



SITE PLAN AND SITE PLAN AMENDMENT APPLICATION FORM

For approval of applications in accordance with the provisions of Section 41 of the *Planning Act*, R.S.O. 1990 and the City's Site Plan Control By-law (By-law 137-09, as amended).

PRE-SUBMISSION MEETING REQUIREMENT

All applicants are required to meet with City staff prior to the formal submission of applications for Site Plan approval. To arrange a meeting, please contact the Planning and Infrastructure Services Department via e-mail at planning@richmondhill.ca.

MATERIALS ATTACHED:

1. **General Information**
2. **Plan Requirements and Supporting Documentation**
3. **Site Plan and Site Plan Amendment Application Form**
4. **Application and Processing Fees**
5. **TRCA Requirements**

FOR INFORMATION REGARDING DETAILED APPLICATION REQUIREMENTS, PLEASE REFER TO THE CITY'S **SITE PLAN AND SITE PLAN AMENDMENT APPLICATION GUIDE** AVAILABLE AT THE CITY'S PLANNING AND INFRASTRUCTURE DEPARTMENT OR ONLINE AT www.richmondhill.ca.



**CITY OF RICHMOND HILL
SITE PLAN AND SITE PLAN AMENDMENT
APPLICATION**

GENERAL INFORMATION

Applicants are required to contact the Planning and Infrastructure Department – Development Planning Division prior to formal application submission in order to clarify issues related to the processing of their application(s). Applicants must review the City's [Site Plan and Site Plan Amendment Application Guide](#) to determine the type and number of drawings and supporting documentation required. The Guide is available at the City's Planning and Infrastructure Department or on the City's website at www.richmondhill.ca. Online applications can be submitted at: [Site Plan and Site Plan Amendments - City of Richmond Hill](#)

Completed paper applications should be submitted to:

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

Prior to application submission, applicants are encouraged to contact the following departments and agencies with regard to obtaining specific policies and guidelines that may apply to their development proposal:

Planning & Infrastructure Department – Development Planning	planning@richmondhill.ca	(905) 771-8910
– Building Services	building@richmondhill.ca	(905) 771-8810
– Development Engineering	planning@richmondhill.ca	(905) 771-8830
– Park Planning and Natural Heritage	planning@richmondhill.ca	(905) 771-8910
– Urban Design and Heritage	planning@richmondhill.ca	(905) 771-8910
Community Services Dept. - Fire Services Division	fire@richmondhill.ca	(905) 883-5444
Corporate & Financial Services Dept. - Financial Services	revenue@richmondhill.ca	(905) 771-8800
York Region Community Planning and Development Services	developmentservices@york.ca	1-877-464-9675
The Toronto and Region Conservation Authority	planning&permits@trca.on.ca	(416) 661-6600
Ministry of the Environment	www.ene.gov.on.ca	1-800-565-4923
Ministry of Natural Resources	www.mnr.gov.ca	1-800-667-1940
Ministry of Transportation	www.mto.gov.on.ca	1-800-268-4686

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

In order to avoid processing delays, please ensure that:

- you refer to the City's [Site Plan and Site Plan Amendment Application Guide](#) in order to determine detailed submission requirements;
- all the information provided on the submitted drawings is complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan (with the exception of the Legal Description) are provided in accordance with the City's [Site Plan and Site Plan Amendment Application Guide](#); 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**.

NOTE: FOLLOWING THE INITIAL SUBMISSION OF A DEVELOPMENT APPLICATION(S) TO THE CITY, ALL SUBSEQUENT DOCUMENTS, CORRESPONDENCE, PLANS OR OTHER MATERIALS RELATED TO THE APPLICATION(S) MUST BE SUBMITTED DIRECTLY TO THE ASSIGNED PLANNER AND NOT TO INDIVIDUAL COMMENTING CITY DEPARTMENTS/EXTERNAL AGENCIES.

ACCESSIBILITY GUIDELINES

The *Canadian Charter of Rights and Freedoms Legislation* now takes precedence over other Federal or Provincial legislation including the *Building Code*, as noted in Section 15 (1), **“Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability”**. When preparing both Site and Building Plans, please refer to the City’s Joint Municipal Accessibility Guidelines which can be accessed through the City of Richmond Hill’s website at www.richmondhill.ca or by contacting the City’s Development Engineering Division at (905) 771-8830.

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

Development proposals which are adjacent to valley and stream corridors, wetlands, waterfront areas and hazard lands must undergo review by the TRCA. A fee is to be paid to the TRCA for this service before the TRCA can provide formal comments (for further information please visit the TRCA website at www.trca.on.ca). Please contact TRCA Development Services at (416) 661-6600, Extension 5271 for more information regarding the TRCA approval process and fees.

REGION OF YORK COMMUNITY PLANNING & DEVELOPMENT SERVICES

Development proposals which are adjacent to Regional roads or other Regional infrastructure, within a Regional well-head protection area or situated on transit routes are required to be reviewed and approved by the Region of York. A review fee is to be paid to the Region prior to the issuance of Site Plan approval. If works are proposed within the Region’s right-of-way, an Insurance Certificate and security may be required. For more information, please contact Development Engineering Division of the Community Planning & Development Services Division at 1-877- 464-9675.

SIGNAGE

The location of all proposed fire route, street numbering, ground and wall signage is to be clearly depicted on the Site Plan and Elevation Plan. All proposed signage will be reviewed 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](#).

SECURITY DEPOSIT/LETTER OF CREDIT

The City requires the provision of securities pursuant to the conditions of approval of a Site Plan Agreement by way of Letter of Credit. Pursuant to the agreement, security may be required to cover grading, site works, exterior lighting, landscaping and/or fire-break lots. Acceptable forms of security alternative to a Letter of Credit are certified cheque, bank draft or money order (these are only acceptable where security is requested for a Site Alteration Permit for infill developments, single family dwellings and pools). For the City’s pro forma Letter of Credit wording, contact the Corporate & Financial Services Department- Financial Services Division by calling (905) 747-6313 or visit the City’s website at www.richmondhill.ca. All securities posted with the City of Richmond Hill are held until all works as identified in the agreement are fulfilled by the Owner and inspections are completed to the satisfaction of the City’s Planning and Infrastructure Services Department.

BUILDING PERMIT REQUIREMENTS

Applicants are advised that specific requirements may be applicable to their development proposal which are to be submitted prior to Building Permit issuance (for more details regarding Building Permit issuance, please refer to the [Site Plan and Site Plan Amendment Application Guide](#)). Where applicable, a TRCA Permit under Ontario Regulation 166/06, as amended, is required prior to the City issuing a Building Permit.

PARKLAND DEDICATION/CASH-IN-LIEU PAYMENT REQUIREMENTS

All development proposals are subject to the City’s parkland dedication requirements. For more information, contact the City’s Planning and Infrastructure Department - Park and Natural Heritage Planning Section at (905) 771-8870.

DEVELOPMENT CHARGES

Development Charges may be payable prior to the issuance of a Building Permit in accordance with the relevant by-laws of the City of Richmond Hill, Regional Municipality of York and the York Region District and York Catholic District School Boards at the current rates in place at the time of actual payment. For more information contact the City’s Corporate and Financial Services Department - Financial Services Division at (905) 747-6313.

SITE PLAN AND SITE PLAN AMENDMENT APPLICATION FORM

APPLICANT INFORMATION

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:

 Owner Agent Solicitor Planning Consultant Architect Contractor Other

Address:

Municipality:

Province:

Postal Code:

Telephone:

Fax:

E-mail:

PROPERTY INFORMATION

Municipal Address:

Legal Description:

Existing Uses of Property:

Lot Area (ha):

Frontage (m):

Depth (m):

Existing tenure:

 Freehold Rental Condominium

Abutting Land Use(s):

North _____

East _____

South _____

West _____

APPLICATION DETAILS

Details of Development Proposal	Existing	Proposed
Gross Floor Area (m ²)		
Gross Leasable Floor Area (m ²)		
Lot Coverage (%)		
Commercial (m ²)		
Industrial (m ²)		
Residential (m ²)		
Maximum Allowable Coverage (%) (as per applicable Zoning By-law)		
Number of Units (if residential)		
Unit Type		
Number of Parking Spaces		
Building Height (m)		
Building Height (storeys)		
Building Sprinklered	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Classification		
Phasing Plan Indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Site Servicing

Municipal Water

Private Well

Sanitary Sewer

Storm Sewer

Private Septic

Communal Septic

Zoning By-law Information

Current Zoning By-Law

Zoning Category

Zoning Amendment (if applicable)

 Amendment Exceptions Variances

APPLICATION AND SUPPORTING DOCUMENTATION CHECKLIST			
TYPE OF SITE PLAN APPLICATION (please check)			
Residential Development:		Non-Residential Development:	
<input type="checkbox"/> Semi-detached Dwellings, Duplexes, Block Townhouses, Multiples <input type="checkbox"/> Apartments Additions/Alterations		<input type="checkbox"/> Mixed Use <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Outdoor Patios <input type="checkbox"/> Sales Trailers/Pavilions <input type="checkbox"/> Temporary Tents and Structures <input type="checkbox"/> Additions/Alterations to the above <input type="checkbox"/> Sustainable Building Design	
PLANS (check plans submitted with application)			
<input type="checkbox"/>	Legal Description	<input type="checkbox"/>	Stormwater Management Report and Plan
<input type="checkbox"/>	Tree Inventory and Preservation Plan	<input type="checkbox"/>	Erosion and Sediment Control Plan
<input type="checkbox"/>	Concept Plan	<input type="checkbox"/>	Construction Notes/Detail Plan
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Exterior Lighting Plan
<input type="checkbox"/>	Elevation Plan	<input type="checkbox"/>	Underground Parking Plan
<input type="checkbox"/>	Floor Plan	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Roof Top Mechanical Screening Plan	<input type="checkbox"/>	Construction Notes/Detail Plan
<input type="checkbox"/>	Site Servicing Plan	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Grading Plan	<input type="checkbox"/>	
SUPPORTING DOCUMENTATION (check documentation submitted with application)			
<input type="checkbox"/>	Building Shadow Impact Assessment Study	<input type="checkbox"/>	Functional Servicing Report
<input type="checkbox"/>	Sight-line Study	<input type="checkbox"/>	Noise Attenuation Study
<input type="checkbox"/>	Environmental Site Assessment	<input type="checkbox"/>	Transportation Study (access, parking, etc.)
<input type="checkbox"/>	Environmental Impact Statement	<input type="checkbox"/>	Parking and Loading Study
<input type="checkbox"/>	ORMCP Conformity Statement/Study	<input type="checkbox"/>	Construction Traffic Management Plan
<input type="checkbox"/>	Hydrogeological Study	<input type="checkbox"/>	Regional Access and External Roadwork Plan
<input type="checkbox"/>	Natural Heritage Evaluation	<input type="checkbox"/>	Illumination and Traffic Signal Plan
<input type="checkbox"/>	Heritage Impact Assessment Report	<input type="checkbox"/>	Pavement Marking and Signage Plan
<input type="checkbox"/>	Archaeological Assessment	<input type="checkbox"/>	Photometric Analysis
<input type="checkbox"/>	Building Material Samples	<input type="checkbox"/>	Reference Plan for Land Conveyances
<input type="checkbox"/>	Urban Design Brief	<input type="checkbox"/>	Cost Estimate for Site Works (municipal/external works, shoring works, etc.)
<input type="checkbox"/>	Angular Plane Analysis	<input type="checkbox"/>	TRCA Studies and Drawings
<input type="checkbox"/>	Context Plan	<input type="checkbox"/>	Vibration Impact Study
<input type="checkbox"/>	Coloured Perspective Drawings	<input type="checkbox"/>	Others (as required by the City):
<input type="checkbox"/>	Photographs of Existing Context	<input type="checkbox"/>	

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: _____

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: D06- _____	Related File Number: D01- _____ D02- _____ D03- _____ D04- _____ D05- _____ Previous D06- _____
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Date Received: _____ Date Completed: _____

Fees Paid: \$ _____ Pre-submission meeting date: _____

Planner Assigned: _____ Development Process Coordinator: _____



2023 SITE PLAN APPLICATION AND PROCESSING FEES

MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS			
Application			\$ 2,807
Processing Fee for Multiple Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	_____ units x	\$612	\$
Processing Fee for Non-Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	_____ hectares x	\$1,137	\$
Processing Fee for Mixed Use development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	the sum of the two fees above		\$
Re-Application/Resubmission (for all uses)			\$ 1,414
Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	_____ units x	\$302	\$
Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	_____ hectares x	\$560	\$
Re-Application Processing Fee for Mixed Use development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	the sum of the two fees above		\$
SITE PLAN AMENDMENT APPLICATION AND PROCESSING FEES			
MINOR AMENDMENT APPLICATIONS FOR MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS			
Application (involving no addition or increase to approved GFA)			\$ 664
Application (involving an addition or alteration of less than 10% of the existing GFA or less than 50.0 square metres or 538.2 square feet)			\$ 1,327
Processing Fee			\$ 664
Re-Application			\$ 333
Re-Application Processing Fee			\$ 167
MAJOR AMENDMENT APPLICATIONS FOR MULTIPLE RESIDENTIAL, NON-RESIDENTIAL AND MIXED USE DEVELOPMENTS			
Application Fee for all development proposals (involving an addition or alteration EQUAL TO OR GREATER THAN 10% of existing GFA or 50.0 square metres/538.2 square feet)			\$ 2,807
Processing Fee for Multiple Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	_____ units x	\$612	\$
Processing Fee for Non-Residential development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	_____ hectares x	\$1,137	\$
Processing Fee for Mixed Use development proposals (a minimum of \$7,774 up to a maximum of \$22,391)	the sum of the two fees above		\$
Re-Application/Re-Submission (for all development proposals)			\$ 1,414
Re-Application Processing Fee for Multiple Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	_____ units x	\$305	\$
Re-Application Processing Fee for Non-Residential development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	_____ hectares x	\$567	\$
Re-Application Processing Fee for Mixed Use development proposals (a minimum of \$3,888 up to a maximum of \$11,184)	the sum of the two fees above		\$
OTHER AGREEMENTS			
Sustainable Building Design Agreement <u>OR</u> Deregistration of Site Plan Agreement			\$ 664
PRE-SUBMISSION MEETING FEE			
Subtract Pre-Submission Meeting Fee PAID			\$ (657)
TOTAL = \$			
ALL FEES EFFECTIVE JANUARY 1, 2023, IN ACCORDANCE WITH BY-LAW 83-22 (NON-REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE CITY OF RICHMOND HILL			
NOTES:	(1) NON-RESIDENTIAL DEVELOPMENT PROPOSALS INCLUDE COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL USES AS WELL AS OUTDOOR PATIOS, SALES TRAILERS/PAVILLIONS AND TEMPORARY TENTS/STRUCTURES. (2) A RE-APPLICATION FEE AND/OR FILE MAINTENANCE FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR FOR FILES THAT ARE TO REMAIN OPEN AND/OR OR FOR OWNER INITIATED MODIFICATIONS OR REVISIONS TO AN APPLICATION PREVIOUSLY CIRCULATED FOR REVIEW AND COMMENT.		

DEVELOPMENT APPLICATIONS

The Toronto and Region Conservation Authority (TRCA) is empowered by the **Conservation Authorities Act** to regulate development, interference with wetlands and alterations to shorelines and watercourses, and to provide technical expertise on flood and erosion control, stormwater management, and the protection of natural features and functions within watersheds.

It is the TRCA's goal is to ensure that development is not at risk from flooding or erosion hazards; to protect and regenerate the ecological health and integrity of natural systems; and to provide opportunities for public use and enjoyment of the natural system.

Once an application has been deemed by complete by the TRCA, applications are subject to a 30 to 60 business day review which may extend further depending on the level of complexity.

The '**TRCA Administrative Fee Schedule for Planning Services**' outlines application and processing fees that are to be paid to the TRCA. For further details please visit the TRCA website at www.trca.on.ca and click on the Planning and Permits button located near the top page.

PERMIT APPLICATION (Ontario Regulation 166/06)

The TRCA administers Regulation under the *Conservation Authorities Act* which requires any proposed development, interference to wetlands, or alterations to shorelines or watercourses within TRCA's Regulated Area to receive a Permit from the TRCA. As such, a separate application for reviewing development within TRCA jurisdiction may be required through the development review process. It is important to note that a Permit can only be issued to the property Owner, not an agent or contractor, and Permits are not transferable. All Permits are valid for two (2) years unless otherwise specified. For further details please visit the TRCA website at www.trca.on.ca and click on the 'Planning and Building' button located near the top page.

Permit applications are subject to a separate process and fee that is to be paid prior to the City of Richmond Hill's approval. Please also refer to www.trca.on.ca and click on the 'Planning and Permits' button, located near the top of the page to see the '**TRCA Administrative Fee Schedule for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 166/06, as amended)**'.

NOTE: WHERE APPLICABLE, A TRCA PERMIT UNDER ONTARIO REGULATION 166/06, AS AMENDED, MAY BE REQUIRED PRIOR TO THE MUNICIPALITY ISSUING A BUILDING PERMIT.