



## CONSOLIDATED DEVELOPMENT APPLICATION GUIDE

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.

### PRE-SUBMISSION MEETING REQUIREMENT

All applicants are required to meet with City staff prior to the formal submission of all Development Applications. To arrange a meeting, please contact the Planning and Infrastructure Department via e-mail at [planning@richmondhill.ca](mailto:planning@richmondhill.ca).

### MATERIALS ATTACHED:

#### Requirements for the following Development Applications

1. Official Plan Amendment
2. Zoning By-law Amendment
3. Draft Plan of Subdivision
4. Draft Plan of Condominium
5. Part Lot Control Exemption
6. Deeming By-law

### APPENDICES:

1. [Submission Requirements](#)
2. [Pre-Submission and Pre-Application Meeting Flowchart](#)
3. [Development Application Summary](#)
4. [Public Notification Sign Requirements](#)
5. [Sample Affidavit - Posting of Public Notification Signs](#)
6. [Sample City of Richmond Hill Official Plan Amendment](#)
7. [Sample City of Richmond Hill Zoning By-law Amendment](#)
8. [Sample City of Richmond Hill Part Lot Control Exemption By-law](#)
9. [Sample Tree Inventory and Preservation Plan](#)

## CONSOLIDATED DEVELOPMENT APPLICATION GUIDE INDEX

### OFFICIAL PLAN AMENDMENT APPLICATION

Plan Requirements	3
Heritage Resources	3
Public Notification Sign Requirements	4

### ZONING BY-LAW AMENDMENT APPLICATION

Plan Requirements	5
Heritage Resources	5
Public Notification Sign Requirements	6

### DRAFT PLAN OF SUBDIVISION APPLICATION

Plan Requirements	7
Heritage Resources	7
Public Notification Sign Requirements	7

### DRAFT PLAN OF CONDOMINIUM APPLICATION

Plan Requirements	8
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### PART LOT CONTROL EXEMPTION APPLICATION

Plan Requirements	10
Restrictions	10
Part Lot Control Exemption Application Process Flowchart	11

### DEEMING BY-LAW APPLICATION

Plan Requirements	12
Deeming By-law Application Process Flowchart	13

### APPENDICES

<b>1. Submission Requirements</b>	
Submission Requirements Letter and Applicant Response Letter	14
Prescribed Information	14
Development Application Summary	14
Justification Statement	14
Supporting Documentation	15
Legal Description	15
Tree Inventory and Tree Preservation Plan/Report	15
Concept Plan	17
Site Plan	17
Draft Plan of Subdivision	18
Draft Plan of Condominium	19
Elevation Plan	19
Floor Plan	20
Digital Submission	20
<b>2. Pre-Submission and Pre-Application Meeting Flowchart</b>	21
<b>3. Development Application Summary</b>	22
<b>4. Public Notification Sign Requirements</b>	24
<b>5. Sample Affidavit – Affidavit of Sign Posting</b>	26
<b>6. Sample City of Richmond Hill Official Plan Amendment</b>	28
<b>7. Sample City of Richmond Hill Zoning By-law Amendment</b>	34
<b>8. Sample City of Richmond Hill Part Lot Control Exemption By-law</b>	36
<b>9. Sample Tree Inventory and Preservation Plan</b>	37

## OFFICIAL PLAN AMENDMENT APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Official Plan Amendment applications.

### MINOR OFFICIAL PLAN AMENDMENT APPLICATIONS:

A Minor Official Plan Amendment is a minor change to a specific policy or text that is very limited in scope and typically applicable to a single property that:

- conforms with the applicable policies of the York Region Official Plan;
- maintains the intent and purpose of the City's Official Plan;
- has very limited impact or policy implications beyond the subject lands;
- does not result in a change to the designation applicable to the affected lands; and,
- meets the criteria under Policy 8.3.8 of the York Region Official Plan for exemption from Regional approval.

- NOTES: (1) ALL PROPOSED AMENDMENTS THAT DO NOT MEET THE AFOREMENTIONED CRITERIA WILL BE DEEMED TO CONSTITUTE A MAJOR OFFICIAL PLAN AMENDMENT.**
- (2) THE CITY OF RICHMOND HILL, THROUGH THE PRE-SUBMISSION MEETING PROCESS, WILL DETERMINE WHETHER A DEVELOPMENT PROPOSAL REQUIRES THE SUBMISSION OF A MAJOR OR MINOR OFFICIAL PLAN AMENDMENT APPLICATION. ALL DECISIONS WILL BE FINAL UPON THE ISSUANCE OF THE RELATED SUBMISSION REQUIREMENTS LETTER FOR THE PROPOSED DEVELOPMENT.**
- (3) THE CITY OF RICHMOND HILL RESERVES THE RIGHT TO DEEM A MINOR OFFICIAL PLAN AMENDMENT AS A MAJOR OFFICIAL PLAN AMENDMENT FOLLOWING THE SUBMISSION AND CIRCULATION OF THE ORIGINAL APPLICATION SHOULD THE APPLICATION BE REVISED BY THE APPLICANT AND/OR CIRCUMSTANCES DICTATE A SIGNIFICANT CHANGE TO THE APPLICATION.**

## 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 City's standard submission 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)**

**Prescribed Information (1 copy)**

**Development Application Summary (2 copies)**

**Planning Justification Statement (2 copies)**

**Survey and/or PIN Printout (1 copy);**

**Site Plan and/or Draft Plan of Subdivision (2 copies)**

**Draft Official Plan Amendment (2 copies)**

- a draft Official Plan Amendment is to be prepared in accordance with the attachment found on [Appendix "6"](#) hereto.

**Supporting Documentation (as required)**

**Digital Submission (5 copies)**

**Survey and/or PIN Printout (1 copy);**

- NOTES: (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND INFRASTRUCTURE DEPARTMENT IF DEEMED TO BE UNNECESSARY.**
- (2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE CITY'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.**
- (3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE CITY SHOULD THE APPLICATION BE REFERRED/APEALED TO THE ONTARIO LAND TRIBUNAL.**

## HERITAGE RESOURCES

Prior to the submission of an Official Plan Amendment application to the City, the Applicant shall be required to contact the City's Heritage/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 designated under the **Ontario Heritage Act**, and/or the property is listed and included in the register (i.e. the City's **Inventory of Buildings of Architectural and Historical Importance**) under Section 27, subsection 1.2, Part IV of the **Ontario Heritage Act**, and/or if the heritage resource is under threat by the proposed development, the application(s) will be reviewed by the Heritage Richmond Hill Committee and its recommendation 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 moderate to high potential for the discovery of archaeological resources.

## **PUBLIC NOTIFICATION SIGN REQUIREMENTS**

Please note that formal processing of an Official Plan Amendment application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the City's requirements (refer to **Appendix "4"**) and an Affidavit of Sign Posting stating that the required sign has been erected (refer to **Appendix "5"**), are received by the City's Planning and Infrastructure Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost. Requirements for Development Application Signage can be found at: <https://www.richmondhill.ca/en/shared-content/resources/documents/2023-Development-Applications/Development-Application-Sign-2023.zip>.

## ZONING BY-LAW AMENDMENT APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Zoning By-law Amendment applications.

### MINOR ZONING BY-LAW AMENDMENT:

A Minor Zoning By-law Amendment is an addition of one or more permitted uses, or a minor change to a specific development standard, definition or exception that:

- conforms with the applicable policies of the City's Official Plan;
- maintains the intent and purpose of the City's Zoning By-law;
- has very limited impact or policy implications beyond the subject lands; and,
- is limited to an individual property, site or small geographic area.

- NOTES: (1) ALL PROPOSED AMENDMENTS THAT DO NOT MEET THE AFOREMENTIONED CRITERIA WILL BE DEEMED TO CONSTITUTE A MAJOR ZONING BY-LAW AMENDMENT.**
- (2) THE CITY OF RICHMOND HILL, THROUGH THE PRE-SUBMISSION MEETING PROCESS, WILL DETERMINE WHETHER A DEVELOPMENT PROPOSAL REQUIRES THE SUBMISSION OF A MAJOR OR MINOR ZONING BY-LAW AMENDMENT APPLICATION. ALL DECISIONS WILL BE FINAL UPON THE ISSUANCE OF THE RELATED SUBMISSION REQUIREMENTS LETTER FOR THE PROPOSED DEVELOPMENT.**
- (3) THE CITY OF RICHMOND HILL RESERVES THE RIGHT TO DEEM A MINOR ZONING BY-LAW AMENDMENT AS A MAJOR ZONING BY-LAW AMENDMENT FOLLOWING THE SUBMISSION AND CIRCULATION OF THE ORIGINAL APPLICATION SHOULD THE APPLICATION BE REVISED BY THE APPLICANT AND/OR CIRCUMSTANCES DICTATE A SIGNIFICANT CHANGE TO THE APPLICATION.**

## 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 City's standard submission 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)

Prescribed Information (1 copy)

Development Application Summary ( 2 copies)

Planning Justification Statement (2 copies)

Survey and/or PIN Printout (1 copy)

Site Plan and/or Draft Plan of Subdivision (8 copies)

Elevation Plan (2 copies)

Tree Inventory and Preservation Plan/Report (2 copies)

Draft Zoning By-law Amendment (2 copies) to be prepared in accordance with the sample provided in [Appendix "7"](#) hereto

Supporting Documentation (as identified on the Submission Requirements Letter)

Digital Submission (5 copies)

- NOTES: (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND INFRASTRUCTURE DEPARTMENT IF DEEMED TO BE UNNECESSARY**
- (2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE CITY'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.**
- (3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE CITY SHOULD THE APPLICATION BE REFERRED/Appealed TO THE ONTARIO LAND TRIBUNAL.**

## HERITAGE RESOURCES

Prior to the submission of a Zoning By-law Amendment application to the City, the Applicant shall be required to contact the City'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 designated under the **Ontario Heritage Act**, and/or the property is listed and included in the register (i.e. the City's **Inventory of Buildings of Architectural and Historical Importance**) under Section 27, subsection 1.2, 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 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 moderate to high potential for the discovery of archaeological resources.

## **PUBLIC NOTIFICATION SIGN REQUIREMENTS**

Please note that formal processing of a Zoning By-law Amendment application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the City's requirements (refer to [Appendix "4"](#)) and an Affidavit of Sign Posting stating that the required sign has been erected (refer to [Appendix "5"](#)), are received by the City's Planning and Infrastructure Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost. Requirements for Development Application Signage can be found at: <https://www.richmondhill.ca/en/shared-content/resources/documents/2023-Development-Applications/Development-Application-Sign-2023.zip>.

## DRAFT PLAN OF SUBDIVISION APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Draft Plans of Subdivision applications.

### 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 City's standard submission 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)**  
**Prescribed Information (1 copy)**  
**Development Application Summary (2 copies)**  
**Survey and/or PIN Printout (1 copy);**  
**Draft Plan of Subdivision (2 copies)**  
**Tree Inventory and Preservation Plan/Report (2 copies)**  
**Supporting Documentation (as identified on the Submission Requirements Letter)**  
**Digital Submission (5 copies)**

**NOTES: (1) THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND INFRASTRUCTURE DEPARTMENT IF DEEMED TO BE UNNECESSARY.**  
**(2) PRIOR TO THE SUBMISSION OF ANY DEVELOPMENT APPLICATION, IT IS RECOMMENDED THAT THE OWNER/APPLICANT REVIEW THE CITY'S PARKLAND DEDICATION BY-LAW 58-13 AND ASSOCIATED POLICIES.**  
**(3) THE OWNER/APPLICANT SHALL PROVIDE ADDITIONAL PRINTED COPIES OF ALL SUBMISSION REQUIREMENTS TO THE SATISFACTION OF THE CITY SHOULD THE APPLICATION BE REFERRED/APEALED TO THE LOCAL PLANNING APPEALS TRIBUNAL.**

### HERITAGE RESOURCES

Prior to the submission of an Draft Plan of Subdivision application to the City, the Applicant shall be required to contact the City's Heritage /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 designated under the *Ontario Heritage Act*, and/or the property is listed and included in the register (i.e. the City's [Inventory of Buildings of Architectural and Historical Importance](#)) under Section 27, subsection 1.2, 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 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 moderate to high potential for the discovery of archaeological resources.

### PUBLIC NOTIFICATION SIGN REQUIREMENTS

Please note that formal processing of a Draft Plan of Subdivision application will not occur until photographic proof that a public notification sign has been erected on the lands in accordance with the City's requirements (refer to [Appendix "4"](#)) and an Affidavit of Sign Posting stating that the required sign has been erected (refer to [Appendix "5"](#)), are received by the City's Planning and Infrastructure Department. Arrangements for the placement of sign(s) shall be made by the Owner/Applicant at his/her sole cost. Requirements for Development Application Signage can be found at: <https://www.richmondhill.ca/en/shared-content/resources/documents/2023-Development-Applications/Development-Application-Sign-2023.zip>.

## DRAFT PLAN OF CONDOMINIUM APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Draft Plan of Condominium applications.

### PLAN REQUIREMENTS

All plans and supporting documentation will be identified in the required Submission Requirements issued for the proposed development and are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document.

#### Initial Submission (with application)

**Submission Requirements Letter and Applicant Response Letter (1 copy)**  
**Supporting Documentation (as identified on the Submission Requirements Letter)**  
**Development Application Summary (2 copies)**  
**Draft Plan of Condominium (2 copies)**  
**Chronoflex or Mylar reduction of Proposed Draft Plan of Condominium (2 copies)**  
**Digital Submission (5 copies)**

#### Final Plan and Declaration Submission Requirements (following approval by Council)

Once the Condominium Plan has received approval from Council, two (2) white paper prints of the Plan should be sent to the Land Registry Office for approval. It should be noted that plans received by the Planning and Infrastructure Department without Registry Office approval cannot be processed to registration. Once land Registry Office approval has been received in the form of a signed white print, this print should be forwarded to the Planning and Infrastructure Department along with the following:

- **Final Plan of Condominium (3 copies);**
- **Condominium Declaration (2 original copies);**
- **Land Registry Office Confirmation of Review Sheet (1 copy);**
- **Registry Office Original Mylar (4 sheets per set) of Final Condominium Plan (1 copy)**
- **Duplicate Mylar (4 sheets per set) of Final Condominium Plan for surveyor (1 copy)**
- **Paper Print of Final Condominium Plan with AOLS sticker affixed (1 copy)**
- **Paper Prints of Final Condominium Plan (5 copies)**
- **Letter from Consulting Engineer to confirm that the proposed lot lines are not in conflict with the approved drainage plans**

- NOTES: (1) THE FOLLOWING CERTIFICATE, IN AN AREA 7.62 BY 5.08 CM (3 BY 2 INCHES), PREFERABLY NEAR THE RIGHT EDGE OF THE PLANS, MUST BE INCLUDED ON EACH SHEET TO BE APPROVED. ALSO, THE 19CDM(R)-NUMBER MUST BE CLEARLY SHOWN AT THE TOP RIGHT-HAND CORNER OF THE PLANS**
- (2) PLEASE INSERT THE PART NUMBERS TO BE APPROVED AND EXEMPTED. CITY STAFF SHALL INSERT THE APPROVAL DATE.**
- (3) THE CITY FILE NUMBERS SHALL BE CLEARLY INDICATED ON ALL FINAL PLANS**

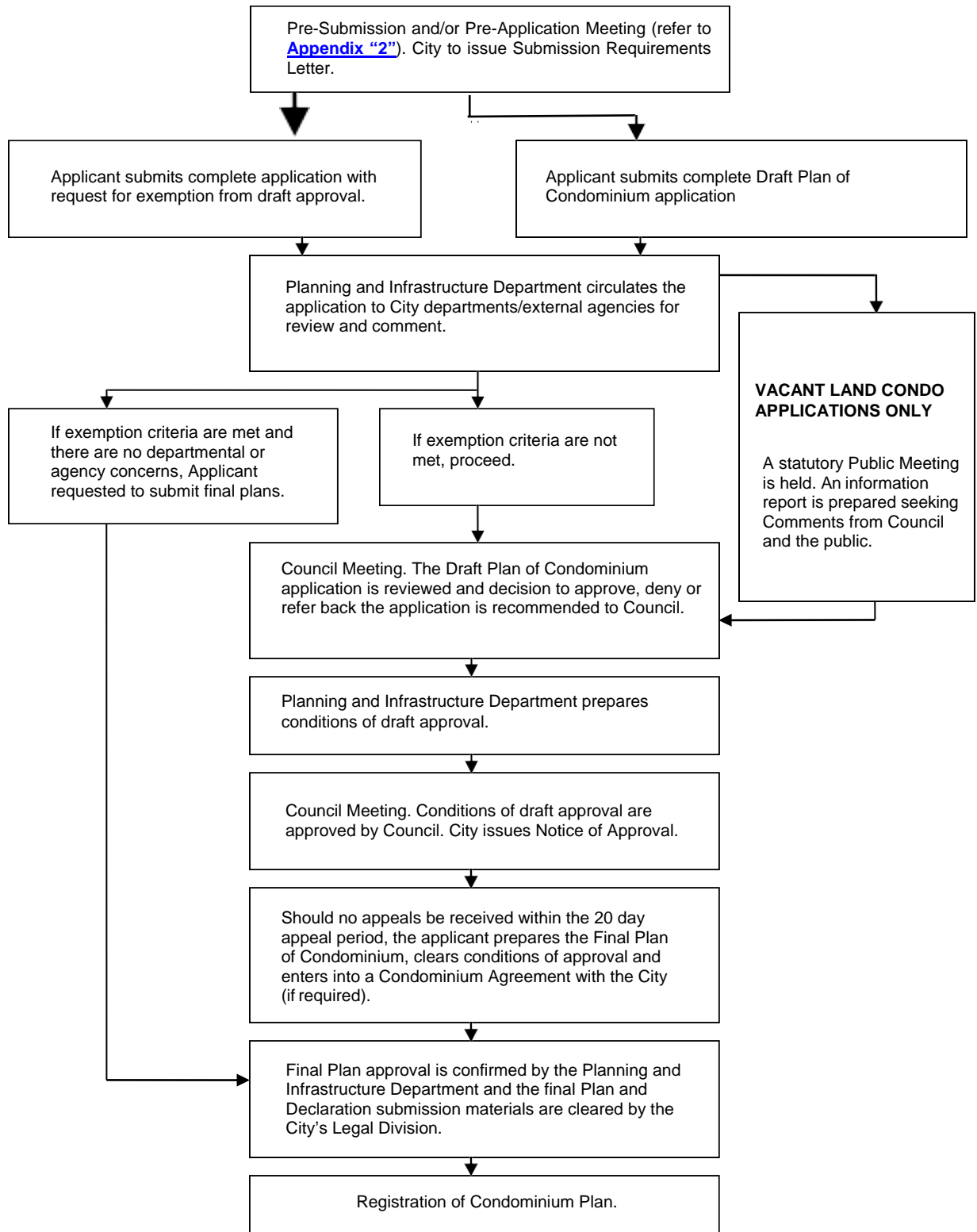
Part \_\_\_\_\_ approved and Part \_\_\_\_\_ exempted under Section 9 of the *Condominium Act, 1998*, as amended, this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
**Name:**

**Title: Commissioner of Planning and Infrastructure Department**



**DRAFT PLAN OF CONDOMINIUM APPLICATION PROCESS FLOWCHART**



- NOTES:** (1) THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL DRAFT PLAN OF CONDOMINIUM APPLICATION REVIEW PROCESS. IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*, A DRAFT PLAN OF CONDOMINIUM APPLICATION MAY BE APPEALED/REFERRED TO THE ONTARIO LAND TRIBUNAL.  
 (2) THE CITY OF RICHMOND HILL HAS BEEN DELEGATED THE AUTHORITY TO APPROVE ALL DRAFT PLANS OF CONDOMINIUM IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.

## PART LOT CONTROL EXEMPTION APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Part Lot Control Exemption applications.

### 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 City's standard submission 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 identified on the Submission Requirements Letter)**

**Part Lot Control Exemption Request Cover Letter (1 copy)**

**Engineer's Letter (2 copies)**

**Full size draft Reference Plan (2 copies)**

**Reduced draft Reference Plan (1 copy)**

**Surveyor's Certificate or Schedule (2 copies)**

**Registered Plan of Subdivision (2 copies)**

**Draft Part Lot Control Exemption By-law (2 copies)**

- a draft Part Lot Control Exemption By-law is to be prepared in accordance with the attachment found in [Appendix "8"](#) hereto

**Digital Submission (5 copies)**

**NOTES: (1) ONE (1) PART LOT CONTROL EXEMPTION APPLICATION WILL BE REQUIRED PER REFERENCE PLAN.**

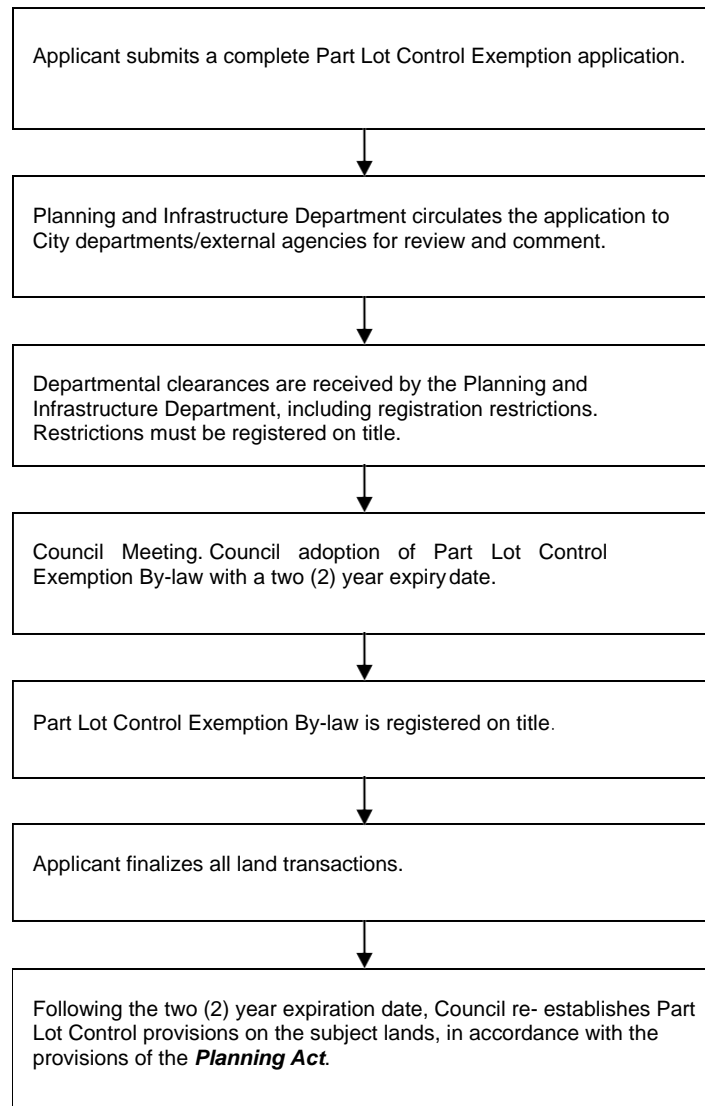
**(2) A PART LOT CONTROL EXEMPTION APPLICATION CANNOT BE ACCEPTED BY THE CITY IF THE SUBJECT LANDS ARE NOT WITHIN A REGISTERED PLAN OF SUBDIVISION OR IF THE LANDS ARE WITHIN A REGISTERED PLAN OF SUBDIVISION THAT HAS BEEN DEEMED NOT TO BE A PLAN OF SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.**

**(3) A LETTER FROM A PROFESSIONAL ENGINEER CONFIRMING THAT THE LOT LINES DO NOT CONFLICT WITH THE LOCATIONS OF LATERAL SERVICES AS SHOWN ON THE APPROVED ENGINEERING PLANS WILL BE REQUIRED.**

### RESTRICTIONS

As part of the application process, the City may require the imposition of restrictions under Section 118 and/or Section 119 of the *Land Titles Act*. Prior to the enactment of the Part Lot Control Exemption by-law, such restrictions should be cleared by the Law Clerk - Real Estate, of the City's Legal Division. For further information in this regard, please contact the City's Legal Division by calling (905) 771-8800.

## PART LOT CONTROL EXEMPTION APPLICATION PROCESS FLOWCHART



**NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL PART LOT CONTROL EXEMPTION APPLICATION REVIEW PROCESS.**

## DEEMING BY-LAW APPLICATION

The City's [Consolidated Development Application Form](#) is to be used for the submission of Deeming By- law applications.

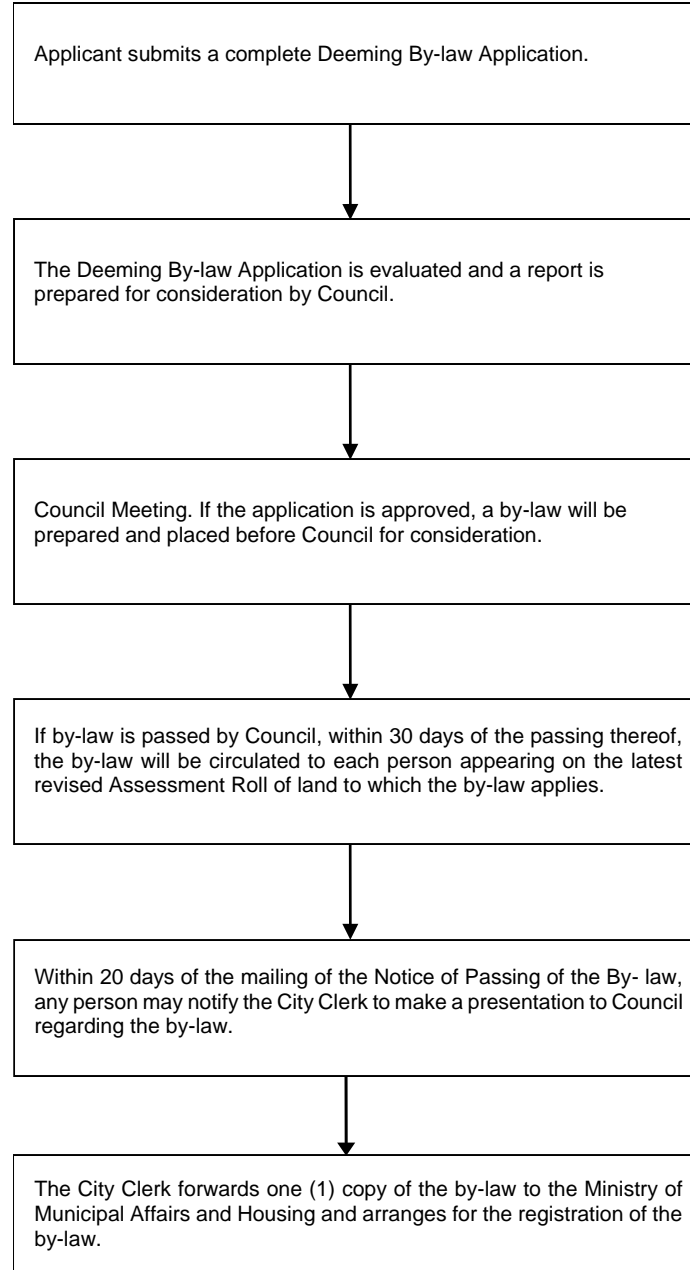
### PLAN REQUIREMENTS

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 City's standard submission 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)**  
**Concept Plan (2 copies)**  
**Legal Description/Parcel register (2 copies)**  
**Supporting Documentation (as identified on the Submission Requirements Letter)**  
**Digital Submission (2 copies)**

**NOTE: THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND INFRASTRUCTURE DEPARTMENT IF DEEMED TO BE UNNECESSARY.**

## DEEMING BY-LAW APPLICATION



**NOTE: THE ABOVE NOTED FLOWCHART REFLECTS THE TYPICAL DEEMING BY-LAW APPLICATION REVIEW PROCESS.**

## APPENDIX “1” - SUBMISSION REQUIREMENTS

The following is a comprehensive listing of the City’s standard requirements for the preparation of individual plans and documentation required as part of an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and/or Part Lot Control Exemption application.

- 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 City’s Pre-Submission and Pre-Application Consultation 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 City with the information they need to fully evaluate the proposal. The required plans and supporting documentation submitted to the City by the applicant must also be accompanied with a letter (the Approval in Principle Letter) which provides the list of approved drawings with the complete application and, where the required information has not been provided in accordance with the City’s Approval Letter, a detailed summary as to **WHY** the information has not been provided.

- NOTE:** THIS IS IN ACCORDANCE WITH THE NEWLY IMPLEMENTED “PRE-APPLICATION CONSULTATION (PAC)” PROCESS EFFECTIVE JANUARY 1<sup>ST</sup>, 2023

### PRESCRIBED INFORMATION

The Prescribed Information is to be provided in accordance with Schedule 1 of Ontario Regulation 543/06 for Official Plan Amendment applications, Schedule 1 of Ontario Regulation 545/06 for Zoning By-law Amendment applications and Schedule 1 Ontario Regulation 544/06 for Draft Plan of Subdivision applications. These schedules are contained in the City’s [Consolidated Development Application Form](#).

### 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.

### PLANNING JUSTIFICATION STATEMENT

The comprehensive Justification Statement **must be prepared by a Registered Professional Planner** and shall outline the philosophy behind the development application and clearly describe the following:

- (a) how the proposal relates to its surroundings considering such matters as:
  - land uses on adjoining properties;
  - traffic impacts on the street network;
  - market, traffic, sun, shadow and/or servicing studies which may be required depending on the application type and the policies of the City’s Official Plan;
  - the availability of municipal services for the project;
  - impact on heritage resources, if any; and,
  - physical impact on the existing context.
- (b) why the development should not occur in accordance with the City’s existing Official Plan/Zoning provisions applicable to the affected lands.
- (c) how the proposed development addresses the relevant policies of the City’s Official Plan

- NOTE:** WHERE DEVELOPMENT PROPOSALS RESULT IN THE SUBMISSION OF MORE THAN ONE (1) DEVELOPMENT APPLICATION, ONE (1) JUSTIFICATION STATEMENT MAY BE SUBMITTED TO THE CITY WHICH ADDRESSES ALL OF THE APPLICATIONS.

## SUPPORTING DOCUMENTATION

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

- |  |  |
|--|--|
| ▪ Building Shadow Impact Assessment Study    | ▪ Functional Servicing Report  |
| ▪ Sight-line Study                           | ▪ Noise Attenuation Study  |
| ▪ Environmental Site Assessment              | ▪ Transportation Study (access, parking, etc.)                                 |
| ▪ Environmental Impact Statement             | ▪ Parking and Loading Study  |
| ▪ ORMCP Conformity Statement/Study           | ▪ Construction Traffic Management Plan   |
| ▪ Hydrogeological Study                      | ▪ Regional Access and External Roadwork Plan                                   |
| ▪ Natural Heritage Evaluation                | ▪ Illumination and Traffic Signal Plan   |
| ▪ Cultural Heritage Impact Assessment Report | ▪ Pavement Marking and Signage Plan  |
| ▪ Archaeological Assessment                  | ▪ Photometric Analysis   |
| ▪ Building Materials Samples                 | ▪ Reference Plan for Land Conveyances  |
| ▪ Urban Design Brief                         | ▪ Photographs of Existing Context  |
| ▪ Angular Plane Analysis                     | ▪ Cost Estimate for Site Works (municipal/external works, shoring works, etc.) |
| ▪ Context Plan                               | ▪ TRCA Studies and Drawings  |
| ▪ Coloured Perspective Drawings              | ▪ Others (as required by the City)   |
| ▪ Photographs of Existing Context            |  |

**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 Surveyor and a legal description of the land; and,
- (b) a copy of the Deed/Transfer of Land of the current registered owner of the lands which are subject to the application.

All plans are to be **FOLDED** to letter size (i.e. 8.5 by 11 inches) with the title block showing.

## 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 “9”](#)) 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; and,
- 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 City’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.



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

- location and dimensions of all fire route, street numbering and ground signage (including setbacks from property lines, where applicable);
- 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 [City wide Urban Design Guidelines](#), other applicable relevant Urban Design Study, and the City'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 City 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 CITY'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.**

## DRAFT PLAN OF SUBDIVISION

The draft Plan of Subdivision shall depict all of the requirements as noted in Section 51(17) of the *Planning Act*, as follows:

- the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- the location(s), width(s) and name(s) of the proposed highways within the proposed Subdivision and of existing highways on which the proposed Subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed Subdivision that is owned by the applicant or in which the applicant has an interest, every Subdivision adjacent to the proposed Subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the City lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- 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)
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and,

- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

## DRAFT PLAN OF CONDOMINIUM

The draft Plan of Condominium shall be certified by an Ontario Land Surveyor. Amongst others, the draft Plan of Condominium shall indicate the following:

- the boundaries of the land proposed to be subdivided;
- the location(s), width(s) and name(s) of the proposed highways within the proposed Condominium and of existing highways on which the proposed Condominium abuts;
- on a small Key Plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed Condominium that is owned by the applicant or in which the applicant has an interest, every Condominium adjacent to the proposed Condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the City lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed properties;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- 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)
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and,
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

## 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 to 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 height of all openings;
- the ratio of the gross area of proposed windows, sidelights, skylights, glazing in doors and sliding glass doors to the gross area of the peripheral walls;
- 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);
- 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 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 [City wide Urban Design Guidelines](#), any relevant Urban Design Study, and the City's Accessibility Guidelines.

**NOTES: (1) COLOURED RENDERINGS AND MATERIAL SAMPLES 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 CITY'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.**

## **FLOOR PLAN**

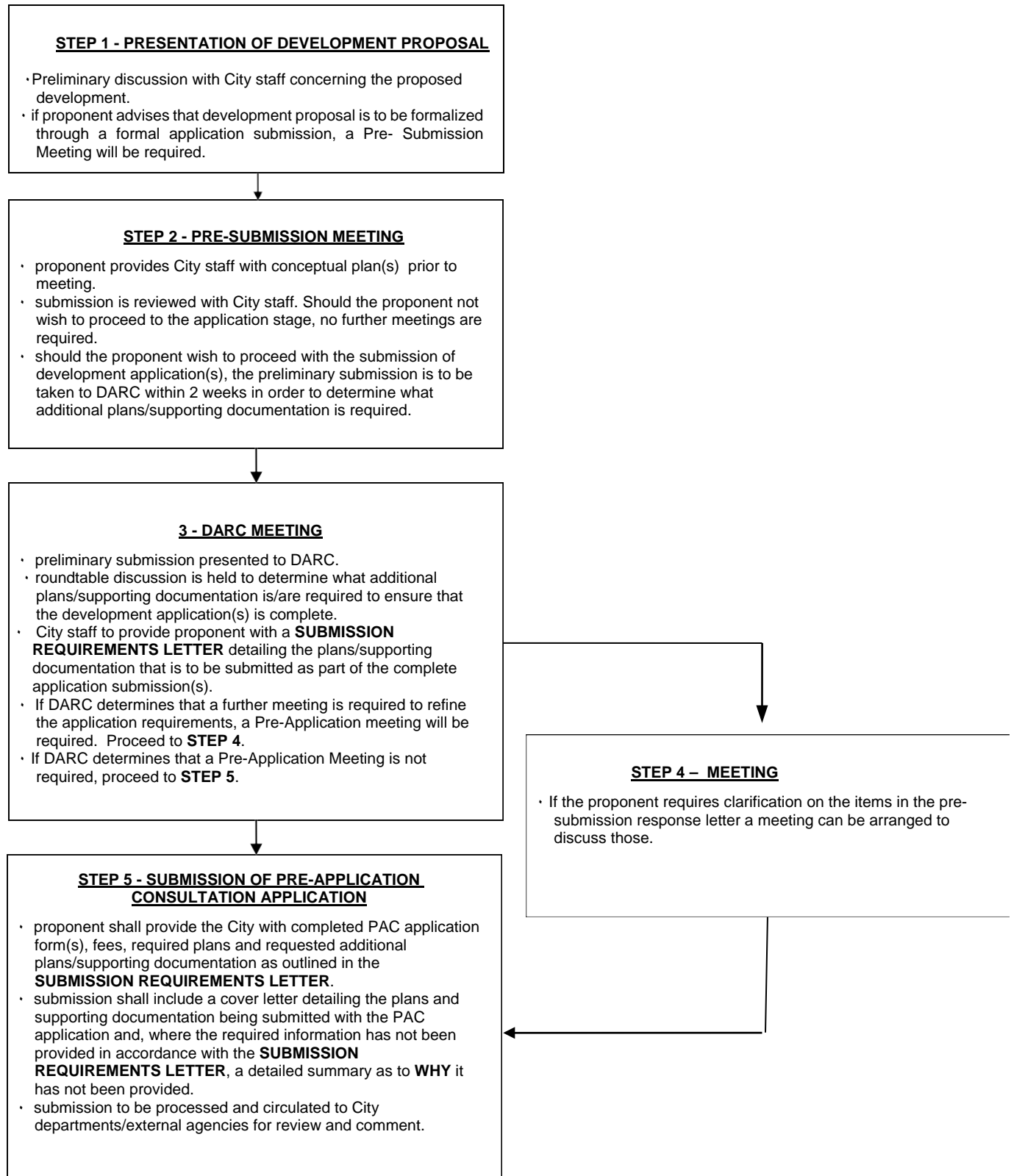
The Floor Plan shall clearly depict the following:

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

## **DIGITAL SUBMISSION**

The Digital Submission shall be provided on a USB data stick upon which all of the required plans and supporting documentation as requested by the City 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



**Note: 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 up, 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 CITY**

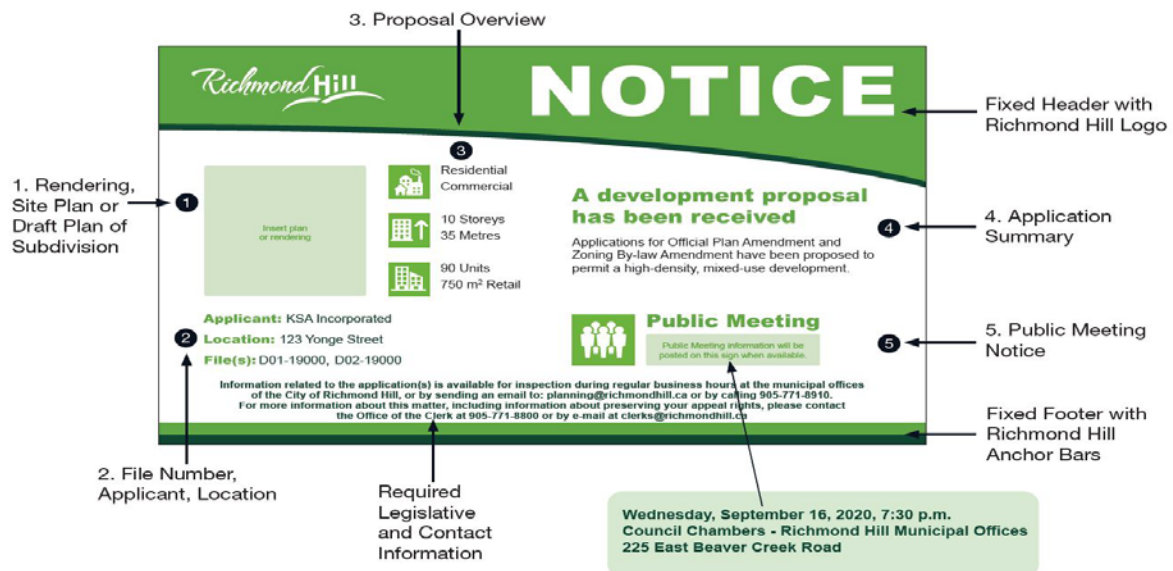
## APPENDIX “4” - PUBLIC NOTIFICATION SIGN REQUIREMENTS

A Public Notification sign advertising the request for approval and public meeting information related to Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium (Vacant Land) applications on the subject lands shall be installed in accordance with the following requirements and specifications:

- the sign shall be erected within **14 days** of the application(s) being deemed complete by the City. The City file number(s) will be provided at that time. An Affidavit of Sign Posting shall be submitted to the City;
- the wording of the sign shall be approved by the Planning and Infrastructure Department. The applicant should consult with the assigned planner on the information that is to be included on the sign;
- LOCATION:** in accordance with the *Planning Act* the notice sign must be clearly visible and legible from a public highway or other place to which the public has access. One sign shall be erected on the frontage at approximately the midpoint of the frontage. In the case of a flankage/corner lot, a sign shall be erected on **EACH FRONTAGE** of the property.
- INSTALLATION:** to accommodate people with impaired vision or mobility, signs should be mounted at a height that ensures text is positioned between 1.2 and 1.5 metres above the ground or finished surface. The top of the sign when mounted should be 1.9 to 2.0 metres above grade and free from any obstruction.

### SIGN SPECIFICATIONS/REQUIREMENTS

An Adobe InDesign working ZIP file [Development Application Signage 2023](#) can be downloaded for the required specifications to produce the sign, and for the Public Meeting Information decal.



- 1 Rendering, Site Plan, or Draft Plan of Subdivision:**
  - Ground-related proposals (including draft plans of subdivisions): the sign must include the proposed Site Plan or draft Plan of Subdivision.
  - 3 or more storeys: the sign must include a colour rendering for the proposed development.

Images must be clear and legible and in some instances, it may be appropriate to include a conceptual plan. In general, the following information should be reflected on the Site Plan or draft Plan: proposed pattern of roads, lanes, or walkways, building footprints, parks and amenity areas, and natural features, such as watercourses or valleys.

- 2 File Number.** A file number will be assigned by Development Planning upon submission of the application.  
**Applicant.** Applicant or subject owner name.  
**Location:** Land location and/or address.

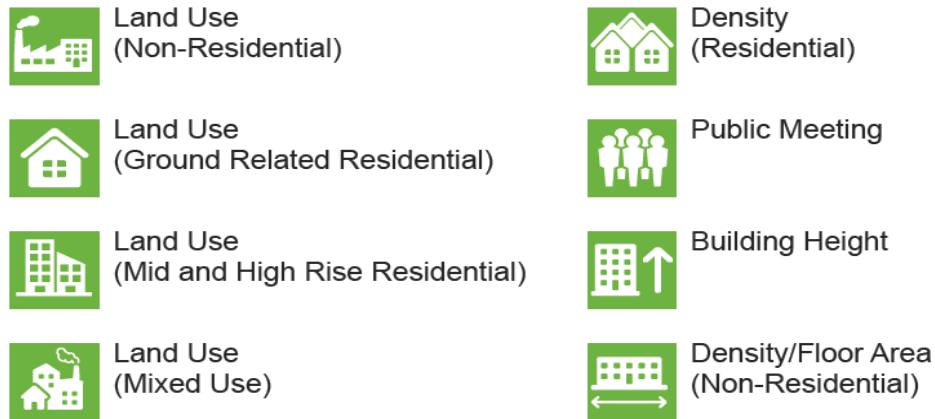
- 3 Proposal Overview.** Select applicable icons summarizing key site statistics for the proposed development. Icons include Land Use, Density/Floor Area and Height\*. \*A Height Icon may not be required for draft Plan of Subdivision applications.

- 4 Application Summary.** Include a brief description of the development proposal including the specific applications proposed under the Planning Act and a summary of the proposed land use, as well as form of development.

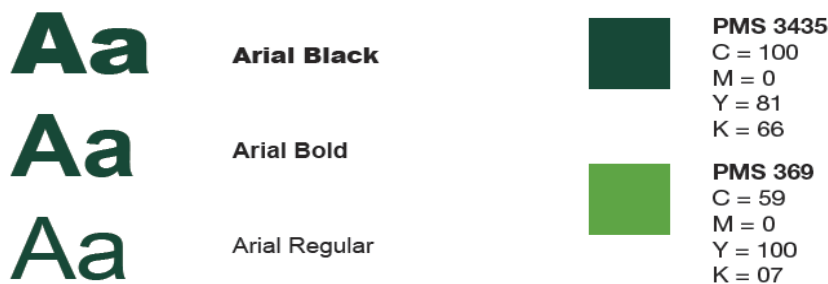
- 5 Public Meeting Notice.** This section will be blank upon sign installation. Once the meeting details have been confirmed by the Town, the applicant must prepare and place a decal label on top of the placeholder text. The decal label must contain the scheduled meeting location, date, and time.



# Sign Icons



# Fonts and Colours



# Sizes



**NOTE: THE APPLICANT AND/OR OWNER OF THE LANDS SHALL BE RESPONSIBLE FOR PREPARING, ERECTING AND MAINTAINING THE SIGN, THE REMOVAL OF SAME, AND FOR ALL COSTS INVOLVED.**

**APPENDIX "5"**  
**AFFIDAVIT OF SIGN POSTING**

## AFFIDAVIT OF SIGN POSTING

**IN THE MATTER** of a

Notice of Complete Application

**CONCERNING** a proposed

- Official Plan Amendment  
 Zoning By-law Amendment  
 draft Plan of Subdivision

**FOR** lands described as \_\_\_\_\_  
 (legal description)

**City File(s):** \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_ in  
 (name) (town or city of residence)  
 the Province of Ontario,

**MAKE OATH AND SAY:**

1. That I did on \_\_\_\_\_ cause to be posted a notice(s), clearly  
 (date)  
 visible and legible from a public highway or other place to which the public has access, at every separately assessed property within the subject land at the location known municipally as  
 \_\_\_\_\_  
 (subject property address)  
 and as shown in the photo which is attached hereto and marked as Exhibit 'A' to this my Affidavit.
2. That the public highway or place to which the public has access referred to in statement one of this my Affidavit is: \_\_\_\_\_  
 (street name or name of place)
3. That said notice includes the prescribed information included in the Corporation of the City of Richmond Hill's Consolidated Development Application Guide attached hereto and marked as Exhibit 'B' to this my Affidavit as well as any information required pursuant to the applicable provisions of the *Planning Act*, R.S.O., c. P.13, and any regulations thereto, as amended or superseded.

**Continued**

4. That I verily believe that all statutory requirements concerning the posting of this notice under the *Planning Act*, R.S.O. 1990, c. P.13, as amended, have been fully complied with.

SWORN before me at the \_\_\_\_\_ of )  
 )  
\_\_\_\_\_, in the \_\_\_\_\_ )  
 )  
of \_\_\_\_\_, this \_\_\_ day of ) \_\_\_\_\_  
 )  
\_\_\_\_\_, 20\_\_\_\_. )

\_\_\_\_\_  
A Commissioner, etc.

**AMENDMENT NO. \_\_\_\_\_  
TO THE RICHMOND HILL  
OFFICIAL PLAN**

## **TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Certification Page	(i)
Adopting By-law	(ii)
<b><u>PART ONE - THE PREAMBLE</u></b>	
1.1 Purpose	2
1.2 Location	2
1.3 Basis	2
<b><u>PART TWO - THE AMENDMENT</u></b>	
2.1 Introduction	3
2.2 Details of Amendment	3

(i)

**RICHMOND HILL OFFICIAL PLAN**

**OFFICIAL PLAN AMENDMENT NO.**

The attached schedule and explanatory text constitute Amendment No. \_\_\_\_\_ to the Richmond Hill Official Plan.

This amendment was prepared and recommended by the Richmond Hill Council and was adopted by the Council of the Corporation of the City of Richmond Hill by By-law No. \_\_\_\_\_ in accordance with Sections 17 and 22 of the *Planning Act* on the day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

(ii)

**THE CORPORATION OF THE CITY OF RICHMOND HILL**

**BY-LAW NO. \_\_\_\_ - \_\_\_\_**

A By-law to Adopt Amendment No. \_\_\_\_\_ to  
the Richmond Hill Official Plan

The Council of the Corporation of the City of Richmond Hill, in accordance with provisions of the *Planning Act*, R.S.O. 1990, hereby enacts as follows:

1. That Amendment No. to the Richmond Hill Official Plan, consisting of the attached Part Two and Schedule 1 is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to The Regional Municipality of York for approval of the aforementioned Amendment No. to the Richmond Hill Official Plan.  
***[OPTIONAL – remove if exempt from Regional Approval]***
3. This by-law shall come into force and take effect on the day of the final passing thereof.

**PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

## **PART ONE - THE PREAMBLE**

### **1.1 PURPOSE**

The purpose of this Amendment to the Richmond Hill Official Plan is to \_\_\_\_\_

- i.e. - change land use designation(s);  
- amend policies  
- add new uses

### **1.2 LOCATION**

Legal Description  
Municipal Address

### **1.3 BASIS**

The proposed amendment is considered by Council to be appropriate for the following reasons:



## **PART TWO - THE AMENDMENT**

### **2.1 Introduction**

All of this part of the document entitled **Part Two – The Amendment**, consisting of the following text in Section 2.2 and the attached Schedule "1" (*if there is a change to a schedule proposed*) constitutes Amendment X to the Richmond Hill Official Plan.

### **2.2 Details of the Amendment**

The Richmond Hill Official Plan is amended as follows:

2.2.1 That Section XXX of the Richmond Hill Official Plan be amended as follows:

Details of the proposed amendment should include the following as applicable:

- for policies that are proposed to be added or amended, the text should identify what policy is to be amended, how it is being amended and how the policy should be read, as amended.
- for policies to be added to the OP, the text should clarify where the policy is being added, and provide the text of the added policy. Where subsequent policies are to be renumbered, the text should indicate as such.
- Where an exception is to be introduced, the text should indicate :

By adding the following to Chapter 6 Exceptions):

6. \_\_\_\_

Notwithstanding any other provision of this Plan to the contrary, for the lands known as \_\_\_\_\_ (Municipal Address: \_\_\_\_\_) and shown as Exception Area # \_\_\_\_ on **Schedule 11** (Exceptions) to this Plan, the following shall apply:

i)

ii)

iii)

- Where an amendment to a schedule is proposed, the text of the amendment should state:

That **Schedule “XX” (XXXX)** be amended by adding/removing/redesignating the area shown on Schedule 1 attached to this Amendment XX from the “XXX” as shown on Schedule XX and replacing it with a “YYY” notation/designation.

**APPENDIX "7" - SAMPLE ZONING BY-LAW AMENDMENT**

**THE CORPORATION OF THE CITY OF RICHMOND HILL**

**BY-LAW \_\_\_\_ - 20\_\_\_\_**

A By-law to Amend By-law \_\_\_\_\_ - \_\_, as amended of  
The Corporation of the City of .....

AND WHEREAS the Council of The Corporation of the City of Richmond Hill at its Meeting of \_\_\_\_\_, 20 directed that this by-law be brought forward to Council for consideration;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF RICHMOND HILL ENACTS AS FOLLOWS:**

1. That By-law XX – XX of The Corporation of the City of \_\_\_\_\_, as amended, be and is hereby further amended by adding the following to **Section \_\_\_\_ - EXCEPTIONS:**

*-requested zone category proposed (as required); and,  
-all proposed exceptions to By-law to be identified*

2. All other provisions of By-law XX - XX as amended, not conflicting with or inconsistent with the foregoing, shall continue to apply to the lands shown on Schedule "A" attached hereto.
3. The imperial measurements found in this by-law in brackets are provided for information purposes only and are intended to be an approximate conversion of the metric measurements. The metric or SI measurements shall be deemed to be the standards established by this by-law and, wherever there is a variance between the metric or SI measurements and the imperial measurements, the metric or SI measurement shall apply.
4. Schedule(s) attached to By-law XX – 20XX is declared to form a part of this by-law.

**PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20XX.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**City Clerk**

File: D02-

- 2 -

**THE CORPORATION OF THE CITY OF RICHMOND HILL**  
**EXPLANATORY NOTE TO BY-LAW \_\_\_\_ - 20XX**

Identify the following:

- the location and legal description of the subject lands;
- the existing and proposed zoning; and,
- the purpose and effect of the proposed Zoning By-law Amendment.

**APPENDIX "8" - SAMPLE PART LOT CONTROL EXEMPTION BY-LAW**

**THE CORPORATION OF THE CITY OF RICHMOND HILL**

**BY-LAW \_\_\_\_-20XX**

A By-law to Remove Certain  
Lands from Part Lot Control

WHEREAS pursuant to subsection 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "*Planning Act*") the Council of a local municipality may by by-law provide that subsection 50(5) of the *Planning Act* does not apply to land that is within such Registered Plan or Plans of Subdivision or parts of them as are designated in the by- law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF RICHMOND HILL ENACTS AS FOLLOWS:**

- 1. That subsection 50(5) of the *Planning Act* as amended, does not apply to the Registered Plan or parts thereof described as follows:
  - a) ALL and SINGULAR those certain parcels or tracts of land in premises situate, lying and being in the City of Richmond Hill, in The Regional Municipality of York, and being composed of \_\_\_\_\_, Plan \_\_\_\_\_, registered in the Land Registry Office for the Land Titles Division of York Region.
- 2 That this by-law shall expire two (2) years after the date of its enactment.

**PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 .**

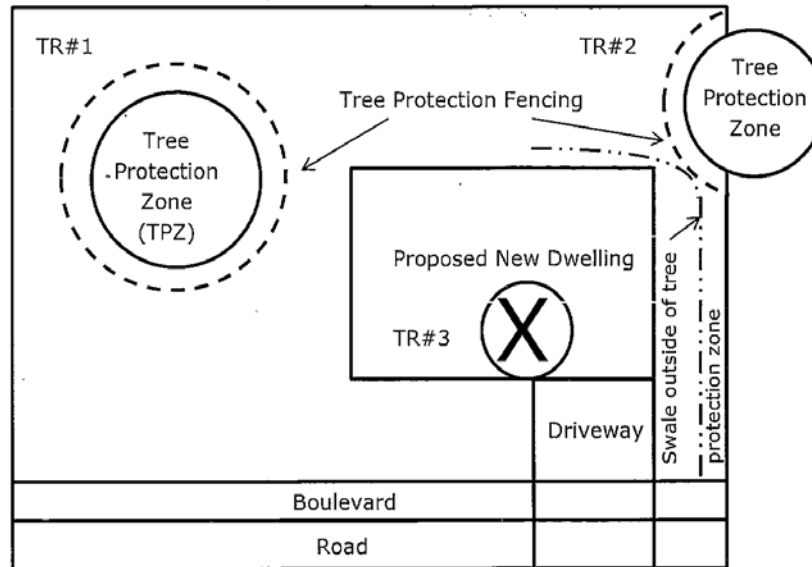
\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**City Clerk**



**APPENDIX "9" - 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