VAUGHAN | Development and Parks Planning

Development Application

Application For: (please check all that apply)

- ☐ Official Plan Amendment
- ☐ Draft Plan of Subdivision
- ☐ Site Development
- ☐ Part Lot Control Exemption or Deeming By-Law
- ☐ Minister's Zoning Order
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use (Zoning By-Law Amendment)
- ☐ Draft Plan of Condominium (Standard)
- ☐ Draft Plan of Condominium (Common Element)
- ☐ Draft Plan of Condominium (Vacant Land)

Office Use Only

File Number(s)		
Date Received	Received By	Related Files
Total Application Fee(s)	Receipt Number	PAC Number PAC.

Important: Please Read

This application is submitted pursuant to the applicable Ontario Regulations of the *Planning Act*, as amended. All sections of this application together with the information and material requested shall be completed and/or submitted in its entirety to constitute a complete application. This application must be accompanied by the fees, payable in the form of a cheque, to the CITY OF VAUGHAN, prior to its processing and in accordance with the City's in-effect Fees and Charges By-law. All submission materials, including this application form, shall be submitted via the Citizen Service Online Portal. Prior to the application submission, the Applicant shall submit all digital drawings to gisplanning@vaughan.ca for verification. All PDF drawings are to be georeferenced and layered in accordance with GIS Digital Drawing Submission Standards. If this application is deemed incomplete, it will result in processing delays. All submitted supporting information and reports are made available to the public.

1. Applicant or Registered Owner of Property

I/We: _____

Owner's Name

being the registered owner of: _____

Address/Legal Description

hereby irrevocably authorize and consent to The Corporation of the City of Vaughan to enter, at any reasonable time, onto the Subject Lands and premises, described in this application, for processing and evaluating the merits of this application and, subsequently, conducting any inspections on the Subject Lands if required as a condition of approval.

Owner's Name:		
Contact Name:		
Address:		Apartment/Unit #
City:	Province:	Postal Code:
Phone #	Fax #	Email:

2. Agent – Applicant's Representative

Note: Unless otherwise notified, all correspondence will be forwarded to the agent on file.

Agent's Name:					
Contact Name:					
Address: Apartment/Unit #					
City:		Province:		Postal Code:	
Phone #		Fax #		Email:	
Agent is:	☐Owner	☐Lawyer	☐Architect	☐Planner	☐Contractor
	☐Other:				

3. Existing Subject Lands Description

Address (Street Number and Name, if applicable):		
Describe Location (intersection and side of street):		
Legal Description:		
Lot Area (m^2):	Lot Frontage (m^2):	Lot Depth (m):
Indicate the land uses on the abutting adjacent properties:		
North:		
South:		
East:		
West:		

a. List any previous Land Uses on the subject lands, if known: _____

_____

b. Do the Subject Lands contain any areas of archaeological potential, or will the plan permit development of the land that contains known resources or areas of archaeological potential?

☐Yes	☐No

c. If "yes", an Archaeological Assessment prepared by a person who holds a license that is effective with respect to the Subject Lands, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act* and a Conservation Plan for any archaeological resources identified in the assessment.

d. Is the site vacant?

☐Yes (continue to section g.)	☐No (continue below)

e. Existing Land Use (in metric): _____

f. Existing Land Uses (in metric):

Total Developable Area:	Parking Area:	Residential GFA:
Building Area:	Parking Spaces:	Commercial GFA:
Landscaped Area:	Barrier-Free Parking Spaces:	Employment GFA:
Vacant Area:	Lot Coverage:	Office GFA:

g. If there is an existing building(s) on the Subject Lands, will the development proposal include any demolition?

☐Yes	☐No	If yes, please provide details:

h. Is there any outside storage of goods, vehicles, or equipment?

☐Yes	☐No	If yes, please describe and indicate the purpose (show on all applicable plans):

4. Proposed Development Description

a. What is the nature of the development proposal? Provide a brief description.

b. Are there any easements or restrictive covenants affecting this site? If so, provide descriptions and effects.

c. How will the Subject Lands be developed?

☐Draft Plan of Subdivision	☐Site Plan	☐Other

d. If “Other”, or a combination of the above, please specify:

e. Proposed Development (in metric):

Total Developable Area:	Detached Residential Blocks:	Residential GFA:
Building Area:	Semi-detached Residential Blocks:	Commercial GFA:
Landscaped Area:	Multiple Attached Residential Blocks:	Employment GFA:
Density:	Apartment Residential Blocks:	Office GFA:
Parking Spaces:	Parks and Open Space Area:	Other (Specify):
Barrier-Free Parking Spaces:	Roads and Road Widening:	Other (Specify):
Total Residential Units:	Lot Coverage:	Other (Specify):

f. Will there be outside storage of goods, vehicles, or equipment?

☐Yes	☐No

g. If "yes", please describe below and indicate the purpose. Show on all applicable plans.

Proposed Tenure:

h. Proposed Tenure Type:	☐Standard Condominium	☐Common Element Condominium	☐Rental	☐Freehold

5. Provincial Policies

a. Is the development proposal consistent with the policy statement under subsection 3(1) of the *Planning Act?*

☐Yes	☐No

b. Are the Subject Lands within an area designated under a provincial policy or plan?

☐Yes	☐No

c. Provide an explanation on how the requested application conforms to or does not conflict with the applicable Provincial Plan(s) and how the requested application is consistent with the Provincial Planning Statement.

6. Official Plan

a. Current Official Plan Designation: _____

b. Does the development proposal contemplate a change in designation and/or replacement or deletion of policy?

☐Yes	☐No

c. If "yes", what is the new proposed designation or policy change? _____

d. What is the reason for the new proposed designation or policy change? Ensure that a Planning Justification Report is provided.

e. If "no", provide an explanation of how the development proposal conforms to the Official Plan.

f. If the proposal is to remove land from an employment area, provide details of the amendment.

7. Zoning

a. Current Zoning Category: _____

b. Does the development proposal contemplate a change to the Zoning Category?

☐Yes	☐No

c. Proposed Zoning Category, if applicable: _____

d. What is the reason for the proposed Zoning Category change?

_____

_____

_____

_____

_____

e. If the development proposal does not contemplate a Zoning Category change, but requires zoning relief, what is the reason for the zoning relief being sought?

_____

_____

8. Proposed Servicing and Access

Indicate the proposed servicing type for the Subject Lands. _____

a. Water Supply

☐ publicly owned and operated piped water system	☐ privately owned and operated individual well	☐ privately owned and operated communal well

b. Sewage Disposal

☐ publicly owned and operated sanitary sewage system	☐ privately owned and operated individual septic tank and leaching field system	☐ privately owned and operated communal septic system
☐ privy	☐ other specify:	☐ is servicing required from another municipality? details:

c. Road Access and/or Frontage: _____

Please specify road type (e.g., municipal road, regional road, provincial highway, private road):

_____

Name of Road: _____

d. Storm Drainage

Indicate the proposed storm drainage system:

☐ sewers	☐ swales	☐ ditches	☐ other, specify:

e. For Official Plan and/or Draft Plan of Subdivision: If the plan would permit development of fewer than five (5) lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, include with the Official Plan and/or Draft Plan of Subdivision application a servicing options report and a hydrological report.

f. For Draft Plan of Subdivision**:** If the plan would permit development of fewer than five (5) lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, include a hydrological report with the Draft Plan of Subdivision application.

9. Previous Development Applications/Approvals

a. Have the Subject Lands, or land within 120 m of it, ever been subject of an application(s) under the *Planning Act*?

☐Yes	☐No

b. If "yes", please indicate the type of application(s), file number(s), purpose of the application(s), the status of the application(s), and its effect on the proposed amendment.

		File Number(s)	Purpose	Status
Official Plan Amendment:	☐			
Zoning By-law Amendment:	☐			
Site Development:	☐			
Plan of Subdivision:	☐			
Plan of Condominium:	☐			
Part Lot Control Exemption:	☐			
Minor Variance:	☐			
Consent (Severance):	☐			
Minister's Zoning Order:	☐			

10. For Draft Plan of Condominium (Standard or Common Element)

a. If the City of Vaughan has approved a Site Development Application for the Subject Lands, please provide date of Council/Deputy City Manager, Planning, Growth Management, and Housing Delivery approval:

_____

b. Has a Site Plan Agreement been registered or a Site Plan Letter of Undertaking been executed?

☐Yes	☐No

c. If "yes", please provide the date of registration and/or execution.

_____

d. Has a Building Permit been issued?

☐Yes	☐No

e. If "yes", please provide the date of permit issuance.

_____

f. Has construction commenced?

☐Yes	☐No

g. If "yes", please provide the date of commencement: _____

h. If construction is complete, please indicate the date of completion: _____

i. Have any units been occupied?

☐Yes	☐No

j. If “yes”, how many?

_____

k. Is this a conversion of an existing building containing residential units?

☐Yes	☐No

l. If “yes”, the property owner must sign an Acknowledgement stating that they have complied with the notice requirements set out in Section 51 of the *Residential Tenancies Act*, SO 2006, c 17.

m. Is this an existing building (i.e. employment) requesting to become a condominium?

☐Yes	☐No

n. If “yes”, indicate the number of units and parking spaces.

_____

o. Indicate the number of units to be converted: _____

p. Are there any easements or restrictive covenants that affect the subject lands?

☐Yes	☐No

q. If “yes”, show all easements on the draft plan. Describe the purpose of each easement.

_____

r. Does the Owner own additional lands adjacent to the Draft Plan of Condominium?

☐Yes	☐No

s. If “yes”, show additional lands on the draft key plan.

t. For Phased Condominiums **Only**, please provide the following information:

	Phase Number	Number of Units	Unit Type
Phase			
Phase			
Phase			
Condominium Plan Number of phases which have been registered:			

u. For Common Element Condominiums **only**, respecting the Parcels of Tied Land (POTL), please provide the legal description or municipal address of the parcels which will be tied to the Common Element:

_____

v. Exemption from Part-Lot Control By-Law Number (if applicable):

_____

11. Parkland Dedication (Site Development and Subdivision Applications)

The review of the development proposal will be subject to the *Planning Act* and the City of Vaughan’s Cash-in-lieu of Parkland Dedication By-law.

12. Notice Signs – Procedures and Protocols

The applicant/agent is required to install a Notice Sign(s) in accordance with the “Notice Signs – Procedures and Protocols”, which is available on the City of Vaughan website vaughan.ca.

13. Supporting Materials Required with a Development Application

a. The City of Vaughan has implemented through Vaughan Official Plan 2010 (VOP 2010) and By-law 123-2013, as amended by By-law 141-2022, City-wide process for Pre-Application Consultation (PAC) meetings as a means for the City to identify the materials and information required for the submission of a "Complete" Development Application, except for the Development Application types identified in Section 13.c. below, which are not subject to a PAC process.

   Pursuant to the *Planning Act*, as amended, the PAC process is now voluntary. However, the Development and Parks Planning Department continues to strongly encourage Applicants to proceed with the PAC request to formally establish the requirements for a Complete Application(s) with the City and required agencies. By participating in a formal PAC process, the Development and Parks Planning Department can provide confirmation to the Applicant of the required documents to be submitted with a Development Application through the issuance of an executed "PAC Understanding". For more information on the process and applicable PAC meeting fee, please refer to the "Development and Parks Planning Department Pre-Application Consultation (PAC) and Complete Application Guide" available on the City's website vaughan.ca.

   Should an Applicant choose not to proceed through the formal PAC process, the Applicant will be directed to the Vaughan Official Plan and/or PAC Complete Application Guide for the City's general submission requirements, and the Development and Parks Planning Department will use its discretion to determine which submittal documents form the basis of a Complete Application(s).

b. All information and reports submitted in support of this application may be disclosed to any individual.

c. In the City of Vaughan, certain types of development applications are not subject to a voluntary PAC meeting. The applicable development application types and list of submission requirements for each, are as follows:

   Draft Plan of (Standard and Common Element) Condominium

   - A copy of this application form
   - Description of proposal, including what elements are part of the condominium
   - Aerial photo in colour
   - Legal survey plan
   - The draft plan of condominium
   - Completed and signed Acknowledgement (for residential rental conversions only)
   - Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
   - GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards

   Part-Lot Control Exemption

   - A copy of this application form
   - Description of proposal
   - The registered plan of subdivision showing the subject lots or blocks outlined in red
   - Reference plans prepared and certified by an Ontario Land Surveyor after the foundations establishing the unit/lot boundaries within the block have been poured (if applicable)
   - If lots are being created, a Surveyor's certificate prepared and certified by an Ontario Land Surveyor showing the lot frontage, lot area, and lot depth in accordance with the provisions of the relevant By-law
   - Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
   - GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards
   - Final versions of the plan may be required prior to the preparation of the By-law

Deeming By-law

- A copy of this application form
- Description of Proposal
- The registered plan of subdivision, that has been registered for eight years or more, showing the subject lots or blocks outlined in red
- If lots are being merged, a Surveyor's certificate prepared and certified by an Ontario Land Surveyor showing the lot frontage, lot area, and lot depth in accordance with the provisions of the relevant By-law

Zoning By-law Amendments Requesting Removal of the Holding Symbol "(H)"

- A copy of this application form
- Description of proposal
- A copy of the Zoning By-law that enacted the "(H)" symbol
- Explanation and evidence of how each of the "(H)" conditions have been addressed to the City's satisfaction
- Site Plan
- Legal Plan of Survey

In accordance with the City of Vaughan Site Plan Control Process, PAC meetings are exempt for certain types of Site Development Applications. The applicable Site Development Application types and the submission requirements for each are as follows:

Street Townhouse Dwelling fronting onto a Public Road (on a Block within an Approved/ Registered Plan of Subdivision)

- A copy of this application form
- Description of proposal
- Aerial photo in colour
- A parcel abstract (within 30 days of application submission)
- Legal survey plan
- Site plan
- Internal floor plan(s)
- Waste Collection Design Standards form (both Part 1 and Part 2 of Appendix A to be completed)
- Architectural control architect approved drawings (where applicable)
- Site and building elevations
- Coloured rendered perspective drawings
- Landscape plans and details (including exterior lighting)
- High-quality photos (as determined)
- Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards

Minor Additions to an Existing Building or Site Alteration

- A copy of this application form
- Description of proposal
- Aerial photo in colour
- Parcel abstract (dated within 30 days of application submission)
- Legal survey plan
- Site plan showing the existing and proposed situations
- Internal floor plan(s)
- Waste Collection Design Standards form (as determined, both Part 1 and Part 2 of Appendix A to be completed)
- Site and building elevations
- Coloured rendered perspective drawings
- Landscape plans and details, including exterior lighting (as determined)
- Landscape cost estimate (as determined)
- High-quality photos (as determined)

- Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards
- Please contact the Development Engineering Department for submission requirements and applicable review fee

Minor Changes to an Existing or Approved Building Elevation or Site Plan

- A copy of this application form
- Description of proposal
- Aerial photo in colour
- Parcel abstract (dated within 30 days of application submission)
- Legal survey plan
- Site plan showing the existing and proposed situations
- Internal floor plans (as determined)
- Site and building elevations
- Coloured rendered perspective drawings
- Landscape plans and details, including exterior lighting (as determined)
- Landscape cost estimate (as determined)
- High-quality photos (as determined)
- Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards
- Please contact the Development Engineering Department for submission requirements and applicable review fee

New Signage or Changes to Existing Signage

- A copy of this application form
- description of proposal
- Aerial photo in colour
- Parcel abstract (dated within 30 days of application submission)
- Legal survey plan
- Site plan showing the location of the proposed signs
- Site and building elevations
- Coloured rendered perspective drawings
- High-quality photos (as determined)
- Digital drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- GIS Conformity Letter issued by the Development and Parks Planning Department, GIS and Analytics Division via email (gisplanning@vaughan.ca) confirming proper format of digital drawings in accordance with the Digital Plan Submission Standards
- Please contact the Development Engineering Department for submission requirements and applicable review fee

14. Declaration of Landowner or Agent

The processing of this application shall not commence until the following declaration is completed and commissioned.

I,	,	of the	
of		In the	
of		solemnly declare that:	

All above statements contained in all the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by the *Canada Evidence Act*.

DECLARED before me at the				
of		in the		
		of		
this		day of	,	202

Signature Of Owner or Agent

Location of Commissioner of Oath's Stamp and Signature

Personal information on this form is collected under the legal authority of the *Planning Act*, R.S.O. 1990, Chapter P.13 (as amended) and Regulations thereto. Information collected on this form is considered to be a public record under the *Municipal Freedom of Information and Protection of Privacy Act*. R.S.O. 1990, c M.56. This information will be used to process this application. Disclosure of information on the application and this form will be consistent with the *Municipal Freedom of Information and Protection of Privacy Act* and the *Planning Act.* Questions about this collection of information should be directed to the Development and Parks Planning Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 905-832-8585.

15. Authorization of Agent

(To be signed by Owner if Agent has been appointed)

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf of:	
	Whom I have appointed as my agent.
Name of Agent	Date:
Signed:	Please Print Name:

Affix Corporate Seal of registered owner of property. Processing will not commence until this is provided.

16. Site Screening Questionnaire

Office Use Only		
City File Number	City File Name	City Planner and Extension

To be completed by the Applicant/Owner and, if applicable, Purchaser and/or Lessee of the Subject Lands

Subject lands address (legal and municipal): _____

NOTE: ALL QUESTIONS MUST BE ANSWERED

1. What is the historical, current, and proposed use of the subject lands?			
Historical:			
Current:			
Proposed:			
2. Is there reason to believe the subject lands may be contaminated either from **historical** or **current** land use or from **adjacent** properties? (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
3. Has **land filling**, or **waste dumping** ever occurred on the **subject** lands or on **adjacent** properties? (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
4. Has a **gas station**, or **dry-cleaning** operation ever been located on the **subject lands** or the **adjacent** properties? (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
5. Was the **subject lands** or **adjacent** properties ever used for industrial/commercial purposes? (e.g., **product manufacturing, chemical/petroleum bulk storage, rail yards/tracks, automotive repair, metal fabrication, other:** (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
6. Was the subject lands ever used for agricultural purposes with the application of **cyanide-based pesticides** (e.g. for orchards), or **sewage sludge?** (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
7. Are there or have there been any **underground** or **aboveground** storage tanks located on the subject land(s)? (If yes, please circle applicable **bold** item)	☐Yes	☐No	☐Uncertain
8. Are you aware of any hazardous materials that may be present or that were generated on the subject lands (i.e., asbestos, PCB's, lead, mercury, etc.)?	☐Yes	☐No	☐Uncertain
9. Is the subject lands with 500 m (1,640 ft) of an **operational** or **non-operational** landfill or dump? (If yes, please circle applicable **bold** item above)	☐Yes	☐No	☐Uncertain
10. Have any previous environmental reports been prepared for the subject lands within the last 5 years, including but not limited to a Phase I, II, III Environmental Site Assessment(s), remedial action plan, risk assessment, record of site condition, or certificate of property use?	☐Yes	☐No	☐Uncertain

If yes, please submit the documents in digital and hard copy format with your application along with a letter granting third party reliance on the documents to the City of Vaughan and its peer reviewer. If the reports were in connection to a previous city of Vaughan Development Planning application, provide the City reference file numbers (s)			

TO BE COMPLETED BY CITY OF VAUGHAN			
A. Development Planning Department			
1.	Are all the Site Screening Questions answered, and the Environmental Certification completed, dated, and signed?	☐Yes	☐No
2.	Does the completed Site Screening Question include any “Yes” or “Uncertain” responses?	☐ Yes	☐ No
3.	Does the proposal include any lands to be conveyed to the City?	☐ Yes	☐ No
B. Development Engineering and Infrastructure Planning Department			
1.	Does the proposal require any lands to be conveyed to the City or for the City to acquire an interest in any lands for such purposes as, but not limited to, road widening, storm water management, services, etc.?	☐Yes	☐No
2.	Is there a change proposed for the Subject Lands to a more sensitive land use as defined by the MOECC? If Yes, then ESA reports and RSC are required as per O. Reg. 153/04.	☐Yes	☐No
3.	Are a Phase One, Two, Three ESA, and/or RAP required to be submitted with the application? If Yes, provide correspondence to Development Planner to notify proponent in PAC meeting.	☐Yes	☐No

17. Environmental Certification

Office Use Only					
City File Number:		City File Name:		City Planner and Extension:	

To be signed by the Owner and, if applicable, Purchaser and/or Lessee of the Subject Lands

I/We	the owner and/or purchaser
and/or lessee	
(delete terms not applicable) of the above-noted lands Hereby acknowledge that the information provided in the site screening questionnaire is true to the best of my/our knowledge as of the date below and it is my/our responsibility to ensure that I/We are in compliance with all applicable legislative enactments, guidelines and other government directives pertaining to contaminated or potentially contaminated sites including, but not limited to, the *Environmental Protection Act (as amended)*. I/We further acknowledge that the City of Vaughan and/or York Region are not responsible for the identification and/or remediation of contaminated sites and in any action or proceeding for losses or damages related to environmental contamination or clean-up of contamination will not sue or claim over against the City of Vaughan and/or York Region.	

Affix Corporate Seal of registered owner of property. Processing will not commence until this is provided.

Dated at:	this:	day of:	202
Location	Day	Month	Year

Signature of **Owner**	Please print name (affix corporate seal if applicable)

Dated at:	this:	day of:	202
Location	Day	Month	Year

Signature of **Purchaser**	Please print name (affix corporate seal if applicable)

Dated at:	this:	day of:	202
Location	Day	Month	Year

Signature of **Lessee**	Please print name (affix corporate seal if applicable)

18. Fee Calculation Worksheet

This form must be accurately completed for the Calculation of Fees, pursuant to the City's in-effect Fees and Charges By-Law.

Office Use Only		
	File Name:	
	File Number(s):	
	Total Fees Calculated and Verified:	
	Verified By (Planner's Name):	
	Date:	

2026 Calculations (Check applicable, and refer to Notes Below)					Amount ($)
Official Plan Amendment Application					
☐	Major Official Plan Amendment (OPA) Base Fee [1]			$49,915	
	AND Major OPA Surcharge (If application is approved by Council or OLT and prior to adoption of OPA) [2]			$7,618	
☐	Minor Official Plan Amendment Base Fee [3]			$30,967	
	AND Minor OPA Surcharge (if application is approved by Council or OLT and prior to adoption of OPA) [2]			$5,179	
☐	Revision to Official Plan application requiring recirculation [4]			$6,006	
☐	Additional Public Meeting and/or Report resulting from change to the Application by the Applicant or more than two (2) years since initial Public Meeting [5]			$9,492	
☐	Additional Committee of the Whole Report resulting from a change to the Application by the Applicant [5]			$9,492	
Official Plan Amendment Subtotal					

Zoning By-Law Amendment Application						
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Units					
	☐	Base Fee			$11,307	
	Per Unit Fee [6]					
	☐	For the first 0-25 units		units	@ $787/unit	
	☐	For the next 26-100 units		units	@ $293/unit	
	☐	For the next 101-200 units		units	@ $89/unit	
	☐	For each unit above 200		units	@ $39/unit	
	☐	Maximum Fee Per Application			$95,669	
Non-Residential	☐	Base Fee			$11,307	
	☐	Non-Residential [7] (Industrial/Office/Institutional/ Commercial/Agricultural)		hectares or m^2	$4,772/ha or $0.48/$m^2$	
	☐	Maximum Fee Per Application			$95,669	
Mixed-Use	☐	Base Fee			$11,307	
	☐	Mixed-Use Blocks [8] (If Residential use is proposed, the residential Per Unit Fee applies)		hectares or m^2	$4,772/ha or $0.48/$m^2$	
	☐	Maximum Fee Per Application			$95,669	
Other	☐	Private Open Space and Privately-Owned Publicly Accessible Spaces ('POPS')			$4,467/ha	
	☐	Zoning By-law Surcharge (if Zoning Amendment Application is Approved by Council or the Ontario Land Tribunal)[15]			$4,760	
	☐	Revision to Zoning Amendment Application Requiring Recirculation [4]			$6,006	
	☐	By-law to remove Holding Symbol '(H)'			$7,553	
	☐	Part Lot Control By-law or Deeming By-law			$4,244 + $730/lot being created	
	☐	Extension of Part Lot Control [15]			$4,820	

Zoning By-Law Amendment Application						
	☐	Sections 37 & 45(9)/Community Benefit Agreement Surcharge			$42,356	
	☐	Stratified Title Agreement Surcharge			$22,947	
	☐	Cash-in-Lieu of Parking Surcharge			$2,304	
	☐	Public Art Agreement			$37,931	
	☐	Class 4 Designation Surcharge			$30,348	
	☐	Additional Public Meeting and/or Report resulting from change to the Application by Applicant or more than two (2) years since initial Public Meeting [5]			$9,492	
	☐	Additional Committee of the Whole report resulting from a change to the Application by Applicant [5]			$9,492	
Zoning By-law Amendment Subtotal						

Site Development Application						
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Unit					
	☐	Base Fee			$16,883	
	Per Unit Fee [6]					
	☐	For the first 0-25 units		units	@ $483/unit	
	☐	For the next 26-100 units		units	@ $241/unit	
	☐	For the next 101-200 units		units	@ $169/unit	
	☐	For each unit above 200 units		units	@ $101/unit	
	☐	Maximum Fee Per Application			$135,061	
Residential (Already paid subdivision fee)	☐	Base Fee			$16,883	
	Per Unit Fee [6]					
	☐	For the first 0-25 units		units	@ $320/unit	
	☐	For the next 26-100 units		units	@ $161/unit	
	☐	For the next 101-200 units		units	@ $112/unit	
	☐	For each unit above 200 units		units	@ $57/unit	
	☐	Maximum Fee Per Application			$135,061	
Non-Residential	☐	Base Fee			$16,883	
	☐	Industrial/Office/Private Institutional		Per m^2	@ $14.00/$m^2$	
	☐	Industrial/Office/Private Institutional: Portions over 4,500 m^2 GFA		Per m^2	@ $4.00/$m^2$	
	☐	Commercial (Service, Retail Warehouse)		Per m^2	@ $14.00/$m^2$	
	☐	Commercial (Service, Retail Warehouse): Portions over 4,500 m^2 GFA		Per m^2	@ $4.00/$m^2$	
	☐	Maximum Fee Per Application			$135,061	
Mixed-Use	☐	Base Fee [8]			$16,883	
	Per Unit Fee [6]					
	☐	For the first 0-25 units		Units	@ $483/unit	
	☐	For the next 26-100 units		Units	@ $241/unit	
	☐	For the next 101-200 units		Units	@ $169/unit	
	☐	For each unit above 200 units		Units	@ $101/unit	
	☐	Industrial/Office/Private Institutional		Per m^2	@ $14.00/$m^2$	
	☐	Industrial/Office/Private Institutional: Portions over 4,500 m^2 GFA		Per m^2	@ $4.20/$m^2$	
	☐	Commercial (Service, Retail Warehouse)		Per m^2	@ $14.00/$m^2$	
	☐	Commercial (Service, Retail Warehouse): Portions over 4,500 m^2 GFA		Per m^2	@ $4.20/$m^2$	
	☐	Maximum Fee Per Application			$135,061	
Other	☐	Revision to in-progress Site Development Application requiring recirculation prior to Council, if applicable			$6,006	
	☐	Minor amendment to an approved Site Development Application not requiring Council Approval (plus any additional GFA proposed)			$5,617	
		Simple Site Plan Revision (Note to File) [9]			$515	

Site Development Application						
	☐	Landscape and/or POPS Inspection Fee [10] (for a maximum of 2 inspections)			$580 ($353) for additional inspection to address deficiencies)	
	☐	Stratified Title Agreement, Strata Park, or POPS Agreements [12]			$22,947	
	☐	Telecommunication (Cell) Tower Application			$47,278	
	☐	Additional Committee of the Whole report resulting from a change to the application by the Applicant			$9,492	
	☐	Heritage Review Fee [14]			$2,158	
Site Development Subtotal						

Draft Plan of Condominium Application						
	Includes Standard, Common Element, Vacant Land, Leasehold, Amalgamated and Phased, and Condominium Conversion					
	☐	Base Fee			$48,243	
	☐	Revision to a Draft Plan of Condominium			$19,745	
	☐	Extension of Plan of Condominium Approval			$2,998	
	☐	Reinstatement of a Lapsed Plan of Condominium [11]			$2,998	
	☐	Additional report resulting from change to the Application by Applicant [5]			$9,492	
	☐	Application to exempt an amendment to a registered condominium description from Section 51 of the *Planning Act*			$9,492	
Draft Plan of Condominium Subtotal						

Draft Plan of Subdivision Application						
	☐	Base Fee			$61,904	
Residential	Per Unit Fee [6]					
	☐	For the first 0-25 units		units	@ $879/unit	
	☐	For the first 26-100 units		units	@ $440/unit	
	☐	For the first next 101-200 units		units	@ $133/unit	
	☐	For each unit above 200		units	@ $39/unit	
	☐	Part Lot / Part Block		units	50% of per unit fee/ Lot or Block	
	☐	Maximum Fee Per Application			$168,826	
Non-Residential	☐	Base Fee			$61,904	
	☐	Non-Residential Blocks in Subdivision (fee applies on per hectare basis)		Per ha	$2,818/ha	
	☐	Maximum Fee Per Application			$168,826	
Mixed-Use	☐	Base Fee			$61,904	
	Per Unit Fee [8]					
	☐	For the first 0-25 units		units	@ $879/unit	
	☐	For the next 26-100 units		units	@ $440/unit	
	☐	For the next 101-200 units		units	@ $133/unit	
	☐	For each unit above 200		units	@ $39/unit	
	☐	Mixed-Use Blocks in Subdivision[5] (fee applies on per hectare basis)		Per ha	$2,818/ha	
	☐	Maximum Fee Per Application			$168,826	
Other	☐	Revision to Draft Approved Plan of Subdivision requiring circulation [4]			$10,169	
	☐	Revision to Conditions of Draft Plan of Subdivision Approval			$6,006	
	☐	Extension of Draft Plan of Subdivision Approval (1 additional year)			$2,998	
	☐	Reinstatement of a Lapsed Plan of Subdivision [11]			$2,998	
	☐	Registration of Each Additional Phase of a Subdivision Plan			$24,018	
	☐	Landscape Review [10]			$29,178	

Draft Plan of Subdivision Application				
	☒	Landscape and/or Park Inspection [10] (includes a maximum of 2 inspections)	$580 ($353) for additional inspection to address deficiencies)	
	☐	Additional Committee of the Whole report resulting from change of Application by the Applicant [5]	$9,478	
	☐	Strata Parks Agreement	$22,279	
	☐	Heritage Review Fee [14]	$2,158	
Draft Plan of Subdivision Subtotal				

Minister's Zoning Order				
	☐	Minister's Zoning Order	$73,600	
Minister's Zoning Order Subtotal				

Block Plan and Secondary Plan				
	☐	Block Plan and Secondary Plan	$833/ha	
	☐	Revision for Application requiring recirculation [4]	$5,832	
Block Plan and Secondary Plan Subtotal				

Heritage Review				
	☐	Heritage Review (For Developments that are not subject to review process under the *Planning Act)*	$2,158	
	☐	De-Designation Fee	$2,158	
	☐	Heritage Permit	$719	
	☐	Heritage Status Letter	$108	
	☐	Heritage Permit – Minor Additions and Alterations [13]	$206	
Heritage Review Subtotal				
Total Development Application Fees				

19. Notes

1. Major Official Plan Amendment: A "Major" Official Plan amendment is an Official Plan amendment that:

   a) any proposed redesignation or change in land use for a property(ies);

   b) requires many changes to the policies and schedules of the Official Plan;

   c) is more significant in scale and scope than a minor Official Plan amendment, and which may have greater impact or policy implications beyond the subject lands. Applications relating to more than one property would normally be in this category;

   d) a site-specific application representing a large-scale development/redevelopment or a change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category; and

   e) an Official Plan amendment within a Heritage Conservation District.

2. Official Plan and Zoning By-law surcharge fees shall be paid prior to the item being enacted by Council and/or paid prior to the preparation of draft instruments approved by the Ontario Land Tribunal (OLT). An additional surcharge fee may be required for the processing of any York Region Official Plan Amendment.

3. Minor Official Plan Amendment: A "Minor" Official Plan amendment is an Official Plan amendment that:

   a) proposes a small-scale exception to a specific Official Plan standard (e.g., minor variations (maximum 10%) to numerical values, such as, the number of permitted units, building height, and gross floor area ('GFA'); or to add a site-specific use limited in scale, excluding outside/open storage and environmental standards);

   b) proposes a minor change to a specific policy that is limited in scope to one property;

c) maintains the intent and purpose of the Official Plan; and

d) shall have limited impact or policy implications beyond the subject lands.

4. Official Plan, Zoning By-law Amendment, Draft Plan of Subdivision, Block Plan and Secondary Plan Applications – Recirculation fee applicable when substantial changes are initiated by the Applicant that requires a full recirculation for review and comment prior to Council approval. When more than one related application (e.g. Official Plan and Zoning By-law Amendment) is filed, the fee shall only be applied for one of the related applications.
5. Where more than one application type requires an additional Public Meeting or Committee of the Whole Report for a development, only one surcharge fee shall apply. This fee shall be paid prior to the Public Meeting or Committee of the Whole meeting.
6. Per unit fee charge is based on a decreasing per unit rate. For example, a Zoning By-law Amendment Application for a proposed residential development with 1,130 units, the is calculated as follows:

For the first 25 Units = 25 Units x $787	= $19,675
For the next 26-100 Units = 75 Units x $293	= $21,975
For the next 101-200 Units = 100 Units x $89	= $8,900
For each unit above 200 = 930 Units x $39	= $36,270
Total Per Unit Fee	= $86,820

7. For Temporary Use Zoning By-law Amendment Applications, the Non-Residential Area Fee shall be calculated on the lot area in which the temporary use is proposed.
8. For a Mixed-Use Development, where more than one use is proposed on a site, the applicable Site Development application fee shall be the Base fee, plus the total of the fees for each individual use/units added together. For a Zoning By-law Amendment Application, Site Development Application and Draft Plan of Subdivision Application, where residential uses are proposed, the per unit residential fee shall apply to each unit for each application type.
9. This fee shall apply specifically for minor revisions to previously approved Site Development Applications which include minor modifications to signage, landscape treatments, relocation of previously approved locations for transformer boxes, grills, etc.
10. Fees are subject to HST.
11. This is a one-time reinstatement fee of a Draft Plan of Subdivision/Condominium for which the approval has lapsed within the past 5 years.
12. Preparation, negotiation and/or review of POPS Agreements, including where such agreements are incorporated into a site plan agreement, site plan amending agreement or any other legally permitted agreement or mechanism.
13. Minor additions are less than 50 m^2 of GFA and alterations include window, door replacement, signage, etc. Any other minor amendments are subject to the discretion of the Cultural Heritage Division.
14. Where more than one application type is required, the heritage review fee will only be charged once.
15. The extension of Part Lot Control Fee applies to a part lot control by-law that has expired for no longer than one (1) year since it's date of expiration, and provided no changes are proposed as part of the extension. The per lot fee, if previously paid, does not apply.

GENERAL NOTES

I. Any application fees paid prior to the date this By-law comes into force shall be credited to the amount(s) due under the By-law

II. If any application is withdrawn in writing by the Applicant:

a) Prior to a technical report proceeding to Committee of the Whole, 25% of the fee may be refunded; or

b) Prior to a Public Meeting, 50% of the fee may be refunded

III. Any changes to the application will not result in a refund but may result in additional fees paid by the Applicant.

IV. Should the Applicant request that Public Meeting be cancelled (after Notices have been mailed out) and held at a later date, the total cost incurred for the second mailing of a Public Meeting Notice shall be borne by the Applicant.

V. An appeal of any of the Planning Applications identified in this By-law to the Ontario Land Tribunal shall be subject to a $957 Development and Parks Planning / Policy Planning and Special Programs Department administrative fee for each application appealed, to be paid by the Appellant.

VI. Maintenance Fee of $1,125 is charged to each inactive file where the file has been inactive for over 1 year (where the Applicant prefers not to close the file). The Development and Parks Planning / Policy Planning and Special Programs Departments may close a file if the Applicant does not pay the above within 30 days of written notice from the City.