

**Application for:** (please check all applicable boxes)

- Official Plan Amendment  
  Zoning By-law Amendment  
  Site Development  
  Part Lot Control  
  Interim Control  
 Draft Plan of Subdivision  
  Draft Plan of Standard Condominium  
  Common Element/Vacant Land Condominium

**Office Use Only**

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

**IMPORTANT – PLEASE READ:**

This application is submitted pursuant to the applicable Ontario Regulation(s) of the *Planning Act*. 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 to the CITY OF VAUGHAN, prior to its processing and in accordance with the in-effect "Tariff of Fees for Vaughan Planning Applications." Rolled up plans will not be accepted. All drawings shall be folded to either letter or legal size with the title block facing out. If this application is deemed incomplete, it will result in processing delays. All submitted supporting information and reports are made available to the public.

**1.0 Applicant or Registered Owner of Property**

I/We \_\_\_\_\_ being the registered owner of \_\_\_\_\_  
*Owner's Name* *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 condition of approval.

1.1 Owner's Name: \_\_\_\_\_  
**(Mandatory Information)**

1.2 Contact Name: \_\_\_\_\_  
**(Mandatory Information)** *Last* *First* *M.I.*

1.3 Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
 \_\_\_\_\_  
*City* *Province* *Postal Code*

1.4 Phone: \_\_\_\_\_ 1.5 Fax: \_\_\_\_\_

1.6 Email Address: \_\_\_\_\_

1.7 Date Subject Lands were acquired (optional): \_\_\_\_\_

**2.0 Agent – Applicant's Representative**

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

2.1 Agent's Name: \_\_\_\_\_  
**(Mandatory Information)**

2.2 Contact Name: \_\_\_\_\_  
**(Mandatory Information)** *Last* *First* *M.I.*

2.3 Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
 \_\_\_\_\_  
*City* *Province* *Postal Code*

2.4 Phone: \_\_\_\_\_ 2.5 Fax: \_\_\_\_\_

2.6 Email Address: \_\_\_\_\_

2.7 Date Subject Lands were acquired (optional): \_\_\_\_\_

2.8 Agent is:  Owner  
 Lawyer  
 Architect  
 Planner  
 Contractor  
 Other: \_\_\_\_\_

## 3.0 Provincial Policies

3.1 Is the development proposal consistent with the policy statement under subsection 3(1) of the *Planning Act*?  
 YES                       NO

3.2 Are the Subject Lands within an area designated under a provincial policy or plan?  
 YES                       NO

3.3 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 Policy Statement.

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## 4.0 Official Plan

4.1 Current Official Plan Designation: \_\_\_\_\_

4.2 Does the development proposal contemplate a change in designation and/or replacement or deletion of policy?                       YES                       NO

4.3 If "yes", what is the new proposed designation or policy change? \_\_\_\_\_

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

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

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4.6 If the proposal is to remove land from an employment area, provide details of the amendment and include the City of Vaughan Application number. Note: The *Planning Act* does not permit any employment land conversion unless it is done through a comprehensive policy review.

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## 5.0 Zoning

5.1 Current Zoning Category: \_\_\_\_\_

5.2 Does the development proposal contemplate a change to the Zoning Category?                       YES                       NO

5.3 Proposed Zoning Category, if applicable: \_\_\_\_\_

5.4 What is the reasoning for the proposed Rezoning? \_\_\_\_\_

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5.5 If the Subject Lands are within an area where zoning with conditions may apply, an explanation of how the application conforms to the Official Plan policies relating to the Zoning with conditions is required. Explain.

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5.6 If the Subject Lands are within an area where the City of Vaughan has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, provide a statement of how the application complies with these requirements. Include previous approvals, files numbers, and zoning exceptions.

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## 6.0 Existing Subject Lands Description

6.1 Address (Street Number and Name, if applicable): \_\_\_\_\_

6.2 Describe Location (intersection and side of street): \_\_\_\_\_

6.3 Legal Description: \_\_\_\_\_

6.4 Lot Area (m<sup>2</sup>): \_\_\_\_\_ 6.9 Lot Frontage (m): \_\_\_\_\_ 6.10 Lot Depth (m): \_\_\_\_\_

6.5 Indicate the Land Uses on the abutting adjacent properties:

North:	_____
South:	_____
East:	_____
West:	_____

6.6 List any previous Land Uses on the subject lands, if known: \_\_\_\_\_

6.7 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

6.8 If "yes", an Archaeological Assessment prepared by a person who holds a licence 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.

6.9 Is the site vacant?

YES If "yes", continue to Section 7.0  NO If "no", continue below

6.10 Existing Land Use (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:	_____

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

YES  NO

6.12 If "yes", please provide details.

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

YES  NO

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

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6.15 Detailed Description of Present Land Use: \_\_\_\_\_

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## 7.0 Proposed Development Description

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

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7.2 Is this a resubmission of an earlier application?

YES  NO  Do Not Know

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

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7.4 How will the Subject Lands be developed?

- Draft Plan of Subdivision
  Site Plan
  Other

7.5 If "Other", or a combination of the above, please specify: \_\_\_\_\_

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7.6 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):	

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

- YES
  NO

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

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7.9 Proposed Tenure Type:  Standard Condominium  Common Element Condominium  Rental  Freehold

## 8. Proposed Servicing and Access

Indicate the proposed servicing type for the Subject Lands.

8.1 Water Supply

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

8.2 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: \_\_\_\_\_

8.3 Road Access and/or Frontage

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

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8.3.2 Name of Road: \_\_\_\_\_

8.4 Storm Drainage

Indicate the proposed Storm Drainage System:

- sewers
  swales
  ditches
  other, specify: \_\_\_\_\_

8.5 (For Official Plan and/or Draft Plan of Subdivision) If the plan would permit development of fewer than five 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.

8.6 (For Draft Plan of Subdivision) If the plan would permit development of fewer than five 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 with the Draft Plan of Subdivision application a hydrological report.

## 9. Previous Approvals

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

YES  NO

9.2 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
Zoning File:	<input type="radio"/>			
Site Development Approval:	<input type="radio"/>			
Plan of Subdivision:	<input type="radio"/>			
Plan of Condominium:	<input type="radio"/>			
Minor Variance:	<input type="radio"/>			
Consent (Severance):	<input type="radio"/>			
Minister's Zoning Order:	<input type="radio"/>			

## 10. For Draft Plan of Standard Condominium Only

10.1 Has the City of Vaughan approved a Site Development Application?

YES  NO

10.2 If "yes", please provide a file number and date of approval.

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

YES  NO

10.4 If "yes", please provide the date of registration / execution.

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10.5 Has a Building Permit been issued?

YES  NO

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

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10.7 Has construction commenced?

YES  NO

10.8 If "yes", please provide the date of commencement.

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10.9 If construction is complete, please indicate the date of completion: \_\_\_\_\_

10.10 Have any units been occupied?

YES  NO

10.11 If "yes", how many?

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

YES  NO

10.13 If "yes", the property owner must sign an Acknowledgement stating that all of the tenants have been advised that the property owner proposes to convert the existing rental housing development to condominium tenure.

10.14 Is this an existing building requesting to become a condominium?

YES  NO

10.15 If "yes", indicate the number of units and parking spaces.

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10.16 Indicate the number of units to be converted: \_\_\_\_\_

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

YES       NO

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

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

YES       NO

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

10.21 **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:			

10.22 **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:

10.23 Committee of Adjustment Consent Application Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

10.24 Exemption from Part-Lot Control By-law Number: \_\_\_\_\_

## 11. York Region (for Official Plan Amendments Only)

11.1 In accordance with the York Region Fee By-law, York Region may grant exemptions from Regional Approval of area municipal Official Plan Amendments upon review of the subject application. Contact the Regional Municipality of York at (905) 895-1231 for the fee amount or visit their website at [york.ca](http://york.ca). You are required to submit the fee payment directly to the Regional Municipality of York – Community Planning and Development Services Department.

11.2 Will you be applying for a Regional exemption from the area municipal Official Plan?

YES       NO

## 12. Parkland Dedication (Site Development and Subdivision Applications)

12.1 The review of the development proposal will be subject to the *Planning Act* and/or the City of Vaughan Cash-in-lieu Policy.

## 13. Notice Signs – Procedures and Protocols

13.1 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](http://vaughan.ca).

## 14. Supporting Materials Required with Application

14.1 Pursuant to Bill changes to the *Planning Act*, the City of Vaughan has implemented in the Vaughan Official Plan (VOP) 2010 and By-law 123-2013, which implements the City-wide procedures for Pre-Application Consultation (PAC) meetings as a means for the City to identify the material(s) and information required for the submission of a complete Development Planning Application, excluding Part-Lot Control and Standard Draft Plan of Condominium. The supporting material required with this application is summarized in the executed “PAC Understanding”, including the PAC fee amount. For more information, please refer to the “Development Planning Department Pre-Application Consultation [PAC] and Complete Application Package [CAP]” available on the City’s website, [vaughan.ca](http://vaughan.ca).

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

14.3 In the City of Vaughan, certain development applications do not require a PAC meeting. The following is the list of submission requirements:

## 14.3.1 Draft Plan of (Standard) Condominium

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of the legal survey plan
- 25 full scale copies of the draft plan of condominium folded (legal size)
- 3 legal size reduced copies of the plans
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

## 14.3.2 Part Lot Control

- 3 copies of this application form and description of proposal
- 3 full scale plans of the registered plan of subdivision showing the subject lots or blocks in red
- If lots are to be created, 3 full scale plans 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
- If the exemption is for the purposes of creating maintenance and/or encroachment easements for a subdivision, as permitted by the existing Zoning By-law, no individual lot plans will be required
- 2 legal size reduced copies of the plans
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)
- Additional copies or final versions of the plan may be required prior to the preparation of the By-law

## 14.3.3 Interim Control By-law

- 3 copies of this application form and description of proposal
- 3 full scale plans of the lot, block, or part of Registered Plan, Reference Plan, or Draft Plan of Subdivision showing the lots or blocks, subject to the proposed amendment in red

14.4 In accordance with the City of Vaughan Site Plan Control Process, PAC meetings are exempt for street townhouse dwellings (fronting onto a public road) within an approved Draft Plan of Subdivision or a registered Plan of Subdivision, minor additions to an existing building or site alterations, minor changes to existing or approved building elevations or site plan, and proposals for new signage or changes to existing signage. The following are the site plan submission requirements for the aforementioned:

## 14.4.1 Street Townhouse Dwelling on a Block (within an Approved/Registered Plan of Subdivision)

- 3 copies of this application form and description of proposal
- 6 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 25 full scale copies of the site plan folded (legal size)
- 3 legal size reduced copies of the plans
- 8 copies of the internal floor plans
- Waste Collection Design Standards form
- 2 copies of the architectural control architect approved drawings (where applicable)
- 9 copies of the site and building elevations
- 17 copies of the coloured rendered perspective drawings
- 9 copies of the landscape plans and details (including exterior lighting)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

## 14.4.2 Minor Additions to an Existing Building or Site Alteration

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the existing and proposed situations
- 3 legal size reduced copies of the plans
- 8 copies of the internal floor plans
- Waste Collection Design Standards form (as determined)
- 5 copies of the site and building elevations
- 5 copies of the coloured rendered perspective drawings
- 5 copies of the landscape plans and details, including exterior lighting (as determined)
- 2 copies of the landscape cost estimate (as determined)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

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

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the existing and proposed situations
- 3 legal size reduced copies of the plans
- 3 copies of the internal floor plans (as determined)
- 5 copies of the site and building elevations
- 5 copies of the coloured rendered perspective drawings
- 5 copies of the landscape plans and details, including exterior lighting (as determined)
- 2 copies of the landscape cost estimate (as determined)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

## 14.4.4 New Signage or Changes to Existing Signage

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the location of the proposed signs
- 3 legal size reduced copies of the plans
- 5 copies of the site and building elevations (add three copies if abutting an MTO lands)
- 5 copies of the coloured rendered perspective drawings (add three copies if abutting MTO lands)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)



**15. Declaration of Land Owner 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	, 2

\_\_\_\_\_  
*Signature Of Owner or Agent*

\_\_\_\_\_  
*Location of Commissioner of Oath's Stamp or 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. This information will be used to process this application. Questions about this collection of information should be directed to the Development Planning Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (905) 832-8585.

**16. 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:

\_\_\_\_\_  
*Please print name of Agent*

whom I have appointed as my Agent.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Please print name*

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

## 17. Site Screening Questionnaire

<b>Office Use Only</b>		
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):	
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**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 <u>historical</u> or <u>current land use</u> or from <u>adjacent properties</u> ? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
3.	Has <u>land filling</u> or <u>waste dumping</u> ever occurred on the <u>Subject Lands</u> or on <u>adjacent properties</u> ? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
4.	Has a <u>gas station</u> or <u>dry cleaning operation</u> ever been located on the <u>Subject Lands</u> or on <u>adjacent properties</u> ? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
5.	Was the <u>Subject Lands</u> or <u>adjacent properties</u> ever used for industrial/commercial purposes (e.g., <u>product manufacturing</u> , <u>chemical/petroleum bulk storage</u> , <u>rail yards/tracks</u> , <u>automotive repair</u> , <u>metal fabrication</u> , other: _____)? <b>(If yes, please circle/fill-in the applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
6.	Was the Subject Lands ever used for agricultural purposes with the application of <u>cyanide-based pesticides</u> (e.g., for orchards) or <u>sewage sludge</u> ? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
7.	Are there or have there been any <u>underground</u> or <u>aboveground</u> storage tanks located on the Subject Lands? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
8.	Are you aware of any hazardous materials that may be present or that were generated on the Subject Lands (i.e., asbestos, PCBs, lead, mercury, etc.)?	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
9.	Is the Subject Lands within 500 m (1,640 ft.) of an <u>operational</u> or <u>non-operational</u> landfill or dump? <b>(If yes, please circle applicable underlined item(s))</b>	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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? 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 number(s):  Please list, i.e., OP-, Z-, 19T-, DA-: _____	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN

### 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?	<input type="radio"/> YES	<input type="radio"/> NO
2.	Does the completed Site Screening Question include any “Yes” or “Uncertain” responses?	<input type="radio"/> YES	<input type="radio"/> NO
3.	Does the proposal include any lands to be conveyed to the City?	<input type="radio"/> YES	<input type="radio"/> 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.?	<input type="radio"/> YES	<input type="radio"/> 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 is required as per O. Reg. 153/04.	<input type="radio"/> YES	<input type="radio"/> 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.	<input type="radio"/> YES	<input type="radio"/> NO

**18. 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 \_\_\_\_\_ 2\_\_\_\_\_.  
*Location Day Month Year*

\_\_\_\_\_  
*Signature of OWNER*

\_\_\_\_\_  
*Please Print Name (AFFIX Corporate Seal, if applicable)*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.  
*Location Day Month Year*

\_\_\_\_\_  
*Signature of PURCHASER*

\_\_\_\_\_  
*Please Print Name (AFFIX Corporate Seal, if applicable)*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.  
*Location Day Month Year*

\_\_\_\_\_  
*Signature of LESSEE*

\_\_\_\_\_  
*Please Print Name (AFFIX Corporate Seal, if applicable)*

## 19. Waste Collection Design Standards Submission (Official Plan, Zoning, Site Development)

**NOTE: The following (Parts A, B, C) must be completed by the Applicant/Owner for all classes of development.**

To view the City of Vaughan's approved "Waste Collection Design Standards Policy" and Report, and the "Recycling in New Residential Apartment and Condominium Buildings" Report, please visit the Development Planning Department's webpage at [vaughan.ca](http://vaughan.ca).

### PART A: GENERAL INFORMATION

Date:			
Agent:			
Applicant:			
Municipal Address of Proposed Development:			
Development Proposal Detail:			
Type of Collection Method for:			
	a) Garbage:	Identify the Collection Method for Garbage: <input type="radio"/> FRONT END (BIN) <input type="radio"/> ROLL-OFF <input type="radio"/> OTHER If "Other", please explain:	
	b) Recycling:	Identify the Collection Method for Recycling: <input type="radio"/> FRONT END (BIN) <input type="radio"/> CARTS (90 – 93 GALLON) <input type="radio"/> OTHER If "Other", please explain:	
	c) Other:		
Number and Size of Garbage Bins:	Size	Number	Compacted (Yes or No)
Number and Size of Recycling Carts/Bins:	Size	Number	Compacted (Yes or No)

### PART B: MULT-UNIT RESIDENTIAL DEVELOPMENTS

Typical Floor Plan (showing the Multi-Sort system on every floor - A separate drawings to be provided to detail this requirement)	Provide Typical Floor Plan with the Site Development Application	
Details of Multi-Sort and/or Compact System used (manufacturers' brochures are acceptable for this requirement)	Provide a brief description below:	
Number of Residential Dwelling Units	Indicate the Number of Residential Units:	

### PART C: SITE PLAN

The provided site plan must show the following, which must be signed-off by a P.Eng of Ontario (please check off):

<b>COLLECTION ACCESS ROUTE</b>	
Show access route driveway width at the access driveway AND throughout the access route	<input type="radio"/>
Show turning radius along access route (both inside and outside)	<input type="radio"/>
Show construction of access driveway	<input type="radio"/>
<b>DESIGNATED LOADING (COLLECTION) AREA</b>	
Show grading of loading area	<input type="radio"/>
Show loading area dimension	<input type="radio"/>
Show construction of loading area	<input type="radio"/>
Show location of closest fresh air intakes to loading area	<input type="radio"/>
Show how waste containers will be staged in loading area (including recycling carts/bins) and bulky items	<input type="radio"/>
<b>STORAGE AREA</b>	
Show internal storage area dimension (if applicable, show plan of external garbage enclosure)	<input type="radio"/>
Show how waste containers will be staged, including area for bulky items	<input type="radio"/>

### PART D: ADMINISTRATION (to be completed by the Development Planning and Public Works Departments)

Site Development File Number	City Planner Name and Extension	Public Works Staff Name	Date of Public Works Approval

## Fee Calculation Worksheet

This form must be accurately completed for the Calculation of Fees, pursuant to By-law 191-2019.

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

2020 Calculations (Check applicable "○" and Refer to General Notes and Notes Below)		Amount (\$)	
<b>OFFICIAL PLAN AMENDMENT APPLICATION</b>			
<input type="radio"/>	Major Official Plan Amendment (OPA) Base Fee <sup>8</sup>	\$41,007	
	<b>AND</b> Major OPA Surcharge (If application is approved and prior to adoption of OPA)	\$10,342	
<input type="radio"/>	Minor Official Plan Amendment Base Fee <sup>7</sup>	\$25,440	
	<b>AND</b> Minor OPA Surcharge (if application is approved and prior to adoption of OPA)	\$7,644	
<input type="radio"/>	Revision to application requiring recirculation <sup>9</sup>	\$4,934	
<input type="radio"/>	Additional Public Hearing and/or Report resulting from change to the Application by the Applicant or more than two 2 years since initial Public Hearing	\$7,798	
<input type="radio"/>	Additional Committee of the Whole report resulting from a change to the Application by the Applicant	\$7,798	
<b>Official Plan Amendment Subtotal</b>			
<b>ZONING BY-LAW AMENDMENT APPLICATION</b>			
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Unit		
	<input type="radio"/>	Base Fee	\$9,289
	Per Unit Fee <sup>13</sup>		
	<input type="radio"/>	For the first 0-25 units	units @ \$700/unit
	<input type="radio"/>	For the next 26-100 units	units @ \$261/unit
	<input type="radio"/>	For the next 101-200 units	units @ \$71/unit
	<input type="radio"/>	For each unit above 200	units @ \$31/unit
	<input type="radio"/>	VMC Surcharge <sup>10</sup>	\$16,988
<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>	\$16,988	
Non-Residential	<input type="radio"/>	Base Fee	\$9,289
	<input type="radio"/>	Non-Residential	hectare or m <sup>2</sup> \$6,172/ha or \$0.62/m <sup>2</sup>
	<input type="radio"/>	VMC Surcharge <sup>10</sup>	\$16,988
	<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>	\$16,988
Mixed-Use	<input type="radio"/>	Base Fee	\$9,289
	<input type="radio"/>	Mixed-Use Blocks <sup>5,6</sup> (If Residential use proposed, the residential per unit fee applies)	hectare or m <sup>2</sup> \$10,288/ha or \$1.03/m <sup>2</sup>
	<input type="radio"/>	VMC Surcharge <sup>10</sup>	\$46,533
	<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>	\$58,350
Other	<input type="radio"/>	Private Open Spaces	\$3,670/ha
	<input type="radio"/>	Zoning By-law Surcharge (if Zoning Amendment Application is Approved)	\$3,911
	<input type="radio"/>	Revision to Zoning Amendment Application Requiring Recirculation <sup>9</sup>	\$4,934
	<input type="radio"/>	By-law to remove Holding Symbol (H)	\$5,369
	<input type="radio"/>	Interim Control By-law Amendment	\$5,232
	<input type="radio"/>	Part Lot Control By-law	\$4,078 + \$617/lot being created
	<input type="radio"/>	Extension of Part Lot Control	\$3,959
	<input type="radio"/>	Section 37/Community Benefit or Stratified Title Agreement Surcharge or Public Art Agreement	\$34,797
	<input type="radio"/>	Cash-in-Lieu of Parking Agreement	\$4,590
	<input type="radio"/>	Class 4 Designation Surcharge	\$5,352
	<input type="radio"/>	Additional Public Hearing and/or Report resulting from change to the Application by Applicant or more than 2 years since initial Public Hearing	\$7,798
<input type="radio"/>	Additional Committee of the Whole report resulting from a change to the Application by Applicant	\$7,798	
<b>Zoning By-law Amendment Subtotal</b>			
<b>SITE DEVELOPMENT APPLICATION</b>			
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Unit		
	<input type="radio"/>	Base Fee	\$10,707
	Per Unit Fee <sup>13</sup>		
	<input type="radio"/>	For the first 0-25 units	units @ \$854/unit
	<input type="radio"/>	For the next 26-100 units	units @ \$426/unit
	<input type="radio"/>	For the next 101-200 units	units @ \$300/unit
	<input type="radio"/>	For each unit above 200	units @ \$178/unit
	<input type="radio"/>	VMC Surcharge <sup>10</sup>	\$5,170
<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>	\$34,715	

SITE DEVELOPMENT APPLICATION (CONTINUED)					
Residential (Already Paid Subdivision Fee)	<input type="radio"/>	<b>Base Fee</b>			<b>\$10,707</b>
		Per Unit Fee <sup>13</sup>			
	<input type="radio"/>	For the first 0-25 units		units	@ \$568/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$284/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$199/unit
	<input type="radio"/>	For each unit above 200		units	@ \$101/unit
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$5,170
	<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$34,715
Non-Residential	<input type="radio"/>	<b>Base Fee</b>			<b>\$10,707</b>
	<input type="radio"/>	Industrial/Office/Private Institutional		Per m <sup>2</sup>	@ \$3.19/m <sup>2</sup>
	<input type="radio"/>	Industrial/Office/Private Institutional: Portions over 4,500 m <sup>2</sup> GFA		Per m <sup>2</sup>	@ \$1.62/m <sup>2</sup>
	<input type="radio"/>	Commercial (Service, Retail Warehouse)		Per m <sup>2</sup>	@ \$10.45/m <sup>2</sup>
	<input type="radio"/>	Commercial (Service, Retail Warehouse): Portions over 4,500 m <sup>2</sup> GFA		Per m <sup>2</sup>	@ \$3.14/m <sup>2</sup>
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$34,715
	<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$34,715
Mixed-Use	<input type="radio"/>	<b>Base Fee</b>			<b>\$10,707</b>
		Mixed Use Blocks <sup>5,6</sup> (if residential use is proposed, the Residential /Unit Fee applies)			
	<input type="radio"/>	Industrial/Office/Private Institutional		Per m <sup>2</sup>	@ \$3.46/m <sup>2</sup>
	<input type="radio"/>	Industrial/Office/Private Institutional: Portions over 4,500 m <sup>2</sup> GFA		Per m <sup>2</sup>	@ \$1.74/m <sup>2</sup>
	<input type="radio"/>	Commercial (Service, Retail Warehouse)		Per m <sup>2</sup>	@ \$11.31/m <sup>2</sup>
	<input type="radio"/>	Commercial (Service, Retail Warehouse): Portions over 4,500 m <sup>2</sup> GFA		Per m <sup>2</sup>	@ \$3.39/m <sup>2</sup>
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$58,350
<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$58,350	
Other	<input type="radio"/>	Revision to Site Development Application requiring recirculation <sup>9</sup>			\$4,934
	<input type="radio"/>	Simple revision to Site Development Application not requiring recirculation/Council Approval <sup>5</sup>			\$4,615
	<input type="radio"/>	Landscape Inspection Fee <sup>12</sup> (Surcharge)			\$477/Inspection + HST
	<input type="radio"/>	Stratified Title Agreement			\$32,597
	<input type="radio"/>	Telecommunication (Cell) Tower Application			\$19,828
	<input type="radio"/>	Tree Protection Fee (Agreement) <sup>12, 14</sup>			\$1,782 + HST
	<input type="radio"/>	Heritage Review Fee			\$1,773
<b>Site Development Subtotal</b>					
<b>DRAFT PLAN OF CONDOMINIUM APPLICATION</b>					
Includes Standard, Common Element, Vacant Land, Leasehold, Amalgamated and Phased, and Condominium Conversion					
<input type="radio"/>	<b>Base Fee</b>				<b>\$27,032</b>
<input type="radio"/>	Revision to a Draft Plan of Condominium				\$8,313
<b>Draft Plan of Condominium Subtotal</b>					
<b>DRAFT PLAN OF SUBDIVISION APPLICATION</b>					
Residential	<input type="radio"/>	<b>Base Fee</b>			<b>\$48,738</b>
		Per Unit Fee <sup>13</sup>			
	<input type="radio"/>	For the first 0-25 units		units	@ \$1,258/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$628/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$189/unit
	<input type="radio"/>	For each unit above 200		units	@ \$56/unit
	<input type="radio"/>	Part Lot / Part Block		units	50% of per unit fee/Lot or Block
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$11,818
<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$35,454	
Non-Residential	<input type="radio"/>	<b>Base Fee</b>			<b>\$48,738</b>
	<input type="radio"/>	Non-Residential Blocks in Subdivision (fee applies on per hectare basis)			\$13,191/ha
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$23,636
	<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$23,636
Mixed-Use	<input type="radio"/>	<b>Base Fee</b>			<b>\$48,738</b>
		Per Unit Fee <sup>13</sup>			
	<input type="radio"/>	For the first 0-25 units		units	@ \$1,258/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$628/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$189/unit
	<input type="radio"/>	For each unit above 200		units	@ \$56/unit
	<input type="radio"/>	Mixed-Use Blocks in Subdivision <sup>5,6</sup> (fee applies on per hectare basis)			\$6,929/ha
	<input type="radio"/>	VMC Surcharge <sup>10</sup>			\$23,636
<input type="radio"/>	Intensification Area / Infill Surcharge <sup>10</sup>			\$11,818	
Other	<input type="radio"/>	Revision to Draft Approved Plan of Subdivision requiring recirculation <sup>9</sup>			\$8,355
	<input type="radio"/>	Revision to Conditions of Draft Plan of Subdivision Approval			\$4,934
	<input type="radio"/>	Extension of Draft Plan of Subdivision			\$2,464
	<input type="radio"/>	Registration of Each Additional Phase of a Subdivision Plan			\$3,587
	<input type="radio"/>	Landscape Review <sup>12</sup>			\$23,970 + HST
	<input type="radio"/>	Landscape Inspection <sup>12</sup>			\$1,773/Inspection + HST
	<input type="radio"/>	Additional Public Hearing and/or Report resulting from change of Application by the Applicant or more than 2 years since initial Public Hearing			\$7,787

<input type="radio"/>	Additional Committee of the Whole report resulting from change of Application by the Applicant	\$7,787	
<input type="radio"/>	Tree Protection Fee (Agreement) <sup>14</sup>	\$1,782 + HST	
<input type="radio"/>	Heritage Review Fee	\$1,773	
<b>Draft Plan of Subdivision Subtotal</b>			

<b>BLOCK PLAN AND SECONDARY PLAN</b>			
<input type="radio"/>	Block Plan and Secondary Plan	\$684.59/ha	
<input type="radio"/>	Revision for Application requiring recirculation <sup>9</sup>	\$4,790	
<b>Block Plan and Secondary Plan Subtotal</b>			

<b>HERITAGE REVIEW</b>			
<input type="radio"/>	Heritage Review (to be paid at Draft Plan of Subdivision or Site Development Application)	\$1,773	
<input type="radio"/>	Heritage Permit	\$590	
<input type="radio"/>	Heritage Status Letter	\$89	
<b>Heritage Review Subtotal</b>			

<b>Total Development Planning Application Fees</b>			
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### Notes – Applicable to All Development Planning Applications

- Any application fees paid prior to the date this By-law comes into force, shall be credited to the amount(s) due under this By-law.
- If an application is withdrawn in writing by the Applicant:
  - prior to a technical report proceeding to Committee of the Whole, 25% of the fee may be refunded;
  - prior to a Public Meeting, 50% of the fee may be refunded.
- Should the Applicant request that a Public Meeting be cancelled (after Notices have been mailed out) and held later, the total cost incurred for the second mailing of a Public Meeting Notice shall be borne by the applicant.
- An appeal of any of the above-noted Development Applications to the Local Planning Appeal Tribunal shall be subject to a \$826.00 Planning Department Administrative fee, to be paid by the Appellant.
- Site Development applications for new individual (excluding new detached residential dwelling developments(s) proceeding through the plan of subdivision approval process) detached dwellings that are to be constructed within any Heritage Conservation District Study and Plan, as defined by Vaughan Official Plan 2010, are subject only to the Simple Revision fee for Site Development Applications and will require Council approval of the application. The Heritage Review fee shall also apply.
- For 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 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.
- Minor Official Plan Amendment:** A “Minor” Official Plan amendment is an Official Plan amendment that:
  - proposes a small-scale exception to a specific Official Plan standard (e.g. minor changes to the number of permitted units; building height; gross floor area; or to add a site-specific use limited in scale);
  - proposes a minor change to a specific policy that is limited in scope and typically to one property;
  - maintains the intent and purpose of the Official Plan; and
  - shall have limited impact or policy implications beyond the subject lands.
- Major Official Plan Amendment:** A “Major” Official Plan amendment is an Official Plan amendment that:
  - any proposed re-designation or change in land use for a property(ies);
  - requires many changes to the policies and schedules of the Official Plan;
  - 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;
  - 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
  - an Official Plan amendment within a Heritage Conservation District.
- Official Plan and Zoning By-law Amendment, Site Development, 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.
- For the purposes of calculating the applicable surcharges, the Vaughan Metropolitan Centre (“VMC”), Intensification Areas and Infill Development are defined as follows:
  - VMC** - Any Development Planning application for a property located within the boundary of the VMC, as defined by the VMC Secondary Plan.
  - Intensification Areas** - Any Development Planning application for a property located within an Intensification Area identified on the following: Schedule 1 - Urban Structure of Vaughan Official Plan (VOP) 2010; any Secondary Plan Policies (Section 11); Area Specific Polices (Section 12); or Site-Specific Policies (Section 13) constituting Volume 2

of VOP 2010. The surcharge will apply to Development Planning applications that facilitate new development and redevelopment proposals.

- c) Infill Development - Any Development Planning application for a property where the proposal is for development that meets the following definition:

Infill Development means the development or redevelopment of a property, site or area with new development at a higher density or building height than is currently permitted by the Official Plan. The surcharge fee will not apply to a Development Planning application for street townhouse development but shall apply to all other forms of townhouse development (e.g. common element, back-to-back, row, stacked, etc.). Infill development also includes all residential apartment and mixed-use buildings.

In each case above (i.e. VMC, Intensification Area and Infill Development), the surcharge will not apply to Development Planning applications that are minor in nature, such as additions or expansions of existing buildings, a change in use in an existing building, or an amendment to a development standard (e.g. number of units or gross floor area).

- d) Heritage Conservation Districts ('HCD'): Intensification Areas and Infill Development fees do not apply to any Development Planning application that will facilitate the retention, adaptive reuse, or a minor alteration(s) (e.g. addition) of an existing building that is designated as Part 4 or Part 5 under the *Ontario Heritage Act* or recognized in the City's Built Heritage Inventory. However, any Development Planning application for new development/redevelopment within a HCD is subject to the Intensification Area/Infill surcharge.
- e) The VMC, Intensification Areas, Infill Development and Heritage (where applicable) surcharges shall be paid for each application type. (Example: If a Zoning By-law Amendment and Site Development application are required for a residential development in the VMC, the applicable Zoning By-law Amendment surcharge of \$16,988 and the Site Development application surcharge of \$5,170 shall apply.)

11. OTHER GENERAL FEES:

\$637.00 per year Maintenance Fee charged to files inactive for over 1 year (where the Applicant prefers not to close the file).

12. Fees subject to Harmonized Sales Tax ('HST').

13. 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 250 units, the fee is calculated (sum) as follows:

For the first 25 units = 25 units x \$700	= \$17,500
For the next 26 to 100 units = 75 units x \$261	= \$19,575
For the next 101 to 200 units = 100 units x \$71	= \$ 7,100
For each unit above 200 (201 to 250 units) = 50 units x \$31	= <u>\$ 1,550</u>
Total per unit fee	= \$ 45,725

14. Tree Protection Fee paid only one time either at Draft Plan of Subdivision or Site Development Application, as applicable.