

City of Richmond Hill Sustainability Metrics Program

SUBMISSIONS AND REVIEWS

Applicant

City Staff

Use [SMP Guidebook](#) to review metrics and determine which ones best suit the application



Initiate application using the online [Sustainability Assessment Tool \(SAT\)](#)



Receive email confirmation and link to SAT file
Be sure to save this email for future use!



In SAT, select metrics which best suit your proposal
Be sure to provide evidence to support choices!



Ensure your total **Sustainability Score** meets the minimum “bronze” threshold



Submit your **Sustainability Score** and **Summary Report PDF** to City staff

Receive **Sustainability Score** and **Summary Report PDF** from applicant



Use **SAT Admin tool** to locate applicable submission



Review submission by verifying that evidence provided meets requirements of respective metrics



Work with applicant to collect any missing or additional information



Confirm final **Sustainability Score** as part of recommendation report to Council, if applicable

