Pre-Submission Meeting Fee paid): \$ (631)

TOTAL FEES PAID \$ _____

NOTES:

- PLEASE SEE THE [CONSOLIDATED DEVELOPMENT APPLICATION GUIDE](#) FOR CRITERIA REGARDING MINOR AND MAJOR APPLICATIONS
- RE-APPLICATION FEES ARE REQUIRED FOR APPLICANT INITIATED MODIFICATIONS/REVISIONS TO PREVIOUSLY CIRCULATED APPLICATION(S) AND FOR SUBMISSIONS BEYOND THE 3RD SUBMISSION
- COMBINED DEVELOPMENT APPLICATIONS REQUIRE PAYMENT OF ONLY ONE (1) CPM AND CDA ADVERTISING FEES
- FEES ARE NON-REFUNDABLE



Application Submission Checklist:

For all applications:

- Completed Application Form
- Application Fees
- Pre-Submission Response Letter
- Legal Survey/ Parcel Register
- Draft Zoning By-law and/or Draft Official Plan Amendment
- Development Application Summary
- Digital Submission (5 copies on USB sticks)
- Prescribed Information Schedule required by the *Planning Act*

Plans:

- Site Plan
- Draft Plan of Condominium
- Draft Plan of Subdivision
- Exterior/Interior Lighting Plan
- Concept Plan/Context Plan
- Electrical Plan
- Elevation Plan
- Underground Parking Plan
- Floor Plan
- Waste Management Plan
- Site Servicing and Grading Plan
- Coloured Perspective Drawings
- Erosion and Sediment Control Plan
- Tree Inventory and Preservation Plan
- Context Plan
- Other (specify): _____

Please ensure that:

- all measurements on the submitted plans are depicted in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan is provided in accordance with the Pre-Submission Letter issued for the proposal; and,
- all submitted plans are folded either to letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with the title block showing. **NOTE: UNFOLDED PLANS WILL NOT BE PROCESSED.**

Reports/Studies:

- Planning Justification Report
- Transportation Impact Study
- Urban Design Brief
- Parking and Loading Study
- Angular Plan Analysis
- Traffic Demand Management Plan
- ORMCP Conformity Statement
- Stormwater Management Report
- Environmental Impact Statement
- Functional Servicing Report
- Natural Heritage Evaluation
- Sight-line Assessment
- Cultural Heritage Impact Assessment
- Geotechnical Study
- Archaeological Assessment
- Hydrogeological Study
- Wind Study
- Photometric Analysis
- Shadow Impact Assessment Study
- Vibration Study
- Environmental Site Assessment
- Noise Attenuation Study
- Others (as required by the City): _____



Affidavit/Authorization of Applicant/Registered Owner:

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*.

Declared before me
at the _____) in
the _____) of
_____ this _____ day)
of _____, 20____.) _____
Signature of Applicant

_____ Print Name: _____
A Commissioner of Oaths

Authorization of Owner(s):

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: _____
Print Name: _____

Signature of Registered Owner: _____
Print Name: _____

Date: _____

Notice of Collection

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

Office Use Only

File Number(s):

D01 - _____
D02 - _____
D03 - _____
D04 - _____

D05 - _____
D06 - _____

Other Related File(s): _____

Date received: _____
Amount Paid: \$ _____
Pre-Submission Letter Date: _____

Date Deemed Complete: _____
Planner Assigned: _____
Development Process Coordinator: _____