

**COMPLETE DEVELOPMENT PLANNING APPLICATION
REQUIRED DOCUMENTS**

Drawings and Reports		Official Plan Amendment	Zoning By-law Amendment	Site Development Major	Draft Plan of Subdivision	Draft Plan of Condominium (vacant/ common element)	Draft Plan of (Standard) Condominium	Part Lot Control	Site Development Major - Street Townhouse Dwelling on a Block (within an Approved/ Registered Plan of Subdivision)	Site Development Minor - Minor Additions to an Existing Building or Site Alteration	Site Development Minor - Minor Changes to an Existing or Approved Building Elevation or Site Plan	New Signage or Changes to Existing Signage
PLANNING	1	Development Planning Application Declaration and Authorization Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	2	Aerial Orthophotograph(s) – Colour	✓	✓	✓	✓	✓		✓	✓	✓	✓
	3	Agricultural Impact Assessment (if required)	✓	✓	✓	✓						
	4	Aviation Report (if required)	✓	✓	✓	✓						
	5	Comprehensive Development Plan/Phasing Plan (if required)	✓	✓	✓				✓			
	6	Concept Plan	✓									
	7	Description of Development Proposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	8	Geo Referenced AutoCAD (UTM NAD 83, Zone 17) Site Plan/ Concept Plan in accordance with GIS Digital Drawing Submission Standards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	9	GIS layered PDF's (Site Plan/Concept Plan/Draft Plan, Landscape Plan, Building Elevations) in accordance with GIS Digital Drawing Submission Standards	✓	✓	✓	✓						
	10	Discharge Information Form			✓							
	11	Draft Plan of Condominium				✓	✓					
	12	Draft Official Plan Amendment	✓									
	13	Draft Plan of Subdivision			✓							
	14	Draft Zoning By-law Amendment		✓								
	15	Environmental Impact Study or Natural Heritage Evaluation	✓	✓	✓	✓						
	16	Executed & Valid PAC Understanding	✓	✓	✓	✓						
	17	Geodetic Elevations	✓	✓	✓	✓						
	18	GIS Conformity Letter (Email Confirming GIS Compliance)			✓	✓	✓	✓	✓	✓	✓	✓
	19	Housing Options Statement	✓	✓	✓							
	20	Internal Floor Plans + Roof Plans			✓				✓	✓	✓	
	21	Legal Survey Plan	✓	✓	✓	✓	✓		✓	✓	✓	✓
	22	Market Impact Study	✓									
	23	Oak Ridges Moraine Conformity Report / Greenbelt Conformity Report (if required)	✓	✓								
	24	Parcel Abstract (within last 30 days)			✓				✓	✓	✓	✓
	25	Parking Level Plans		✓	✓							
	26	Planning Justification Report	✓	✓								
	27	Real Estate Appraisal Report			✓							
	28	Site Plan Accessibility Impacts Checklist			✓							
	29	Site Plan		✓	✓				✓			
	30	Special Policy Area Studies (Woodbridge)	✓	✓	✓	✓						
	31	Sustainability Performance Metrics Scoring tool & Summary Letter	✓	✓	✓	✓						
	32	Title Opinion		✓	✓							
	33	Waste Collection Design Standards Form	✓	✓	✓				✓	✓		

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URBAN DESIGN AND CULTURAL HERITAGE	1	1:50 to 1:100 Scale Detailed Colour Building Elevations (6 storeys or greater) (or #6)			✓								
	2	Arborist Report with Tree Inventory and Preservation Plan (if no trees are present, letter from ISA certified Arborist required)	✓	✓	✓	✓							
	3	Architectural Control Architect Approved Drawings (where applicable)			✓	✓				✓			
	4	Architectural Design (control) Guidelines			✓	✓							
	5	Architectural Material or High-Quality Photos			✓								
	6	Colour Rendered Perspective Drawings (or #1)		✓	✓								
	7	Computer Generated Building Mass Model (VMC)	✓	✓									
	8	Context Map (scaled)	✓	✓	✓	✓							
	9	Demarcation of physical and stable top of bank, areas regulated by TRCA, and/or limits of natural heritage systems, wetlands, and/or natural hazards, Vegetative Protective Zones (VPZs) in accordance with Section 3.0 of VOP 2010 (if applicable)	✓	✓	✓	✓							
	10	Detailed Wind Tunnel Model Analysis (10 storeys or greater)			✓								
	11	Digital 3D Model (VMC & Heritage)			✓								
	12	Edge Management/Restoration Plans (TRCA requirement)	✓	✓	✓	✓							
	13	Exterior Photometric Lighting Plan - if new lighting is proposed on site			✓								
	14	Green Roof Amenity Area Plans (if applicable) (VMC)		✓	✓								
	15	Landscape Cost Estimate			✓	✓					✓	✓	
	16	Landscape Master Plan	✓	✓		✓							
	17	Landscape Plans and Details (Including Exterior Lighting)			✓					✓	✓	✓	
	18	Pedestrian and Bicycle Circulation Plan	✓	✓	✓	✓							
	19	Pedestrian Level Wind Study (10 storeys or greater)		✓	✓								
	20	Public Utilities Plan (Intensification Areas) (shadowed on the landscape plan)			✓	✓							
	21	Signage Design and Lighting Plan			✓								
	22	Site and Building Cross Sections (including change of grade & the neighbors)		✓	✓								
	23	Site and Building Elevations (demonstrating grade changes)		✓	✓					✓	✓	✓	✓
	24	Sun/Shadow Study (10 storeys or greater)	✓	✓	✓								
	25	Urban Design and Sustainability Brief/Report			✓	✓							
	26	Urban Design and Sustainability Guidelines	✓	✓		✓							
	27	Archaeological Assessment			✓	✓							
	28	Cultural Heritage Impact Assessment	✓	✓	✓	✓							
	29	Conservation Plan for Heritage Resources	✓	✓	✓	✓							
	30	Heritage Conservation District Conformity Report	✓	✓	✓	✓							

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DEVELOPMENT ENGINEERING	1	Air Quality Assessment Report *	✓	✓	✓							
	2	Draft Reference Plan (showing Parcels of Tied Land (POTL)			✓	✓						
	3	Environmental Site Assessment (ESA) Report(s)*	✓	✓	✓	✓						
	4	Erosion and Sediment Control Plan			✓	✓						
	5	Functional Servicing Report *	✓	✓	✓	✓						
	6	Geotechnical/Soils Report *		✓	✓	✓						
	7	Hydrogeological Report*		✓	✓	✓						
	8	Master Environmental Servicing Plan (MESP) (TOR Required)	✓	✓								
	9	Metadata Table			✓	✓						
	10	Noise and Vibration Report *	✓	✓	✓	✓						
	11	Parking Study *		✓								
	12	Pavement Marking & Signage Plan			✓	✓						
	13	Pedestrian and Bicycle Circulation Plan	✓	✓	✓	✓						
	14	Site Plan Engineering Fee *			✓							
	15	Site Servicing and Grading Plan & Supporting Drawings (If grade changes are proposed)		✓	✓	✓						
	16	Site Screening Questionnaire and Environmental Certification	✓	✓	✓	✓	✓					
	17	Stormwater Management Report *			✓	✓						
	18	Transportation Demand Management (TDM) Plan *	✓	✓	✓	✓						
	19	Transportation Impact Study*	✓	✓	✓	✓						
	20	Transportation Maneuverability Plans (e.g., waste collection, emergency vehicles, etc.)		✓	✓	✓						
	21	Water Balance Assessment Report *			✓	✓						
PARKS	1	Community Services and Facilities Impact Study	✓	✓	✓	✓						
	2	Park and Open Space Master Plan – abutting Open Space			✓	✓						
	3	Park and Open Space Detailed Facility Fit Study	✓	✓	✓	✓						
	4	Parkland Dedication Summary Chart			✓	✓						