



MODEL HOME 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 Model Home By-law (By-law No. 73-04).

PRE-SUBMISSION MEETING REQUIREMENT

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

MATERIALS ATTACHED:

1. [General Information](#)
2. [Council Policies and Design Guidelines](#)
3. [Plan Requirements and Supporting Documentation](#)
4. [Model Home Application Form](#)
5. [Application and Processing Fees](#)
6. [TRCA Requirements](#)

APPENDICES

1. [Submission Requirements](#)
 2. [Pre-Submission and Pre-Application Meeting Flowchart](#)
 3. [Development Application Summary](#)
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**CITY OF RICHMOND HILL
MODEL HOME APPLICATION FORM**

GENERAL INFORMATION

For the purposes of this application, a Model Home is a single detached dwelling, semi-detached dwelling or street Townhouse dwelling constructed on lands forming a draft Plan of Subdivision (which has been draft approved by the City in accordance with the provisions of the **Planning Act**) for the purpose of display and sale of dwelling units to be constructed on lots/blocks in the draft Plan of Subdivision upon its registration. The location of the Model Home(s) shall comply with all applicable zoning provisions as if the draft Plan of Subdivision were registered. **A minimum of one (1) Model Home shall be permitted on each draft Plan of Subdivision. However, the maximum number of Model Home(s) permitted shall not exceed ten percent (10%) of the total number of lots within the draft Plan of Subdivision or twenty (20) Model Home(s), whichever is LESS.** Applicants are required to contact the Planning and Building Services Department – Development Planning Division prior to formal submission in order to clarify any issues related to their particular development proposal and/or the processing of their application. Completed applications are to be submitted to:

Mailing Address:

**Planning and Building Services 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 & Building Services	- Development Planning	planning@richmondhill.ca	(905) 771-8910
	- Building Services	building@richmondhill.ca	(905) 771-8810
	- Development Engineering	ies@richmondhill.ca	(905) 771-8830
	- Park and Natural Heritage Planning	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 Division	revenue@richmondhill.ca	(905) 771-8800
York Community Planning and Development Services		developmentsservices@york.ca	1-877-464-9675
The Toronto and Region Conservation Authority		planning&permits@trca.on.ca	(416) 661-6600

COUNCIL POLICIES AND DESIGN GUIDELINES

Council has adopted the following policies and design guidelines to regulate Model Home(s).

- Model Home(s) are to be clustered together in a single area where possible.
- illumination from lighting sources for the Model Home(s) is to be directed towards the Model Home(s) only and diverted from adjacent properties.
- the City's Planning and Building Services Department requires that grading of the subject lands shall be in accordance with the overall Subdivision Grading Plan. Also, any existing drainage features affected by the Model Home(s) will require this department's approval. Any Model Home(s) that are proposed to be located adjacent to watercourses will require Toronto and Region Conservation Authority approval.
- where the proposed lots/blocks are located within a draft Plan of Subdivision that is subject to Design Control, the applicant shall submit the Site Plan (and/or the individual lot/block Grading Plans) and all model plans to the City's Urban Design Section for review and approval. The applicant is required to pay the fees associated with the Design Control review. No Building Permit will be issued without the approval of the City's Design Control Architect.
- the applicant must enter into a Model Home Agreement with the City to ensure that if the draft Plan of Subdivision is not registered within one (1) year of the execution of the Agreement, the applicant covenants and agrees to



demolish the Model Home(s) at no cost to the City, and to provide a Letter of Credit in the amount of **TEN THOUSAND DOLLARS (\$10,000.00)** for each Model Home proposed.

- approval to construct Model Home(s) shall be conditional upon the Owner posting a notice in the Model Home indicating performance dates with respect to the registration and availability of Building Permits to the satisfaction of the Commissioner of Planning and Building Services.

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

PLAN REQUIREMENTS

Submission Requirements Letter and Applicant Response Letter (1 copy)
Supporting Documentation (as required)
Development Application Summary (1 copy) Legal
Description (1 copy)
Site Plan (1 copy)
Elevation Plan (1 copy)
Floor Plan (1 copy)
Site Servicing and Grading Plan (1 copy)
Erosion and Sediment Control Plan (1 copy)
Exterior Lighting Plan (1 copy)
Landscape Plan (1 copy)
Digital Submission (1 copy)

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

In order to avoid processing delays, please ensure that:

- all plans and supporting documentation are to be prepared in accordance with the requirements found in [Appendix "1"](#) attached to this document.
- 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.
- 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 MODEL HOME APPLICATION TO THE CITY, ALL SUBSEQUENT DOCUMENTS, CORRESPONDENCE, PLANS OR OTHER MATERIALS RELATED TO THE APPLICATION(S) MUST BE PROVIDED 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 Development Engineering Division at (905) 771-8830.

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

Development proposals which are adjacent to valley and stream corridors, 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.

YORK REGION COMMUNITY PLANNING AND 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 Region of York Transportation Services Department at 1-877- 464-9675 in this regard.

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. Where securities are collected, a Certificate issued by the applicant's engineer will be required prior to the City releasing the security deposit(s) or Letter(s) of Credit. 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 Building 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 city's [Building Permits website](#)). Where applicable, a TRCA Permit under Ontario Regulation 166/06, as amended, may be 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 Building Services 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 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) 771-8800.

APPLICATION AND SUPPORTING DOCUMENTS DETAILS	
PLANS (check plans submitted with application)	
Legal Description	Landscape Plan
Concept Plan	Site Servicing Plan and Grading Plan
Site Plan	Erosion and Sediment Control Plan
Elevation Plan	Exterior/Interior Lighting Plan
Floor Plan	Other (specify):
SUPPORTING DOCUMENTATION (check documentation submitted with 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 Material Samples	Reference Plan for Land Conveyances
Urban Design Brief	Cost Estimate for Site Works (municipal/external works, shoring works, etc.)
Angular Plane Analysis	TRCA Studies and Drawings
Context Plan	Others (as required by the City):
Coloured Perspective Drawings	
Photographs of Existing Context	

MODEL HOME 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:		
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other:		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	Fax:	E-mail:

PROPERTY INFORMATION

Municipal Address:		
Legal Description:		
Existing Uses of Property:		
Lot Area (ha):	Frontage (m):	Depth (m):
Existing tenure:	<input type="checkbox"/> Freehold <input type="checkbox"/> Rental <input type="checkbox"/> Condominium	
Abutting Land Use(s):	North _____	East _____
	South _____	West _____

APPLICATION DETAILS

Model Name and Lot Number	Gross Floor Area (m ²)	Lot Coverage (%)	Maximum Allowable Coverage (%) (as per applicable Zoning By-law)	Building Height (metres and storeys)

Site Servicing				
Municipal Water		<input type="checkbox"/>		<input type="checkbox"/>
Private Well		<input type="checkbox"/>		<input type="checkbox"/>
Sanitary Sewer		<input type="checkbox"/>		<input type="checkbox"/>
Private Septic		<input type="checkbox"/>		<input type="checkbox"/>
Communal Septic		<input type="checkbox"/>		<input type="checkbox"/>

Zoning By-law Information	
Current Zoning By-Law	
Zoning Category	
Zoning Amendment (if applicable)	<input type="checkbox"/> Amendment <input type="checkbox"/> Exceptions <input type="checkbox"/> Variances



AUTHORIZATION OF REGISTERED OWNER(S)

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

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

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

Signature of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

“Notice of Collection”

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

OFFICE USE ONLY

File Number: <input type="checkbox"/> D19- _____	Related File Number: <input type="checkbox"/> D01- _____ <input type="checkbox"/> D02- _____ <input type="checkbox"/> D03- _____ <input type="checkbox"/> D04- _____ <input type="checkbox"/> D05- _____ <input type="checkbox"/> D06- _____
Date Received:	Date Completed:
Amount Paid: \$	Checked by:
Pre-submission meeting date:	Pre-submission meeting Planner(s):
Planner Assigned:	Development Process Coordinator:
Pre-application meeting date:	Pre-application meeting Planner(s):
Planner Assigned:	Development Process Coordinator:

2024 MODEL HOME APPLICATION AND PROCESSING FEES		
Application Fee		\$ 2,949
Processing Fee (up to a maximum of \$7,844)	_____ units x \$613	\$
Re-Application/Re-Submission Fee		\$ 1,486
Agreement Preparation Fee		\$ 1,394
PRE-SUBMISSION MEETING		
Subtract Pre-Submission Meeting Fee		\$ (1,051)
TOTAL\$		
ALL FEES EFFECTIVE JANUARY 1, 2024, IN ACCORDANCE WITH BY-LAW 94-23 (NON-REFUNDABLE)		
ALL CHEQUES TO BE MADE PAYABLE TO THE CITY OF RICHMOND HILL		
NOTE: A RE-APPLICATION FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR 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 the TRCA's Regulated Area to receive a Permit from the TRCA. As such, a separate application for reviewing development within TRCA jurisdiction may be deemed necessary 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 FROM TIME TO TIME, MAY BE REQUIRED PRIOR TO THE MUNICIPALITY ISSUING A BUILDING PERMIT.

APPENDIX "1" - SUBMISSION REQUIREMENTS

The following is a comprehensive listing of the City's standard requirements with respect to the preparation of individual plans and required documentation as part of the preparation of Model Home 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 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 a complete application. The required plans and supporting documentation submitted to the City by the applicant must also be accompanied with a letter (the Applicant Response Letter) which details the plans and supporting documentation being submitted with the complete application. Where the required information has not been provided in accordance with the City's Submission Requirements Letter, a detailed summary as to **WHY** the information has not been provided.

NOTE: BOTH THE SUBMISSION REQUIREMENTS LETTER AND THE APPLICANT RESPONSE LETTER ARE TO BE SUBMITTED IN CONJUNCTION WITH THE RELATED DEVELOPMENT APPLICATION(S).

SUPPORTING DOCUMENTATION

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

<ul style="list-style-type: none"> ▪ Building Shadow Impact Assessment Study ▪ Sight-line Study ▪ Environmental Site Assessment ▪ Environmental Impact Statement ▪ ORMCP Conformity Statement/Study ▪ Hydrogeological Study ▪ Natural Heritage Evaluation ▪ Heritage Impact Assessment Report ▪ Archaeological Assessment ▪ Building Materials Samples ▪ Urban Design Brief ▪ Angular Plane Analysis ▪ Context Plan ▪ Coloured Perspective Drawings ▪ Photographs of Existing Context 	<ul style="list-style-type: none"> ▪ Functional Servicing Report ▪ Noise Attenuation Study ▪ Transportation Study (access, parking, etc.) ▪ Parking and Loading Study ▪ Construction Traffic Management Plan ▪ Regional Access and External Roadwork Plan ▪ Illumination and Traffic Signal Plan ▪ Pavement Marking and Signage Plan ▪ Photometric Analysis ▪ Reference Plan for Land Conveyances ▪ Cost Estimate Site Works (municipal/external works, shoring works, etc.) ▪ TRCA Studies and Drawings ▪ Others (as required by the City)
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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.

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.

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 proposal 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 name;
- 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);
- proposed driveway configuration, width and surface treatment;
- access ways, their dimensions and widths including proposed direction of traffic flow, and curb radii (if applicable);
- 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 utility meters;
- location and colour of downspouts;

- 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);
- for Townhouse developments, the location of a Key Plan at the main entrance of the site and details associated thereto;
- 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; and,
- a notation indicating conformity with the [City Wide Urban Design Guidelines](#), other applicable relevant Urban Design Study, and the City's Accessibility Guidelines;

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 VARIANCE APPLICATION](#).

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 shall be shown in **METRIC**;
- drawings **ALL** of 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 ratio of the gross area of proposed windows, sidelights, skylights, glazing in doors and sliding doors to the gross area of peripheral walls;
- the height of all openings;
- 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); and,
- 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.

NOTE: (1) COLOURED RENDERINGS AND SAMPLES OF MATERIALS TO BE UTILIZED IN THE CONSTRUCTION OF BUILDING ELEVATIONS 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 VARIANCE APPLICATION.**

FLOOR PLAN

The Floor Plan shall clearly depict the following:

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

SITE SERVICING PLAN AND GRADING PLAN

The Site Servicing Plan and Grading Plan shall depict the following:

Standard Submission

- key map showing the location of the site;
 - legal boundaries and dimensions;
 - scale 1:200 or 1:250 (metric);
 - lot number, Registered Plan number and the Municipal Address;
 - existing structures to be demolished;
 - the location, dimensions, design details and design calculations of all construction, site control measures, including the details of proposed sediment and erosion control and details of any drainage system to be used upon the completion of construction;
 - all existing and proposed storm sewers, sanitary sewers and watermains, manholes, pipe diameters, direction of flow, inverts, lengths and grades, pipe class and bedding and service connections shall be shown.
 - land drainage and stormwater disposal arrangement, including catchbasins, soakways, ponding areas and impediments to the free flow of water and an indication of intended direction of surface flows. Details and location of all water detention controls are to be shown.
 - utility servicing arrangements including location of Bell, Gas and Hydro utilities, existing poles, hydrants and the location and size of meter rooms, transformers, vaults, etc.
 - existing and proposed grades and floor elevations.
 - surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs and detail of proposed retaining walls (stamped by a Structural Engineer), and similar features.
 - road widenings, easements, right-of-ways, etc.
 - tree planting in the Regional right-of-way shall be undertaken in accordance with the Regional standards as articulated in the Region's Streetscaping Policy and using species from the Regional Street Tree Planting List.
 - relationship of proposed grades to surrounding grades on adjacent properties to be shown. Sufficient grades external to the subject site are to be provided to adequately detail existing surface drainage patterns in the area. Finished first floor elevations of adjacent buildings are to be indicated on plan.
 - coordinate proposed grading with the Tree Preservation Plan maintaining existing grades for preservation of trees.
 - erosion and sedimentation controls and the recommendations from the Tree Preservation Plan should be shown on the Site Servicing Plan and Grading Plan where applicable.
 - identify winter snow storage areas on the plan.
 - geodetic benchmark to be used. Temporary benchmarks are not considered to be Geodetic in origin.
- all proposed works shall be designed and referenced in accordance with the City's Materials, Standards and Specifications Manuals which can be accessed through the Environment & Infrastructure Services Department's Design and Construction section on the City's website at <https://www.richmondhill.ca/en/find-or-learn-about/Design-and-Construction-Guidelines.aspx>**

- a certification to be executed by a Registered Professional Engineer or Ontario Land Surveyor to state as follows:

“I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF _____ LOCATED AT _____ AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSED TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE AND PROPER FACILITY OF THE MUNICIPAL SERVICES WITHOUT ANY DETRIMENTAL EFFECT TO THE EXISTING DRAINAGE PATTERNS OR ADJACENT PROPERTIES.”

The Site Servicing Plan and Grading Plan shall include Standard Notes as follows:

- a) all footing formwork elevations and setbacks are to be confirmed by a registered Professional Engineer or registered Ontario Land Surveyor prior to the placing of any concrete.
- b) prior to the superstructure works proceeding and the release of the Completion Stage Permit, the Owner's consultant must certify that the top of foundations are in conformity with the Grading Plan reviewed by the City.
- c) all rainwater leaders shall discharge onto splash pads at ground level at the locations indicated on the plan.
- d) existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self contained.
- e) all yard areas shall receive a minimum of 100mm topsoil plus sod.
- f) the applicant shall contact the City's Arborist for consent prior to any tree being removed.
- g) the applicant shall contact the Operations Section of the Environmental and Infrastructure Services Department and make all arrangements necessary for driveway access and site connections.
- h) the applicant shall contact the City's Building Services Division a minimum of 48 hours in advance of construction of any retaining wall deemed to be a "designated structure" in order to arrange for any necessary inspections.
- i) the applicant is responsible to ensure that all construction activity and final product conform to all City by-laws.

Swimming Pools

In addition to the preceding, a development proposal that includes a swimming pool shall also depict the following:

- the location of the proposed pool;
- the pool deck, hard surface landscaping, shed/cabana, pool equipment pad;
- existing and proposed grade elevations;
- swale length and grade, easements, retaining walls and catch basins;
- a 0.6 metre strip to remain undisturbed and unaltered at lotlines;
- the location of all existing trees;
- existing drainage patterns to remain unaltered;
- setbacks to all property lines;
- the location and setback to all accessory structures (include a notation on the plan that additional permits may be required);
- the setback from the pool edge-of-water to dwelling (minimum 1.2 metres);
- the setback to septic system (minimum 5 metres from septic bed and 1.5 metres from septic tank);
- fence type, fence location (minimum 1.5 metres from edge-of-water) and fence height (minimum 1.2 metres/maximum 1.8 metres);
- gate locations (to be self closing and self latching);
- child-proof access (locks a minimum 1.5 metres above floor);
- unassumed subdivision lots must provide a letter from the developer's consulting engineer that the lot grading has been certified; and,
- a certification on the drawing, to be executed by a Registered Professional Engineer or Ontario Land Surveyor stating as follows:

“I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF A SWIMMING POOL LOCATED AT AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSED GRADES TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PRODUCE ADEQUATE SURFACE DRAINAGE AND PROPER FACILITY OF THE MUNICIPAL SERVICES WITHOUT ANY DETRIMENTAL EFFECT TO THE EXISTING PATTERNS OR ADJACENT PROPERTIES”

The Site Servicing Plan and Grading Plan shall include Standard Notes as follows:

- a) all elevations and setbacks are to be confirmed by a Registered Professional Engineer or Ontario Land Surveyor prior to the placing of any concrete.
- b) prior to swimming pool works proceeding and the release of the Completion Stage Permit, the owner's consultant must certify that all elevations are in conformity with the Grading Plan reviewed by the City.
- c) existing boundary elevations along the site perimeter shall remain undisturbed. Drainage received from adjacent properties shall be accommodated and drainage from the subject lands shall be self-contained.
- d) the applicant shall contact the City Arborist for consent proper to any tree being removed.
- e) the applicant is responsible to ensure that all construction activity and final product conform to all City by-laws.

EROSION AND SEDIMENT CONTROL PLAN

- erosion and sediment control measures shall be implemented on all development applications in accordance with the requirements found on the City's website at <https://www.richmondhill.ca/en/find-or-learn-about/Design-and-Construction-Guidelines.aspx>.
- the TRCA's Sediment and Erosion Control Guidelines can be found online at www.sustainabletechnologies.ca.

EXTERIOR LIGHTING PLAN

All Site Pan applications for commercial, industrial, institutional, recreational or athletic or multi-family residential developments require the submission of an Exterior Lighting Plan. All exterior lighting shall be designed in accordance with and in compliance with the City of Richmond Hill Light Pollution By-law No. 63-95. The following documentation is required:

Plans indicating:

- a) the location of all buildings and structures on the property;
- b) the location, number, type, position, elevation and mounting height of all exterior light fixtures, including internally or externally illuminated signs;
- c) the number and location of outdoor light fixtures to be equipped with automatic timing devices;
- d) any building design or other features which may affect the nature, intensity or direction of light emission from outdoor light fixtures; and
- e) certification that the building does not contain any architectural features, e.g. skylights, that will allow an unusual amount of light to escape to the sky from the interior of the building, or description of the steps that have been taken to prevent light escaping directly, i.e. without reflection, to the sky through such architectural features;

Description and background information regarding all outdoor light fixtures, including:

- a) catalogue description and specifications of lights to be used including lamp types, power (in watts) and tables or large scale plots showing the photometric distributions from the nadir to the zenith in the vertical plane;
- b) tables or plots of the calculated horizontal illumination levels on the illuminated portion of the applicant's property or the calculated mean horizontal illuminance for the illuminated portion of the applicant's property;
- c) tables or plots of the calculated vertical illumination levels on the specially illuminated walls or the calculated mean vertical illuminance for these walls; and,
- d) descriptions of provisions, if any, to reduce the illumination from "operational" to "security" levels after 23:00 hours or the close of business, whichever is later

NOTE: IF THE APPLICATION IS FOR RENOVATIONS OR AN ADDITION TO AN EXISTING DEVELOPMENT, EXISTING LIGHTING ALREADY MUST ALSO BE BROUGHT INTO COMPLIANCE WITH CITY STANDARDS. THEREFORE, THE INFORMATION SUBMITTED SHOULD COVER ANY CHANGES TO THE EXISTING LIGHTING THAT ARE REQUIRED TO BRING THE SITE INTO COMPLIANCE WITH REQUIREMENTS FOR LIGHT COLOUR, SHIELDING, AND OVERALL ILLUMINATION LEVELS.

LANDSCAPE PLAN

Landscape Plans are to be completed by a fully certified Landscape Architect, unless otherwise determined by the Commissioner of Planning and Infrastructure. The drawings are to be finalized, drawn in metric at a maximum scale of 1: 300, and include the following information:

- a) name, address, and telephone and e-mail numbers for Owner, Consultant and Agent;
- b) development application number;
- c) a key plan at a scale of approximately 1: 10 000 indicating exact location of the site including a north arrow;
- d) Municipal Address and legal description of the lands on the drawings;
- e) adjacent land uses;
- f) north arrow and bar scale;
- g) a plant list using a key system, to indicate the full botanical name, common name, quantity, caliper, height, spread, quality, type of root stock and special remarks. Detail/specifications on sod/seeding are to be included on plan;
- h) location of all existing vegetation to be preserved;
- i) natural and man-made features such as berms, swales, ponds and ditches to be indicated (including dimensions). These features are to be contained within the site. Ponds and ditch type should be identified in respect to whether water is to remain. Appropriate safety measures to be incorporated;
- j) location of all recreational amenities and ground floor privacy areas, walkways, screens, protective fencing, exterior lighting, street furniture, hydrants, hydro transformers, curbs, and existing ground signs;
- k) location, details and/or specifications of proposed planting and paving and sodding, landscape structure details for benches, play structures, fences, walkways, retaining walls, planters, curbs, stairs, ramps and any other landscape features requiring clarification;
- l) grading information including existing topography and proposed grading within the site and along the property lines and existing slopes of surrounding lands, existing natural features designated for preservation, top and bottom elevations for retaining walls, drainage flow arrows, catch basins and sub- drains and underground garage roof slab elevations;
- m) where landscaping is proposed on top of underground garage roof slabs or other roofs, the project Engineer is required to certify that the roof slab is designed to support the mature growth of plant material, as proposed on the landscape plans, and a minimum of 1.5 metres of planting soil;
- n) where landscaping is incorporated into hard landscaping features such as planter boxes and tree pits, the design must provide for a minimum of 30 m³ soil volume;
- o) where play equipment is proposed, include a note on the landscape plan indicating that the play area is to be constructed, in accordance with the Canadian Standards Association, National Standard of Canada for Children's Play Spaces and Equipment;
- p) a cost estimate for the proposed landscape works, for the purposes of a Letter of Credit, should be included with the landscape submission; and,
- q) where a site abuts a Regional road, a Planting Plan for new and relocated vegetation to be planted within the Regional right-of-way shall be provided, subject to the Region's approval.

NOTE: LANDSCAPING WITHIN THE OAK RIDGES MORAINÉ SHOULD INCLUDE A MIX OF NATIVE SPECIES. FOR FURTHER INFORMATION, PLEASE REVIEW THE CITY'S LANDSCAPE SELECTION GUIDES AVAILABLE ON THE CITY'S WEBSITE AT WWW.RICHMONDHILL.CA/NATIVEPLANTS. PROPOSED LANDSCAPING IN CLOSE PROXIMITY TO VALLEYLANDS OR OPEN SPACES, SHOULD NOT INCLUDE INVASIVE PLANT SPECIES AND SHOULD INCORPORATE NATIVE PLANT SPECIES THAT ARE INDIGENOUS TO THE AREA. FOR MORE INFORMATION REGARDING LANDSCAPE PLANS CONTACT THE PARK AND NATURAL HERITAGE PLANNING SECTION.

DIGITAL SUBMISSION

The Digital Submission shall take the form of a USB data stick upon which shall be stored, **IN BOTH PDF AND CAD DWG (Version 2010) AND/OR TIFF FORMAT**, all of the required plans and supporting documentation as requested by the City in the Submission Requirements Letter issued for the proposed development.

APPENDIX “2” - PRE-SUBMISSION AND PRE-APPLICATION MEETING FLOWCHART

STEP 1 - PRESENTATION OF DEVELOPMENT PROPOSAL

- Preliminary discussion with City staff concerning the proposed development.
- if proponent advises that development proposal is to be formalized through a formal application submission, a Pre-Submission Meeting will be required. Proceed to **STEP 2**.



STEP 2 - PRE-SUBMISSION MEETING

- proponent provides City staff with conceptual plan(s) prior to meeting.
- submission is reviewed with City staff. Should the proponent not wish to proceed to the application stage, no further meetings are required.
- should the proponent wish to proceed with the submission of development application(s), the preliminary submission is to be taken to DARC within 2 weeks in order to determine what additional plans/supporting documentation is required. Proceed to **STEP 3**.



STEP 3 - DARC MEETING

- preliminary submission presented to DARC.
- roundtable discussion is held to determine what additional plans/supporting documentation is required to ensure that the development application(s) is/are complete.
- City staff to provide proponent with a **SUBMISSION REQUIREMENTS LETTER** detailing the plans/supporting documentation that is to be submitted as part of the complete application submission(s).
- If DARC determines that a further meeting is required to refine the application requirements, a Pre-Application meeting will be required. Proceed to **STEP 4**.
- If DARC determines that a Pre-Application Meeting is not required, proceed to **STEP 5**.



STEP 5 - SUBMISSION OF COMPLETE APPLICATION(S)

- proponent shall provide the City with completed application form(s), fees, required plans and requested additional plans/supporting documentation as outlined in the **SUBMISSION REQUIREMENTS LETTER**.
- application submission shall include a cover letter (the **APPLICANT RESPONSE LETTER**) detailing the plans and supporting documentation being submitted with the complete application and, where the required information has not been provided in accordance with the **SUBMISSION REQUIREMENTS LETTER**, a detailed summary as to **WHY** it has not been provided.
- application(s) to be processed and circulated to City departments/external agencies for review and comment.



STEP 4 - PRE-APPLICATION MEETING

- proponent to provide City staff with detailed Site Plan and Elevation Plans or, if available, the full submission of plans as required in the City's application forms.
- if it is determined that additional plans/supporting documentation will be required, City staff shall advise that the preliminary submission is to be taken to DARC within 2 weeks in order to determine the additional requirements. Proceed to **STEP 3**.
- if City determines that the preliminary submission is "complete", proponent is to proceed to **STEP 5**.



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 uph, 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**