

Updated: **NOVEMBER 2025**

PRE-APPLICATION CONSULTATION

COMPLETE APPLICATION GUIDE



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Pre-Application Consultation (PAC) is a voluntary process recommended by the City:

The City strongly encourages Applicants to make a voluntary PAC request for Application types identified in the City's PAC By-law, to formally establish the requirements for a Complete Application(s) with the City and required agencies. If an Applicant chooses not to submit a PAC request, the City will not be providing a detailed Application submissions checklist, and the Applicant will be directed to the City's Official Plan/PAC Understanding for the City's submission requirements.

Pre-Application Consultation meetings are recommended for the following development applications:

- Request for a Municipally-Supported Minister's Zoning Order (MZO)
- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Site Development, subject to the City's Site Plan Control [By-law 123-2013](#) as amended by [By-law 141-2022](#)
- Draft Plan of Condominium (Vacant Land Only)
- Block Plans

A Pre-Application Consultation meeting is not needed for the following development applications:

- Street townhouse dwellings within an approved Draft Plan of Subdivision or a registered Plan of Subdivision
- Minor additions (less than 25% of the existing GFA) to an existing building or site alterations in accordance with [By-law 123-2013](#) as amended by [By-law 141-2022](#)
- Minor changes to existing or approved building elevations or site plan in accordance with [By-law 123-2013](#) as amended by [By-law 141-2022](#)
- Proposals for new signage or changes to existing signage, with the exception of new corporate signage
- Draft Plan of Condominium (except Vacant Land)
- Zoning By-law Amendments requesting removal of the 'Holding Symbol'
- Part Lot Control Exemption By-law

To inquire whether a development proposal located outside of the Vaughan Metropolitan Centre (VMC) warrants a PAC meeting, please contact a Planning Technician in the Development and Parks Planning Department at 905-832-2281 or developmentplanning@vaughan.ca. If the development proposal is within the VMC, please contact a Planning Technician in the Policy Planning and Special Programs Department at 905-832-2281 or VMCProgram@vaughan.ca.

This package includes the following:

1. Part 1: Pre-PAC information
2. Part 2: PAC Understanding & Checklist
3. Part 3: Post-PAC Information
4. PAC “Appendix A” - Technical Report Summaries

What is a Pre-Application Consultation (PAC) meeting?

Pursuant to Sections 22 (3.1), 34 (10.0.01), 41 (34.1) and 51 (16.1) of the *Planning Act*, Council or the approval authority shall permit applicants to consult with the municipality before submitting development applications. The [Vaughan Official Plan 2010 \(VOP 2010\)](#) and [By-law 278-2009](#), as amended by [By-law 125-2013](#), establish the City of Vaughan’s process for requesting a PAC Meeting for development applications.

Summary of Purpose

The PAC meeting is to **only** identify the requirements, materials and preliminary concerns of staff and/or external agencies to assist the applicant in their submission of a complete planning application.

The comments generated from the PAC meeting **do not** constitute an approval, nor does it reflect the position of the City and/or external agencies.

Any discussion on the merit or the design of the development proposal(s) may require a separate meeting.

For additional information, please contact the Development and Parks Planning Department at (905) 832-8585 or by email at developmentplanning@vaughan.ca, or for inquiries within the VMC please contact the Policy Planning and Special Programs Department at (905) 832-2281 or by email at VMCProgram@vaughan.ca, or visit <http://www.vaughan.ca>.

This PAC Complete Applicate Package Guide is subject to review and change without notice.



PRE-PAC INFORMATION

PART ONE

1. Pre-Application Consultation Meeting Request

- 1.1. To request a PAC Meeting, applicants must first contact a Planning Technician from the Development and Parks Planning Department or Policy Planning and Special Programs Department to confirm that a Pre-Application Consultation is required.
- 1.2. For PAC inquiries located outside of the VMC, please email developmentplanning@vaughan.ca. For PAC Inquiries located in the VMC, please contact vmcprogram@vaughan.ca.

2. Submission Materials for Pre-Application Consultation Meeting

- 2.1. The applicant is required to provide **the Pre-Application Consultation fee and (1) electronic copy** of the following items, listed in 2.2 to 2.7 inclusive, to the appropriate department in order to schedule a PAC Meeting.
- 2.2. The Pre-Application Consultation fee in accordance with the applicable and in-effect [Fees and Charges By-law](#).
- 2.3. A Cover Letter including:
 - Applicant/agent and owner details
 - Civic address and/or legal description of subject lands
 - Aerial map identifying the subject lands
 - Existing site conditions
 - Current applicable Official Plan designation and zoning permissions
 - Proposal description detailing conformity with the Official Plan, compliance with the zoning by-law, and if not in conformity, a list of requested site-specific relief (ex. proposed Official Plan designations, zone categories, maximum height and density, parking rates, etc.)
 - Planning rationale
 - Site statistics and known constraints or encumbrances on the subject lands (Legal Survey is recommended)
 - Previous approvals and OLT appeals and orders as it relates to the subject lands (active/historical), if applicable
- 2.4. Parcel register to verify ownership.
- 2.5. Letter of authorization from the owner of the subject lands, if the owner is not the applicant.
- 2.6. Concept plans showing the proposal and area context (existing lot patterns, roads, buildings), which may include:
 - Site Plan
 - Master Plan (with phasing, if applicable)
 - Elevations
 - 3D Massing Model (if within the VMC)
 - Draft Plan of Subdivision and/or Condominium (with phasing, if applicable)
- 2.7. If a site plan/draft plan of subdivision/draft plan of condominium is submitted, they shall identify, as applicable:
 - Number of units by type

- Gross floor area for each land use
- Floor Space Index (FSI), net of any land to be conveyed or natural features
- Height of proposed building(s) in metres and storeys
- Number of parking spaces
- Setbacks
- Proposed accesses

Refer to Appendix A, Glossary for more information on materials. Should you have any questions about the requirements, please contact a Planning Technician.

- ***Disclaimer:*** Be advised that the City may request additional materials for the purpose of the PAC Meeting. For example, detailed submittal documents may be required for “Intensification Areas”, and/or “VMC Specific Areas” or “Secondary Plan Areas”.

IMPORTANT: Note that if the above information is not submitted in its entirety and to the satisfaction of the City, a PAC meeting **will not be scheduled**. The City reserves the right to contact the applicant for further information and/or clarification after the PAC Meeting Request has been processed, before scheduling a PAC Meeting. Once these materials are received by the City, a Planning Technician will contact you to schedule the PAC Meeting.

3. Other Parties/ External Agencies

- 3.1. PAC Meetings are hosted by the Development and Parks Planning Department or the VMC Program and include representatives from other City departments involved in the evaluation of planning applications (e.g. Building Standards, Urban Design, Cultural Heritage, Development Finance, Economic Development, Policy Planning and Special Programs, Facilities and Parks Delivery, Real Estate, Public Works Department, and Development Engineering).
- 3.2. York Region will be invited to attend all PAC meetings to speak on matters of Regional interest.
- 3.3. If the subject lands are within or adjacent to the regulated area/area of interest of an external agency, said agency will be invited to attend the PAC Meeting and may be circulated on future application submissions as follows:
 - Toronto and Region Conservation Authority (TRCA): Within or adjacent to TRCA regulated area or if subject to Ontario Regulation 166/06
 - Ministry of Transportation (MTO): Within proximity of a Provincial highway, the GTA West Corridor (Highway 413) or the Permit Control Area
 - Ministry of Municipal Affairs and Housing (MMAH): in proximity to other Provincial lands
 - Metrolinx: Within 300 m of GO Transit corridor or within 60 m of the Yonge

North Subway Extension infrastructure

- Toronto Transit Commission (TTC): Within 60 m of TTC infrastructure
- Rail Authority (CNR/CPR): Within 300 m of rail lands
- TC Energy: Within 200 m of a pipeline or 750 m of a compressor station

3.4. NavCanada shall be consulted with respect to all development proposals.

3.5. Other relevant parties/external agencies that may be consulted include, but are not limited to: York Region Rapid Transit Commission, Enbridge Gas, Alectra Utilities, Hydro One, telecommunication companies, school boards, Provincial Ministries in addition to those identified in 3.3, and abutting Municipalities and Regional Governments.

4. Other Fees and Approvals

4.1. Throughout the application process, there may be additional financial requirements arising from the development application(s) to be paid by the applicant, including, but not limited to:

- parkland dedication
- development charges
- payment of outstanding property taxes
- peer review of technical reports
- agreements and associated fees (e.g. Site Plan Engineering Review Fee)
- securities
- retrieval of documents from the City's archives
- Ontario Land Tribunal (OLT) appeal fees
- Individual tree and woodland compensation

4.2. Additional applications and fees may be required by other agencies, including federal, provincial, regional and/or other City Departments, depending on the nature of the development application(s). The applicant is advised to consult with other agencies identified at the PAC meeting.

5. Development Planning Application Process

5.1. Additional information on the City's development planning application approval process can be found here: [Vaughan's Planning Process | City of Vaughan](#)

Note: The PAC Understanding expires 180 days from the date of the issuance of the PAC Understanding. For more information, please refer to Section 3 of the PAC Understanding.



PAC UNDERSTANDING

PART TWO

Office Use Only	Assigned PAC No.		
	PAC Meeting Date		
	Date of Issuance		
	PAC Expiration Date (180 days from issuance)		
	Planner		
	Applicant		
	Site Location		
	Proposal		
		☐ Major Official Plan Amendment / ROPA	☐ Draft Plan of Subdivision
		☐ Minor Official Plan Amendment	☐ Site Development
	☐ Zoning By-law Amendment	☐ Draft Plan of Condominium (vacant land only)	
	☐ Other		

BACKGROUND INFORMATION

1a. Applicable Regional Official Plan: _____

1b. Regional Official Plan Designation: _____

Conformity with Regional Official Plan land use designation? TBD ☐ Yes ☐ No ☐
(www.york.ca)

If "No", has or will an application been made to amend the Regional Official Plan or Regional Exemption? **(Note: If the amendment affects Protected Major Transit Station Area policies, approval from the Ministry of Municipal Affairs and Housing is required)** Yes ☐ No ☐

2. City of Vaughan Official Plan (VOP 2010) Designation: _____

Conformity with the City's Official Plan land use designation? TBD ☐ Yes ☐ No ☐

If "No" please explain: _____

3. Existing Zoning: _____

Compliance with the City's Zoning By-law?

Yes ☐ No ☐

If "No" please explain: _____

4. Applicable Policies/Documents/Plans:

Consistency with Provincial Planning Statement, 2024?

Yes ☐ No ☐ TBD ☐

Conformity with the Greenbelt Plan, 2017?

Yes ☐ No ☐ N/A ☐

Conformity with the Oak Ridges Moraine Conservation Plan, 2017?

Yes ☐ No ☐ N/A ☐

Conformity with the applicable Heritage Conservation District Plan?

Yes ☐ No ☐ N/A ☐

Conformity with the Special Policy Area (Woodbridge)?

Yes ☐ No ☐ N/A ☐

Conformity with the Architectural/Urban Design Guidelines?

Yes ☐ No ☐ TBD ☐

Conformity with the following additional policies:

Yes ☐ No ☐

Yes ☐ No ☐

5. Design Review Panel Required? (*may be requested by Council at later date) Yes ☐ No ☐

6. Related File No(s): _____

SCHEDULE A: Planning Submission Requirements Matrix

Drawings and Reports*		OTHER	OPA	ZBL	DA	SUB	CONDO
Planning	1. Application Form (Digital)		☐	☐	☐	☐	☐
	2. Application Fees (Fees and Charges By-law)		☐	☐	☐	☐	☐
	3. Executed & Valid PAC Understanding (Refer to Section 2.0)		☐	☐	☐	☐	☐
	4. Parcel Register (within last 30 days)		☐	☐	☐	☐	☐
	5. GIS Conformity Letter/Email (Refer to Section 6.0)				☐	☐	☐
	6. Geo-Referenced AutoCAD Drawings (UTM NAD 83, Zone 17) in accordance with GIS Digital Drawing Submission Standards (Refer to Section 6.0)				☐	☐	☐
	7. GIS layered PDF's (Site Plan/Concept Plan/Draft Plan, Landscape Plan, Building Elevations) in accordance with GIS Digital Drawing Submission Standards (Refer to Section 6.0)		☐	☐	☐	☐	☐
	8. Context Map with Colour Aerial Orthophoto		☐	☐	☐	☐	☐
	9. Legal Survey Plan		☐	☐	☐	☐	☐
	10. Description of Development Proposal		☐	☐	☐	☐	☐
	11. Planning Justification Report (PJR)		☐	☐		☐	
	12. Housing Options Statement (within PJR)		☐	☐		☐	
	13. Land Use Compatibility Study		☐	☐	☐	☐	
	14. Employment Area Compatibility Assessment Report		☐	☐	☐	☐	
	15. Oak Ridges Moraine / Greenbelt Conformity Report		☐	☐	☐	☐	
	16. Development Concept Report		☐				
	17. Draft Official Plan Amendment		☐				
	18. Draft Zoning By-law Amendment			☐			
	19. Draft Order (i.e. Minister's Zoning Order)	☐					
	20. Draft Plan of Subdivision (with lot frontages and areas)					☐	
	21. Draft Plan of Condominium						☐
	22. Draft Reference Plan		☐	☐	☐	☐	☐
	23. Comprehensive Development/Phasing Plan		☐	☐	☐	☐	☐

SCHEDULE A: Planning Submission Requirements Matrix							
Drawings and Reports*		OTHER	OPA	ZBL	DA	SUB	CONDO
24.	Site Plan (must contain required details to complete zoning review - site statistics etc.)		☐	☐	☐		
25.	Edge Management/Restoration Plans		☐	☐	☐	☐	
26.	Landform Conservation Plan		☐	☐	☐	☐	
27.	Environmental Impact Study or Natural Heritage Evaluation		☐	☐	☐	☐	
28.	Special Policy Area Studies (Woodbridge)		☐	☐	☐	☐	
29.	Wellhead Protection Area Risk Assessment		☐	☐	☐	☐	
30.	Wellhead Protection Area Risk Management Plan		☐	☐	☐	☐	
31.	Confirmation of Development Limits: Demarcation of physical and stable top of bank, regulated by the 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		☐	☐	☐	☐	
32.	Agricultural Impact Assessment (Refer to Section 15.0)		☐	☐	☐	☐	
33.	Parks and Open Space Master Plan		☐	☐	☐	☐	
34.	Park Facility Fit Plan/Report		☐	☐	☐	☐	
35.	Parkland Dedication Summary Chart		☐	☐	☐	☐	
36.	Trail Feasibility Report/Plan/Study		☐	☐	☐	☐	
37.	Community Services and Facilities Impact Study		☐	☐	☐	☐	
38.							
39.							
40.							
41.							

* Drawings and Reports identified in Schedule A: Planning Submission Requirements Matrix shall be submitted as PDFs unless otherwise indicated.

SCHEDULE B: Urban Design Submission Requirements Matrix

Drawings and Reports*		OTHER	OPA	ZBL	DA	SUB	CONDO
Urban Design	1. Architectural Design (control) Guidelines				☐	☐	
	2. Architectural Control Architect Review				☐	☐	
	3. Design Review Panel Package (VMC or if requested by Council) (If in VMC – OPA/ZBA required, SPA if required)		☐	☐	☐		
	4. Design Session (before submission)						
	5. Building Elevations (demonstrating grade changes)		☐	☐	☐		
	6. Bird Safe Design Standards (checklist)				☐		
	7. 1:50 to 1:100 Scale Detail Colour Building Elevations (6-storeys or greater <u>OR</u> within VMC <u>OR</u> a Heritage Conservation District)				☐		
	8. Site and Building Cross Sections (including grade changes & neighbouring properties)				☐		
	9. Architectural Perspective Rendering			☐	☐		
	10. Architecture Material Palette (accurately depicting colour and texture)				☐		
	11. Computer Generated Building Mass Model**		☐	☐	☐		
	12. Detailed Digital 3D Model (VMC & Heritage)**				☐		
	13. Concept Plan (Major OPA only)		☐				
	14. Internal Floor Plans/Roof Plans			☐	☐		
	15. Parking Level Plans			☐	☐		
	16. Cool Roof/Green Roof Plans				☐		
	17. Signage Design and Lighting Plan				☐	☐	
	18. Exterior Photometric Lighting Plan				☐	☐	
	19. Landscape Master Plan		☐	☐		☐	
	20. Landscape Plans and Details (including exterior lighting)				☐	☐	
	21. Public Utilities Plan (shadowed on the landscape plan)				☐	☐	
	22. Landscape Cost Estimate				☐	☐	
	23. Arborist Report with Tree Inventory and Preservation Plan (or letter from an ISA certified Arborist if no trees are present)		☐	☐	☐	☐	
	24. Pedestrian and Bicycle Circulation Plan		☐	☐	☐	☐	
	25. Urban Design and Sustainability Brief / Report		☐	☐	☐	☐	
	26. Urban Design and Sustainability Guidelines					☐	

SCHEDULE B: Urban Design Submission Requirements Matrix								
Drawings and Reports*		OTHER	OPA	ZBL	DA	SUB	CONDO	
	27.	Pedestrian Level Wind Study Desktop Analysis (6-storeys or greater)		☐	☐			
	28.	Detailed Wind Tunnel Model Analysis (6-storeys or greater)				☐		
	29.	Sun/Shadow Study (6-storeys or greater)		☐	☐	☐		
	30.	Site Plan Accessibility Impacts Checklist				☐		
	31.	Sustainability Performance Metrics Scoring Tool & Summary Letter				☐	☐	
	32.	Public Art Plan		☐	☐	☐	☐	

* Drawings and Reports identified in Schedule B: Urban Design Submission Requirements Matrix shall be submitted as PDFs unless otherwise indicated.

**A geo-referenced SketchUp massing model (.skp format) is required with both the initial and final submissions, adhering to the following guidelines:

- The massing model shall be developed floor-by-floor, representing each level's unique configuration rather than showing the building as a single extruded mass.
- Mechanical penthouses, significant architectural features shall be modeled as separate components. Distinct uses shall be differentiated clearly in the model.
- The model shall include the immediate context, such as adjacent buildings, streets, and notable features, within a 50-meter radius. Adjacent buildings may be represented as single extruded masses to show context.
- All components shall be properly labeled and organized using layers (tags), with the file size not exceeding 50MB.

SCHEDULE C: Cultural Heritage Submission Requirements Matrix								
Drawings and Reports*			OTHER	OPA	ZBL	DA	SUB	CONDO
Cultural Heritage	1.	Archaeological Assessment (engage Indigenous Peoples)				☐	☐	
	2.	Conservation Plan for Heritage Resources		☐	☐	☐	☐	
	3.	Cultural Heritage Impact Assessment (CHIA)		☐	☐	☐	☐	
	4.	Cultural Heritage Survey		☐	☐	☐	☐	
	5.	Cultural Heritage Management Plan		☐	☐	☐	☐	
	6.	Heritage Conservation District Conformity Report		☐	☐	☐	☐	
	7.	Ministry Clearance Letter (as per site requirements)		☐	☐	☐	☐	
	8.	Indigenous/Public Consultation		☐	☐	☐	☐	

* Drawings and Reports identified in Schedule C: Cultural Heritage Submission Requirements Matrix shall be submitted as PDFs unless otherwise indicated.

SCHEDULE D: Development Engineering Submission Requirements Matrix							
Drawings and Reports*		OTHER	OPA	ZBL	DA	SUB	CONDO
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 Design Plans		☐	☐	☐	☐	
	6. Functional Servicing Report		☐	☐	☐	☐	
	7. Geotechnical/Soils Report			☐	☐	☐	
	8. Hydrogeological Report			☐	☐	☐	
	9. Master Environmental Servicing Plan (MESP) (TOR Required)		☐	☐			
	10. Metadata Table				☐	☐	
	11. Noise and Vibration Study		☐	☐	☐	☐	
	12. Parking Study (within TIS)			☐			
	13. Pavement Marking & Signage Plan			☐	☐	☐	
	14. Pedestrian and Bicycle Circulation Plan		☐	☐	☐	☐	
	15. Site Plan Engineering Fee				☐		
	16. Site Servicing and Grading Plan & Supporting Drawings (If grade changes are proposed)			☐	☐	☐	
	17. Site Screening Questionnaire and Environmental Certification		☐	☐	☐	☐	☐
	18. Stormwater Management Report				☐	☐	
	19. Transportation Demand Management (TDM) Plan		☐	☐	☐	☐	
	20. Transportation Impact Study (TIS)		☐	☐	☐	☐	
	21. Transportation Maneuverability Plans (e.g., waste collection, emergency vehicles, etc.)			☐	☐	☐	
	22. Transportation Master Plan		☐	☐		☐	
	23. Water Balance Assessment Report				☐	☐	

* Drawings and Reports identified in Schedule D: Development Engineering Submission Requirements Matrix shall be submitted as PDFs unless otherwise indicated.

* Refer to Appendix B: Development Engineering Reports Checklist for specific details on Development Engineering report requirements.

SCHEDULE E: Other Submission Requirements Matrix								
Drawings and Reports*			OTHER	OPA	ZBL	DA	SUB	CONDO
Other	1.	BLEVE (Boiling Liquid Expanding Vapour Explosion) Models		☐	☐	☐	☐	☐
	2.	Community Energy Plan		☐	☐	☐	☐	☐
	3.	Flood Risk Assessment Plan		☐	☐	☐	☐	☐
	4.	Geodetic Elevations – NAV Canada Requirement (Refer to Section 11.0)		☐	☐	☐	☐	☐
	5.	Market Impact Study		☐	☐	☐	☐	☐
	6.	Metrolinx Complete Application Requirements (Refer to Appendix E)		☐	☐	☐	☐	☐
	7.	Plume Study		☐	☐	☐	☐	☐
	8.	Real Estate Appraisal Report				☐		
	9.	Title Opinion (Freehold Semi-detached & Freehold Townhouse Proposals)		☐	☐	☐		
	10.	Waste Collection Design Standards				☐		

* Drawings and Reports identified in Schedule E: Other Submission Requirements Matrix shall be submitted as PDFs unless otherwise indicated.

IMPORTANT – READ AND ACKNOWLEDGE

1.0 Purpose

- 1.1 The Pre-Application Consultation (PAC) procedures are voluntary and when conducted, shall be in accordance with the in-effect Official Plan and PAC By-law, as may be amended, and this PAC Understanding (the 'Understanding').
- 1.2 The purpose of this Understanding is to identify the information required to deem an application complete as set out in the *Planning Act*, but only for the specific development application(s) and proposals identified in this Understanding.
- 1.3 The Understanding will be completed by the Development and Parks Planning and/or Policy Planning and Special Programs Departments (collectively referred to as the 'Planning Departments').
- 1.4 The PAC meeting or Understanding does not imply or suggest any decision whatsoever on the part of the Planning Departments or the Corporation of the City of Vaughan to either support or refuse the application(s).

2.0 PAC Execution

- 2.1. The Understanding will only be considered valid once executed by both the City staff representative and the Applicant, and prior to the PAC expiration date.
- 2.2. If the Understanding is not signed and returned by the Applicant, or if the expiration date passes without the City receiving an extension request, it is considered null and void. The valid Understanding should be submitted with the Applications.

- 2.3. The Planning Departments assume no responsibility for external partners (Provincial Ministries, Conservation Authorities, York Region, abutting Municipalities, Railways, NavCanada, Metrolinx, Toronto Transit Commission (TTC), Utility Providers, School Boards, etc.) that do not provide their submission requirements and/or comments prior to the PAC Meeting or the Understanding being executed.
- 2.4. If comments and requirements are received after the date of execution of the Understanding, these items shall be appended to the Understanding and form part of a complete application submission.

3.0 PAC Expiration and Requests for Extension

- 3.1 The Understanding expires 180 days from the date of issuance of the Understanding to the Applicant, not from the date of execution by the Applicant. In the event the Understanding would expire prior to a submission, an extension may be granted if a request to do so is made by the Applicant following paragraph 3.5 below, prior to the 180-day expiration date. The Understanding can be extended by an additional 180 days on top of the initial extension before being rendered invalid.
- 3.2 The Applicant is solely responsible for keeping track of the Understanding expiration date. The City is not responsible for providing notice of an upcoming expiration date.
- 3.3 In special circumstances, additional extensions to the Understanding may be granted at the discretion of the Planning Departments.
- 3.4 An extension to the Understanding may be granted provided that the development proposal has not substantially changed from the initial PAC Meeting (i.e. building height, built form, unit count, proposed use, and location has remained largely the same).
- 3.5 PAC Extension Requests shall be submitted to the appropriate Planning Technician who circulated the PAC Understanding and include the following:
 - 3.5.1 Executed PAC Understanding or Reference to PAC number
 - 3.5.2 Plans of the current proposal
 - 3.5.3 Justification for the PAC Extension
 - 3.5.4 The PAC Extension request fee in accordance with the in-effect [Fees and Charges By-law](#)
- 3.6 If an extension to the Understanding is required, the extension request must be made **5 business days** prior to the date of expiry, otherwise an additional PAC Meeting and/or fee may be required.
- 3.7 Prior to granting an extension to the Understanding, the plans and the Understanding may be circulated to internal and external agencies for review, comment and additional requirements, if required.
- 3.8 If the development proposal presented at the PAC Meeting has substantially changed, the City may refuse to extend the validity of the Understanding and

require a new PAC Meeting to be held in order to provide a valid PAC Understanding.

- 3.9 If the Understanding expires prior to an application being accepted by the City, it is considered invalid and the Planning Departments may require a new PAC Meeting to be held.

4.0 Pre-Application Submission (PAS)

- 4.1 After the completion of the PAC process, a PAS may be provided to the City at the discretion of the Applicant to obtain feedback on the quality and completeness of the submission materials to assist in streamlining the formal Development Application Submission process. Please contact the appropriate Planning Technician to proceed with a PAS.
- 4.2 The PAS shall consist of the submission materials identified in the Understanding, which will be circulated by the City to the required commenting departments and review agencies to confirm whether the materials meet the quality standards for review and the provided Terms of Reference, standards and guidelines, as applicable, within 30 days of the circulation.
- 4.3 The PAS must reflect the proposal considered in the Understanding. The Planning Departments may request a new PAC meeting to be held if there are changes to the proposal.
- 4.4 If the submission materials are deemed to meet the Terms of Reference, standards and guidelines, as applicable, by the City and review agencies, the City shall issue a Clearance Letter to the Applicant, which is to accompany the formal submission of their Application(s). Where Terms of Reference are not available for a particular submission requirement, the Applicant shall use best practices and/or coordinate with the review authority to define an appropriate submission standard.
- 4.5 This Clearance Letter is valid for 180 days from the date of its issuance by the City and may only be extended if a request to do so is made by the Applicant in writing, accompanied by the prescribed fee(s), prior to the 180-day expiration date. This date can be extended by an additional 180 days before being rendered invalid. The Applicant is solely responsible for tracking this expiration date. The City may refuse to extend this date if the proposal reviewed under the Pre-Application Submission has materially changed.
- 4.6 When an Applicant has failed to provide the submission requirements identified in the Understanding and Policy 10.1.3.3 of the VOP 2010, the City may deem the Application(s) to be incomplete and/or refuse to accept the Application(s).
- 4.7 The PAS process does not provide endorsement/support from the City and is only available if the PAC process was completed and the PAC Understanding is still valid.

5.0 Block Plans/Secondary Plan Areas

- 5.1 Where a PAC Request is subject to a Block Plan with multiple landowners, separate PAC Requests and Fees and separate Understandings are required for each landowner/land parcel located within the Block.
- 5.2 Where a PAC Request is subject to a Block Plan or required Secondary Plan that has not been completed to date, Block Plan and/or Secondary Plan level studies may be required in accordance with VOP 2010.
- 5.3 Applicants are advised that a PAC Meeting does not constitute a Pre-Submission Consultation (PSC) meeting required for Block Plan Applications. The Policy Planning and Special Programs Department shall be consulted regarding Block Plan application requirements.

6.0 Fees, Digital Documents and GIS Submission Requirements

- 6.1 All required fees shall be submitted in accordance with the [Fees and Charges By-law](#) for Vaughan Development Applications at the time of submission.
- 6.2 Additional studies and/or information may be required to be submitted as identified by the City and/or external agencies through the review process.
- 6.3 All drawings and documents (e.g. reports, studies, briefs), and subsequent revisions, submitted in support of an Application(s) shall be submitted electronically and signed and/or stamped (where required), by a qualified professional, in AutoCAD (drawings) and PDF (drawings and other documents) formats meeting the City's [GIS Digital Drawing Submission Standards](#).
- 6.4 All AutoCAD drawings must be appropriately formatted, Geo-Referenced and tied to UTM NAD 83, Zone 17.
- 6.5 All PDF drawings must be layered and submitted as individual PDFs (not combined drawing packages).
- 6.6 Applicants should refer to the Post-PAC Information Guide for more information pertaining to GIS requirements, payment methods, and formal submission requirements.
- 6.7 Applicants are required to contact GIS Staff at gisplanning@vaughan.ca to obtain a GIS Conformity Letter, if required, prior to making their formal submission.
- 6.8 Should the Application(s) be approved, please note that GIS clearance of the final plans (site plan, landscape plan, draft plan of subdivision and/or condominium) is required prior to final approval. Contact GIS Staff at gisplanning@vaughan.ca to obtain clearance of the final plans.

7.0 Other Parties/External Review Agencies

- 7.1 PAC meeting requests shall be circulated to applicable external review agencies such as, but not limited to, the following: Toronto and Region Conservation Authority (TRCA), York Region, Provincial Ministries, abutting municipalities/regions, TransCanada Energy, Utilities, Canadian Pacific Railway (CPR), Canadian National Railway (CNR), Metrolinx, TTC, etc.

- 7.2 The Applicant shall be responsible for obtaining any clearance/approvals required from external review agencies or abutting municipalities prior to the submission of the complete application(s) or throughout the planning application process, as applicable.

8.0 Demarcation of Development Limits and Site Walks

- 8.1 The demarcation of development limits shall be confirmed by the Planning Departments, TRCA and/or other review agencies where applicable in order to make a complete application submission, as determined by the Planning Departments.
- 8.2 Site walks may be required for any planning application and must be conducted prior to the submission of the complete application(s), as determined by the Planning Departments, TRCA and/or other review agencies where applicable
- 8.3 Site walks are required if the property is located within or in proximity to a TRCA Regulated Area, have identifiable environmental features such as woodlots, provincially significant wetlands, stream corridors, etc., and/or there are significant grade changes on the site.
- 8.4 A site walk may include staff from the City, TRCA, Ministry of Natural Resources (MNR) and/or Ministry of the Environment, Conservation and Parks (MECP) to demarcate development limits and other features on the site.
- 8.5 If a site walk is required, the application(s) may not be considered complete until it has taken place and development limits are established.

9.0 Subsequent Environmental Site Assessments

- 9.1 Phase 2 and/or Phase 3 Environmental Site Assessment (ESA) reports, Risk Evaluation /Assessments, and/or Remedial Action Plans (RAPs) may be required by the City's Development Engineering Department based on the findings of the Phase 1 ESA. Should a Phase 2 ESA, Risk Evaluation/Assessment and/or RAPs be required, these reports will be required to be submitted to the City's satisfaction prior to the Planning application(s) proceeding to a technical report to the Committee of the Whole.
- 9.2 Should the proposed development result in a change to a more sensitive land use, as defined under O. Reg. 153/04 (as amended) or remediation was required on the site, prior to the execution of any agreements or final approval, the City will require documented proof of registration of the Record of Site Condition (RSC) filed on the Environmental Site Registry (ESR) of the MECP.

10.0 NavCanada

- 10.1 For all development proposals, regardless of building/structure height or location, the coordinates (in longitude and latitude) and the geodetic building/structure heights (height of building/structure above sea level) are required for NavCanada to commence their respective reviews.
- 10.2 Temporary structures (i.e. construction cranes) will also be reviewed by NavCanada for all development proposals.
- 10.3 For further information, refer to NavCanada's Detailed Land Use Proposal Guidelines on NavCanada's [website](#).

11.0 Vaughan Design Review Panel

- 11.1 All development applications, particularly those within the Vaughan Metropolitan Centre (VMC), and other areas in the City where higher density development is taking place, including in designated Heritage Districts and/or where Secondary Plans are either in place or are being formulated, are encouraged to be considered by the Vaughan Design Review Panel (DRP). More information about the Vaughan DRP is available [here](#).
- 11.2 Development applications within the VMC may be identified as candidates for DRP consideration at the PAC Meeting, in which case it is strongly encouraged that a submission for DRP be made to the Planning Departments, **prior to formal submission of any development planning application(s)**.
- 11.3 Council may also request at the statutory Public Meeting that a development application be considered by the DRP.
- 11.4 Should a development application be considered by the DRP, a formal notification will be issued outlining the date of the meeting and the submission requirements.

12.0 Notice Signs & Procedures Protocols

- 12.1 The format and installment of Notice Signs for Complete Applications and Public Meetings shall reflect the City's [Notice Signs Procedures and Protocols](#).
- 12.2 The Applicant is responsible for the preparation of a draft Notice Sign and submission to the Planning Departments for approval prior to installation. It is highly encouraged that the draft Notice Sign be submitted for approval prior to the submission of an Application.
- 12.3 Once approved, the Applicant is responsible for the installation of the Notice Sign(s) on the subject lands and completing and returning 'Appendix I – Sign Declaration' to the Planning Departments with photo documentation of the installed sign(s).

13.0 Source Protection Plan

- 13.1 For development proposals within the Credit Valley, Toronto and Region, and Central Lake Ontario (CTC) Source Protection Plan (SPP) Vulnerable Areas (Wellhead Protection Area Kleinburg, Highly Vulnerable Aquifers, Significant Groundwater Recharge Areas, and/or Recharge Management Areas (WHPA-Q)), the Applicant shall ensure compliance with the CTC SPP policies to the greatest extent feasible. The City of Vaughan will review technical reports, including water balance assessments, and determine whether consultation with TRCA or York Region is required; however, the City is the final approval authority. For more information, visit this website [Source Water Protection \(vaughan.ca\)](http://SourceWaterProtection(v Vaughan.ca))

14.0 Agricultural Lands

- 14.1 For development within or adjacent to prime agricultural areas outside of the urban boundary, an Agricultural Impact Assessment is required in accordance with Sections 2.3.2 and 4.3.5 of the Provincial Planning Statement, 2024. For more information visit: [Provincial Planning Statement, 2024 | ontario.ca](http://ProvincialPlanningStatement,2024|ontario.ca)

15.0 Local Representation and Pre-Application Public Consultation

- 15.1 Applicants are encouraged to pre-consult with the respective Ward Councillor and area Ratepayer Association(s) as appropriate, and conduct Applicant led community meetings prior to the submission of the required Application(s).

16.0 Indigenous Peoples Engagement

- 16.1 Applicants are strongly encouraged to engage Indigenous communities with an interest in the City of Vaughan in the development of archaeological assessments in order to determine if their traditional and/or treaty rights are impacted as a result of the development. The Indigenous Communities Contact List and Engagement Instructions can be obtained through the Planning Departments.

17.0 Rental Conversion

- 17.1 Where rental housing is to be converted to condominium tenure, condominium approval authority is assigned by the *Rental Housing Protection Act* to local Councils.

18.0 Heritage Vaughan

- 18.1 Developments within a Heritage Conservation District require approval from the Heritage Vaughan Committee and are subject to a Heritage Review fee at the time of application submission.
- 18.2 As determined through a PAC Meeting and/or Understanding, Heritage Vaughan Committee approval may be required prior to the formal submission of other Applications or deeming them complete.

19.0 Site Plan Engineering Fees

- 19.1 All site development applications are subject to a Site Plan Engineering Fee to be paid for at the time of complete application submission.
- 19.2 The fee will either be a Standard or Complex fee amount and will be determined based on the specified reports required for the complete application submission.
- 19.3 Incomplete payment of the Site Plan Engineering Fee shall result in the application being deemed incomplete.
- 19.4 For further information on Site Plan Complex and Standard Fees, refer to Schedule "K" of the City's [Fees and Charges By-law](#).

20.0 Telecommunication Towers

- 20.1 City of Vaughan Council approved a [Telecommunication Facility Siting Protocol](#) (the 'Telecom Protocol') on October 19, 2016. The Telecom Protocol serves as a guide for Proponents seeking to locate new Telecommunication Facilities within the City of Vaughan.

Planner's Notes

Attendees
PAC Meeting Notes

Acknowledgement of Public Information

The Applicant acknowledges that the City considers the application forms and most supporting materials, including studies and drawings, filed with any *Planning Act* application to be public information and forms part of the public record. By filing an application, the Applicant consents to the City photocopying, posting on the internet and/or releasing the application and supporting materials either for its own use in processing the application or at the request of a third party, without further notification to, or permission from, the Applicant. The Applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

Applicant Signature

This Understanding, which in no way confirms support or non-support by the City of the presented proposal, is based on the agreed processing and submission requirements discussed. Additional PAC meetings may be required in accordance with By-law 278-2009, as amended by By-laws 125-2013.

By signing this Understanding, I acknowledge that, subject to any appeals, the drawings, report(s) and other requirements indicated in the above matrix must be submitted along with a completed application form, any information or materials prescribed by statute, and the required planning application fees to be considered complete. In addition, I have read, understood, and agreed to all the notes listed in this Understanding.

Applicant
(Print)

Applicant
(Signature)

Date

Planning Staff
(Print)

Planning Staff
(Signature)

Date



POST-PAC INFORMATION GUIDE

PART THREE

1. About the Post-PAC Information Guide

- 1.1. The Post-PAC Information Guide will assist applicants in preparing their application submissions.
- 1.2. The Post-PAC Information Guide is a supportive material document to carry out the tasks identified through the PAC Understanding and application process.
- 1.3. The Post-PAC Information Guide provides information on the application payment process, submission materials, and GIS drawing requirements

2. Application Payment Information

- 2.1. Payments are to be made to the Development and Parks Planning Department or Policy Planning and Special Programs Department by cheque along with a cover letter in an envelope and delivered to the City Hall Welcome Desk located on the main floor, or mailed. Site plan engineering fees are to be paid by separate cheque.
- 2.2. Prior to submission of an application, development application fees are to be verified by a Planning Technician or Planner. Site plan engineering fees shall also be verified by the Development Engineering department, prior to submission.
- 2.3. Prior to submission of an application, please verify the format of digital drawings with Vaughan's GIS Section in accordance with Section 3 below.
- 2.4. Application payments are to be made the same day as the application submission. An Application will be deemed incomplete if correct payment has not been provided with the complete submission package. Applicants are required to bring the complete submission materials in accordance with the PAC Understanding, the Submission Materials Packaging Guide (explained in Section 3), payment method, and a completed development application form.

3. GIS Submission Requirements

- 3.1. All AutoCAD drawings and certain PDF drawings must meet GIS submission requirements and **be pre-approved by the GIS Section prior to application submission**. Prior to the submission of a Development Planning Application, the Applicant is required to send digital drawings to gisplanning@vaughan.ca to have them verified. Drawings are required to be georeferenced and layered in accordance with the [GIS Digital Drawing Submission Standards](#).
- 3.2. A layered .pdf for **all** plans and an AutoCAD drawing (.dwg) with its Excel translation file for the plans outlined in Section 1 of the Digital Drawings Submission Standards must be submitted at the time of the initial submission of application, application re-submission, and prior to final approval.
- 3.3. The use of these GIS technical requirements on other plans (e.g., grading) is optional, however, layered PDFs are required for all plans.

3.4. Failure to meet GIS requirements noted at the time of submission will contribute to an incomplete application submission and delay the processing of your application(s).

4. Complete Submissions

4.1. Complete development applications shall include:

- The payment of all application fees in the correct amount, as identified in Section 2 of the Post-PAC Information Guide;
- **ALL** materials identified in the executed and valid PAC Understanding;
- A copy of the executed PAC Understanding;
- A digital copy of the completed and signed Development Application Form;
- A copy of the GIS Conformity Letter;
- Digital copies submitted via One Drive. All files must be labelled in accordance with the City of Vaughan's standard nomenclature: SUB 1_DATE SUBMITTED_NAME OF REPORT (E.g. SUB 1_Mar-19-2020_Stormwater Management Report);
- All pdfs shall be layered and unlocked and non-password protected; and
- When rendering drawings to PDF, options for saving text as comments must not be selected and all text must be flattened.

4.2. Development Application submissions are being received electronically through the [City's Citizen Service Online Portal](#). For more information on how to set up an account and submit a Development Application using the Citizen Service Online Portal, please refer to the [Planning Services Online Portal User Guide](#).

PAC “Appendix A”
Technical Report Summaries
PART FOUR

1:50 to 1:100 Scale Detailed Colour Building Elevations

Detailed Colour Building Elevations are required for buildings 6 storeys or greater in order to review all components and finishing of the building's exterior, such as windows, doors, loading doors, projections, decorative elements, and lighting, as well as all finishing materials. The drawings are to be:

- a. 1:50 to 1:100 metric scale
- b. Full colour
- c. Labelled with the exterior design features, exterior materials and window types (e.g. vision glass, spandrel)

Aerial Orthophotograph(s)

An Aerial Orthophotograph is a recent high-resolution colour aerial photo, showing the context of the subject lands to the extent of one urban block in every direction, where one urban block is equivalent to a 2 km radius.

Agricultural Impact Assessment

An Agricultural Impact Assessment (AIA) is used to evaluate the impact of a proposed development could have on the agricultural resource. It looks at whether or not a development proposal will adversely affect existing and future agricultural production or activities on a subject property or in the area surrounding it. An AIA must be completed by a Qualified Professional or Registered Professional Planner (RPP). Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Air Quality Assessment Report

Air Quality Assessment reports shall be prepared by a qualified engineer and be in conformance with guidance provided in the Ministry of the Environment, Conservation, and Parks (MECP) Guideline D-6 Compatibility Between Industrial Facilities and Sensitive Land Uses and O. Reg. 419/05, as applicable. The Air Quality Assessment report addresses potential land use compatibility issues and studies the potential air quality effects (i.e., industrial emissions, dust, odour, etc.) from industrial/commercial facilities on sensitive land uses. Please see Development Engineering Appendix B for more information.

Arborist Report

The Arborist Report (Report) shall be prepared by a certified arborist or qualified professional. The Report should identify all existing trees, their type, size and condition, and clearly outline trees proposed to be removed and retained and specify the methods to be used to ensure preservation of the retained trees. Trees within six (6) metres of the subject lands (adjacent properties) should be included in the inventory. The Report shall have regard for the Regional Forest Conservation By-law and City Tree By-laws. Refer to the City's Tree Protection Protocol for further guidance: [Tree Protection Protocol](#)

Archaeological Assessment

An Archaeological Assessment identifies and evaluates the presence of archaeological resources, also known as archaeological sites. Archaeological resources or sites include the physical remains and contextual setting of any structure, event, place, feature, or object which, because of the passage of time, is on or below the surface of the land or water and is important to understanding the history of a people or place. An Archaeological Assessment must be completed by a licensed archaeologist in accordance with the *Ontario Heritage Act*. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

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Consultants are strongly encouraged to consider the archaeological standards and guidelines of First Nation Communities as they may have differing requirements than the Ministry such as requesting to review a Stage 1 prior report prior to the submission of a report. Where a First Nation Community requests capacity to review archaeological reports and partake in field work, the applicant is strongly recommended to provide capacity. City staff can provide applicants with a list of Indigenous Peoples to engage.

Architectural Control Architect Approved Drawings

Where mandated by the Urban Design Guidelines, Block Plans, or other City requirements, site plan approval drawings, including site and landscape plans, elevations, and cross-sections, are to be reviewed by the "Control Architect" to confirm that all aspects of the project are in accordance with the Architectural Control in the area/neighbourhood.

Architectural Design (Control) Guidelines

Architectural Design Control Guidelines are a written and graphic manual providing direction regarding the achievement of built form and public realm. The Guidelines are a combination of text, plans, illustrative sketches and photos, sections and comparative models or examples that inform the proponent, public and municipality about the built form, landscape and structures on private lands within new neighbourhoods. The Guidelines are written for the "Control Architect" to use in evaluating the design of buildings and associated landscapes in parts of the municipality where it is important for new buildings to blend with existing communities/neighbourhoods, and to advance the emerging character of a new or redeveloping community/neighbourhood. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Architectural Materials Schedule (High-Quality Photos)

High-quality Photos showing the exterior finish materials with specifications may be acceptable in place of samples.

Boiling Liquid Expanding Vapour Explosion (BLEVE) Model

A Boiling Liquid Expanding Vapour Explosion (BLEVE) model is a theoretical or computational framework used to simulate and understand the dynamics of a BLEVE event. A BLEVE occurs when a vessel containing a pressurized liquid above its boiling point ruptures, causing rapid vaporization and a violent explosion. These events are especially dangerous when involving flammable substances like propane, butane, or liquefied natural gas (LNG). BLEVE models are typically developed and analyzed by professionals with expertise in chemical, mechanical, and fire safety engineering.

Colour Rendered Perspective Drawings

Colour Rendered Perspective Drawings (renderings) are to illustrate the proposed development from critical views and perspectives. Renderings should include perspectives from surrounding public areas and from the viewpoint of a pedestrian. Renderings should present realistic views of the proposed development, showing proposed and existing development, major building entrances, and landscaping. All renderings should include finishing material textures, colours, shadows, and the grades of abutting properties, etc. and be a readable on 11 x 17 format.

Community Services and Facilities Study

Community Services and Facilities Impact Study (CSFIS) is a report providing information about demographics, community services, Parks and Park facilities, specifically referencing the Active Together Master Plan (ATMP, 2018). The CSFIS is used to determine the impact of the proposed

development on existing parkland and the parkland requirements of the community, within a 2.5 km radius of the subject site. The Study is to include the following:

- a. Proposed unit count and population of the proposed development
- b. Existing Population and Services within a 2.5 km radius around the subject development; please be reminded that the servicing catchment for parks is 5-10 min direct walking distance, as per the ATMP
- c. A comprehensive review of walking distances to existing parks and trails; taking into account physical barriers (i.e., rail lines, highways, valley/open space corridors)
- d. Direct walking distances from the development to each existing park and/or trail access point is to be included (e.g., 500 metres)
- e. As noted above, the study should examine existing trail access points but also keep in mind the overall target/provision rate for trails where 50% of dwelling units within the proposed development are to be within 800 m of a recreational trail system
- f. Comprehensive inventory of outdoor recreational facilities (e.g., basketball & tennis courts, playgrounds, etc.) and gap analysis indicating where facilities do not exist and/or do not provide sufficient coverage for existing residents in the surrounding community and how the proposed development could fill this service gap
- g. Colour mapping illustrating locations of the above-noted information in the context of the proposed development site (i.e., walkshed map)

Comprehensive Development Plan/ Phasing Plan

A Comprehensive Development Plan/ Phasing Plan illustrates the subject lands in context with abutting properties and land uses in the surrounding area. This plan also demonstrates active development applications in the surrounding area that may cumulatively affect the development on the subject lands.

Computer Generated Building Mass Model

A Computer Generated Building Mass Model (Model) should provide an analysis of the distribution of density, height transition, and scale of the development. The Model should include massing of adjacent blocks surrounding the development. The extent of massing will be determined at the PAC meeting through discussion with the City. The Model must be completed in DWG format or other software supported by the City (e.g. Sketch-Up).

Concept Plan

A Concept Plan shows the proposed development in context of the adjacent lands to the extent of one urban block in all directions, where one urban block is equivalent to 2 km radius. The Concept Plan is to show all existing natural and human elements, such as buildings, public and private amenities, sidewalks, walkways, driveways, landscaped areas, street intersections as well as land uses, zones, and property limits and descriptions.

Conservation Plan for Heritage Resources

The objectives of a Conservation Plan for Heritage Resources (Conservation Plan) are to identify the cultural and historic significance of a site and to set out a plan to manage and conserve the heritage values, attributes, and integrity of that site. The conservation plan examines the long-term planning of a cultural resource and should determine how to retain its significance in any future use, alteration, repair, or development. A Conservation Plan must be prepared by a qualified professional such as a heritage consultant, architect, landscape architect etc. licensed to practice in the Province of Ontario and specializing in the subject of heritage resource and the work being proposed. Conservation Plans are usually a multi-discipline exercise whereby all consultants on the project must demonstrate accredited professionalism, experience, and

TECHNICAL REPORT SUMMARIES

knowledge in their chosen field of expertise. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Context Map

A Context Map is a drawing that illustrates the location of the development in relation to the surrounding context. The Context Map may be included in the Planning Justification Report or Planning Rationale.

Cover Letter

A formal letter addressed to the appropriate Department that includes the following:

- a. the applications being applied for
- b. the address or legal description of the site
- c. ownership and agent information
- d. a summary of prior discussions held with City staff (include PAC number if applicable)
- e. and a list of all of the materials submitted with the application(s)

Cultural Heritage Impact Assessment

A Cultural Heritage Impact Assessment (CHIA) determines if any cultural heritage resources may be adversely impacted by a specific proposed development or site alteration and recommends an overall approach to the conservation of the heritage resource. Cultural Heritage resources may refer to built heritage or cultural heritage landscape. Archaeological resources will be dealt with in accordance with the *Ontario Heritage Act*. This includes heritage resources previously identified and those on or adjacent to the subject property and development or site alteration. Even small alterations to a resource over time can dramatically affect its cultural heritage value. Depending on the complexity of the application, the information requirements may be addressed in a letter format or a more comprehensive report. The CHIA will also recommend an appropriate intervention approach to the heritage resources in accordance with Policy 6.3.3.2. of VOP 2010. A CHIA shall be prepared and signed by a qualified heritage specialist such as a heritage planner, heritage architect and/or heritage landscape architect, with demonstrated knowledge of accepted heritage conservation standards, and experience with historical research and identification/evaluation of cultural heritage value. Applicants may refer to the Canadian Association Heritage of Professionals (CAHP) which lists members by their specialization. Please note that not all CAHP members may be qualified to complete a heritage impact assessment. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Demarcation of Natural Heritage Features and Hazards

A recent plan of survey showing the limits of natural heritage features and hazards. This includes limits staked by the Toronto and Region Conservation Authority (TRCA) and the City such as the physical top of slope and dripline of contiguous vegetation. Other limits can include the Regulatory Floodplain, Long-Term Stable Top of Slope and meander belt as confirmed by the TRCA. The demarcation of natural heritage features and hazards is to be shown on the site plan or concept plan when applicable.

Description of Development Proposal Letter

A detailed description of the development proposal. This can be provided by way of cover letter or within the Planning Justification Report (PJR); however, if within the PJR, it must be indicated as such on a covering letter. The following shall be included in the letter:

- a. Site address and/or legal description
- b. Description of the proposed development which includes detail regarding proposed uses, density and height
- c. Information on any known encumbrances on the property, such as easements

Detailed Wind Tunnel Model Analysis/Impact Study

A Detailed Wind Tunnel Model Analysis is required for all buildings six-storeys or taller. The following are required as it relates to your application:

- a. Official Plan and Zoning By-Law Amendment Applications
 - a preliminary "Wind Impact Statement" by a qualified, registered Professional engineer, to professional standards if a single-tower development is proposed
 - a computational fluid dynamics (CFD) study if complex and a multi-tower development is proposed
- b. Site Plan Applications: a detailed Wind Tunnel Impact Study shall be prepared by a qualified, registered Professional engineer, and shall be based on a scale model simulation analysis, prepared to professional standards.

Development Planning Application Form

A Development Planning Application Form in accordance with the *Planning Act* is required for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium (for vacant land/ common element), and Site Development Approval applications. Development Planning Application forms can be found [here](#).

Digital 3D Model

Digital 3D Models (CAD) shall include all aspects of the proposed development by including the building exterior, site plan and underground parking. Submitted 3D CAD model files are to be compatible with the City's current software standard, respecting the following conditions:

- a. models shall be high precision and unified spatial reference and data type to geo-reference to the UTM projection (UTM zone 17 NAD83)
- b. models are to be highly detailed to generate photorealistic renderings of the proposed development
- c. if created with AutoCAD, Revit or 3ds max, copies the original file format to be provided. If the original file is created by other applications, files to be converted to IFC.

Digital Copy Submission

All Digital Drawing Documents are to be compatible with the City's current software requirements as follows:

- a. Note: Drawings for Site Plan, Subdivision, and Condo applications must meet additional requirements before submission to the department as outlined in Section 4 of the Post PAC Information Guide.
- b. All architectural drawings must be geo-referenced (UTM NAD 83, Zone 17) and submitted in .dwg or .dxf format
- c. PDF copies of all drawings must be provided as layered PDFs.

Draft Official Plan Amendment

A Draft Official Plan Amendment ('OPA') includes all text, maps and appendices required by the City. A Draft OPA typically includes the following components:

- a. Purpose – describing the purpose of the amendment
- b. Location – the general location of the lands subject to the OPA, including legal description and municipal address
- c. Basis – considerations regarding consistency with the Provincial Policy Statement, conformity to the Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan, Oak Ridges Moraine Plan and York Region and City Official Plan policies

the Amendment and Policies Relative thereto – description of the schedules and policies that constitute the amendment

- e. Implementation / Interpretation – a description of how the OPA will be implemented (e.g. through a Zoning By-law Amendment, Draft Plan of Subdivision and/or Site Plan applications)
- f. Appendix – a summary of the OPA and map of existing land use, if required
- g. Schedules – graphic representations of the OPA (e.g. schedules showing land use designations, location maps), as required

Draft Plan of Condominium

The Draft Plan of Condominium are to be in accordance with the *Planning Act* and its regulations. It is necessary to take into account the health, safety, convenience and welfare of the future inhabitants when considering a condominium application. The information required to be shown on the draft plan are:

- a. Proposed exclusive use areas of the common element, such as outdoor yards and parking
- b. Roadways and pedestrian access to proposed private units

Draft Plan of Subdivision

The Draft Plan of Subdivision are to be in accordance with the *Planning Act* and its regulations. The information required to be shown on the draft plan are:

- a. the boundaries of the land to be subdivided as certified by an Ontario Land Surveyor
- b. the locations, widths, and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts
- c. on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision, and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such landforms the whole or part
- d. the purpose for which the lots or blocks are to be used
- e. the existing uses of all adjoining lands
- f. the approximate dimensions and layout of the proposed lots
- g. artificial features such as buildings or other structures or installations, railways, highways, within or adjacent to the land proposed to be subdivided
- h. natural heritage features and hazards such as watercourse, wetland, woodlands, valleyland and stream corridors within or adjacent to the land proposed to be subdivided
- i. the availability and nature of domestic water supplies
- j. the nature and porosity of the soil
- k. existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land
- l. the municipal services available or to be available to the land proposed to be subdivided
- m. the nature and extent of any restrictive covenants or easements affecting the land proposed to be subdivided

It is necessary to take into account the health, safety, convenience and welfare of the future inhabitants when considering a subdivision application. Furthermore, every municipality may enter into a subdivision agreement imposed as a condition of draft plan approval by the Minister, region, or municipality. The Minister, region, or municipality may impose conditions of approval, including

that a maximum of 2% of the land in a proposed commercial or industrial subdivision, or a maximum of 5% of the land in any other proposed subdivision, be conveyed to the area municipality for park or other public recreational purposes.

Where the Minister, Region, or Municipality imposes a condition regarding parkland conveyance and the municipality has parkland provision policies in its official plan, the municipality may require that land included in a residential subdivision plan be conveyed at the rate of up to 1 hectare for each 300 dwelling units proposed. Where the Minister, region, or municipality imposes a condition regarding parkland conveyance, the area municipality may, in lieu of accepting such conveyance, require the payment of money by the Owner of the land to the value of the land otherwise required to be conveyed.

Draft Zoning By-law Amendment

A Draft Zoning By-law Amendment includes all text, maps and appendices required by the City. A Draft Zoning By-law typically includes the following components:

- a. Identifies lands to be rezoned into a proper zoning category
- b. Identifies any site/area specific exceptions to the zoning by-law, with proper reference to the correct sections in the zoning by-law
- c. The inclusion of any special provisions including, but not limited to, the addition of the Holding Symbol "(H)" and any conditions tied to the removal of the Holding Symbol "(H)"
- d. Schedules that form an informative part of the zoning by-law
- e. A summary of the proposed rezoning/amendments
- f. A location map of the Subject Lands

Draft Reference Plan (showing Parcels of Tied Land)

The Draft Reference Plan showing Parcels of Tied Land (POTL) should be prepared by a licensed member of the Ontario Land Surveyor Association and include the location of all common element facilities such as parking areas, access roads, sidewalks, parks, etc.

Please Note: For future condominium developments, the applicant shall be requested to submit a draft Reference Plan at site plan development application stage and a final Reference Plan at the condominium application stage.

Edge Management Plan

The Edge Management Plan will identify how vegetation at the fringes of a development will be maintained and/or restored to its original state and must be prepared by a qualified professional. Contact the Toronto and Region Conservation Authority for a copy of their guidelines.

Restoration Planting Plan

The Restoration Planting Plan must be prepared by a qualified professional and shall depict methods and strategies used to achieve multiple restoration goals for the site, including Vegetation Protection Zone ('VPZ') plantings and habitat enhancements. Contact the Toronto and Region Conservation Authority for a copy of their guidelines.

Environmental Impact Study or Natural Heritage Evaluation

An Environmental Impact Study (EIS) or Natural Heritage Evaluation (NHE) identifies and evaluates potential impacts of a proposed development on natural heritage and water resource features and systems. An EIS/NHE provides recommendations to avoid, minimize and mitigate these impacts. Key components may include:

- A biophysical inventory and analysis

- Identification of development constraints and opportunities
- An assessment of impacts from the proposed activities
- A proposal of mitigation measures
- The identification of monitoring requirements for developments within and/or adjacent to natural areas or hazards

An EIS should be prepared by a qualified professional with expertise in species identification, biological, ecological and/or environmental functions and processes. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Environmental Site Assessment Reports

An Environmental Site Assessments (ESA) - Phase One and Two involve the study of a property to determine if contaminants are present and, if so, the locations and concentrations of these contaminants. In addition, Phase One ESAs and Phase Two ESAs include the completion of reports documenting the study results. An ESA should be prepared by a Qualified Person for Environmental Site Assessments (QPESA), which is defined under Section 5 of O. Reg. 153/04 (as amended) of the *Environmental Protection Act* as someone:

- Who holds a license, limited license or temporary license under the Professional Engineers Act (P. Eng); or,
- Who holds a certificate of registration under the *Professional Geoscientists Act*, 2000, and is a practicing member, temporary member or limited member of the Association of Professional Geoscientists of Ontario (P. Geo).

The QPESA shall also maintain insurance coverage as described in Section 7 of O. Reg. 153/04 (as amended). All Phase One and Two ESA reports that are submitted for review must be completed by, or under the supervision of, a QPESA. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Other associated ESA documents may also include remedial action plans (RAPs), which outline the procedure for addressing or remediating impacts, risk assessment/evaluation reports which assess the potential impacts of contaminants to human and ecological receptors, and methane/vapour gas assessment report which addresses concerns related to landfill, organic, and volatile gases.

Please Note: For lands requiring remediation or for a proposed change to a more sensitive land use, the City shall require the submission of a Record of Site Condition (RSC) registered on the Environmental Site Registry (ESR) and acknowledged by the Ministry of Environment, Conservation, and Parks (MECP). Please see Development Engineering Appendix B for more information.

Erosion and Sediment Control Plan

An Erosion and Sediment Control (ESC) Plan ensures that activities due to the placing or dumping of fill, removal of topsoil and alteration of grade do not have a negative impact on the receiving storm drainage system. An ESC Plan must be completed by a registered professional engineer qualified in municipal engineering. All final documents must be signed and stamped by a professional engineer. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Exterior Photometric Lighting Plan

The Exterior Photometric Lighting Plan (Photometric Plan) shows the location of each current and/or proposed outdoor lighting fixture with projected hours of use measured in lux and the area of the lighting dispersed by each lighting fixture. The Photometric Plan should illustrate that there is no light spill onto adjacent properties.

Functional Design Plans

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Functional Design Plans shall be prepared by a qualified engineer. Functional Design Plans are used to inform and confirm the feasibility of design through subsequent detailed engineering, and should generally demonstrate adherence to the City's Engineering Design Criteria and Standard Drawings. Design items include and are not limited to right-of-way, vertical and horizontal alignment, curb radii, lane/facility widths, intersection design, and so on. Functional Design Plans in most cases should also include Pavement Marking & Signage Plans (see relevant description below).

Functional Servicing Report

A Functional Servicing Report (FSR) provides a review of functional serviceability for a proposed development and determines the overall impact of a land development proposal (i.e., subdivision), proposed conversion or changes of land uses and intensification, on the water and wastewater service capacities, and the storm drainage system. It also determines the required improvements to the municipal servicing infrastructure, stormwater management systems, water balance etc. as well as any mitigation measures to minimize negative impacts. An FSR must be completed by a registered professional engineer qualified in municipal engineering. All drawings must be stamped, signed, and dated by a professional engineer, licensed in the Province of Ontario. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Geodetic Elevations

Geodetic Elevations provide the height of the buildings above sea level. This is a requirement for NavCanada's Review.

Geotechnical/Soils Report

The Geotechnical/Soils Report should be prepared, signed, and stamped by a qualified professional. The report should analyze subsurface soil, rock, and ground water conditions and provides design and construction recommendations to ensure the structural stability of the proposed development. This would include items such as design bearing values, caisson/pile designs, potential settlement/instability concerns, safe slopes of banks and excavation walls, earth pressures for shoring, etc. The report should also identify any hazards to the proposed development such as corrosive soil conditions and potential vapour gas intrusion concerns and identify any long-term monitoring requirements. Some recommended guidance on the geotechnical/soils report can be found through the Professional Engineers of Ontario (PEO) Geotechnical Engineering Services Guideline and the Professional Geoscientists Ontario (PGO) Guidelines. Contact the Toronto and Region Conservation Authority for a copy of their guidelines. Please see Development Engineering Appendix B for more information.

Greenbelt Plan Conformity Report

A Greenbelt Plan Conformity Report is required in accordance with the Greenbelt Plan for developments located on lands within the Greenbelt Plan Area. The Greenbelt Conformity Report should provide a synthesis of relevant policies from the Greenbelt Plan and a rationale describing how the proposed development meets the intent of these policies. If the proposed development is located in proximity to Key Natural Heritage Features ('KNHF') and/or Key Hydrologic Features ('KHF'), an analysis of the Greenbelt Plan Technical Paper "Technical Definitions and Criteria for Key Natural Heritage Features in the Natural Heritage System of the Protected Countryside Area" should be included. Applicants are advised to seek advice from City staff regarding the nature and scope of a Greenbelt Conformity Report. Applications for development or site alteration shall be supported by a natural heritage evaluation as detailed in the Greenbelt Plan if it occurs:

- a. within 120 metres of a KNHF within the Natural Heritage System of the Protected Countryside of the Greenbelt Plan or
- b. within 120 metres of a KHF anywhere within the Protected Countryside of the Greenbelt Plan

Heritage Conservation District Conformity Report

The Heritage Conservation District Conformity (HCD) Report must be prepared by a Certified Heritage Consultant with expertise relating to the conservation of the type of the subject heritage resource, such as being registered in the “building specialist” category, under the Canadian Association of Heritage Professionals. A Heritage Conservation HCD Report is required for development on any lands located within a designated Heritage Conservation District to ensure that any development on these lands are in conformance with the Heritage Conservation District Guidelines referred to in Vaughan Official Plan 2010.

Housing Options Statement

In accordance with Section 7.5.1.3 of VOP 2010, Volume 1, *significant developments* (100 or more residential units or a total GFA of 12,500 m² or greater) shall provide a Housing Options Statement which includes information on housing and tenure types, unit sizes, and anticipated unit sale price. Please visit the applicable section of VOP 2010 for more information.

Hydrogeological Report

A Hydrogeological Report is a review of the subsurface hydrogeological conditions to identify development suitability, constraints and mitigation measures to be implemented. A Hydrogeological Report must be completed by a licensed, professional geoscientist or exempted engineer as set out in the *Professional Geoscientist Act* of Ontario and Professional Engineers of Ontario. All reports and drawings must be stamped, signed, and dated by a qualified professional, licensed in the Province of Ontario. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Should groundwater be required to be discharged into a municipal sewer system, the quality and quantity shall comply with the provisions of the [City's In-effect Sewer Use By-law](#).

Internal Floor Plans

Internal Floor Plans will show the typical layout of each floor, representing internal vertical and horizontal access areas and facilities, as well as functional and service areas of the building(s). Internal Floor Plans shall identify the multi-sort waste and recycling systems on every floor, in accordance with the City's [“Waste Collection Design Standards Policy”](#) and “Recycling in New Residential Apartment and Condominium Buildings” report.

Landscape Cost Estimate

The Landscape Cost Estimate shall be provided by a fully certified landscape architect. The Landscape Cost Estimate includes detailed information on the hard and soft landscaping elements itemizing quantities, areas, sizes, equipment, and labour and material costs required for the total cost of the construction of the plan, including fencing, sidewalks, decorative hard service areas, retaining walls, recreation equipment, plant material, fine grade and sod, irrigation system where applicable, cost of one year maintenance, actual current market price, and cost for municipal streetscape works (applicable in some areas). For phased projects, a detailed Landscape Cost Estimate, which indicates the area and work to be undertaken for each phase, must be provided.

Landscape Master Plan

The Landscape Master Plan is required for any application where all or part of a new City park/open space or addition to a City park/open space and boulevards, buffers and streetscape areas, are included as part of the proposal. The required facilities and standards are available from the Development and Parks Planning Department.

Landscape Plans and Details (Including Exterior Lighting)

The Landscape Plan shall provide opportunities for the creation of well-defined and dynamic public spaces, which includes, but not limited to public squares, public courtyards, and public commons. The landscape plan, provided by a fully certified landscape architect, is to include:

- a. location of existing trees 20cm in caliper or greater and proposed methods of preservation
- b. boundary lines of the property with dimensions
- c. existing site features, retention/preservation areas
- d. surrounding streets and sidewalks
- e. contour lines and spot elevations (ghosted lines or separate grading plan)
- f. existing and future setbacks, easements, and rights-of-way
- g. existing natural features, open space, water bodies, and preservation areas
- h. vehicular and pedestrian paving
- i. existing and proposed plant materials at installed sizes, location and spacing and dimensions of planting areas in metric
- j. plant list naming all recommended plant material and size specifications
- k. location and detailed drawings of fences and retaining walls
- l. locations of buildings and structures
- m. location of all engineering services (e.g. overhead, underground, light standards), which may affect landscaping
- n. adjacent landscape/development features, where applicable
- o. area of site to be landscaped
- p. parking and loading spaces
- q. curbs, parking facilities and driveways with dimensions and widths
- r. existing and proposed walkways and bikeways
- s. planting details should conform with the City of Vaughan standards

Land Use Compatibility Study

A Land Use Compatibility Assessment Study shall be prepared by a qualified professional engineer. The assessment applies to industrial and sensitive land uses in proximity to one another. The goal of a land use compatibility study/assessment is to minimize adverse effects of “industrial, transportation and utility” uses that emit noise, vibration, odour or air pollution on sensitive uses (e.g. residential). Refer to the Draft [Land Use Compatibility Guideline | Environmental Registry of Ontario](#).

Landform Conservation Plan

A Landform Conservation Plan shall be developed in accordance with the requirements of Section 30 of the [Oak Ridges Moraine Conservation Plan, 2017](#). Refer to the Oak Ridges Moraine Conservation Plan and the [ORMCP Technical Paper 4 – Landform Conservation](#) for more information.

Legal Survey Plan

A Legal Survey Plan is a current legal survey prepared by a licensed member of the Ontario Land Surveyor Association that includes the location and nature of any easement affecting the subject lands.

Please Note: For future condominium developments, the applicant shall be requested to submit a draft parcels of tied land (POTL) at site plan development application stage and a final POTL at the condominium application stage.

Market Impact Study

A Market Impact Study defines the trade area, the current and future market supports, identifies the area and measures the existing competition, evaluates the sales impact implications for existing and planned retail facilities and addresses the existing market and potential impacts of an

application. This study will be evaluated by the City on the basis of a peer review to be undertaken at the Applicants expense.

Master Environmental Servicing Plan (preceded by Terms of Reference)

A Master Environmental Servicing Plan (MESP) will address environmental and servicing considerations to support new blocks of development, or comprehensive re-development, within a secondary plan area. The MESP should include characterization of the natural system such as the surface water, erosion, groundwater, natural heritage features, and water balance; and address the impact of the proposed development to the natural system (e.g., stormwater management servicing plan, underground or above ground servicing, grading and monitoring plans, etc.). The MESP shall be reviewed and approved by the City and by the Toronto and Region Conservation Authority (TRCA).

Prior to the commencement of the MESP, a Terms of Reference (TOR) shall be developed in consultation with the City and TRCA and approved to our satisfaction. Refer to the City's Draft Environmental Management Guidelines and [TRCA's MESP Guidelines](#) for technical requirements. Please refer to [TRCA's webpage](#) for their procedural manual and technical guidelines.

Metadata Table

A Metadata Table is an excel spreadsheet that summarizes the details of all the engineering drawings and reports submitted as part of the development application. The information in this spreadsheet is utilized as source data in the City's engineering document management system. For additional information including a copy of the excel metadata table template, contact the Development Engineering Department.

NavCanada

NavCanada is a private sector, non-share Capital Corporation that owns and operates Canada's civil air navigation service (ANS). NAV CANADA co-ordinates the safe and efficient movement of aircraft in Canadian domestic airspace and international airspace assigned to Canadian control. Through its coast to coast to coast operations, NAV CANADA provides air traffic control, flight information, weather briefings, aeronautical information, airport advisory services, and electronic aids to navigation. For more information please visit <https://www.navcanada.ca/en/> and [NavCanada's Detailed Land Use Proposal Guidelines](#).

NavCanada will be consulted with respect to all development approvals and acknowledgement and approval from NavCanada may be required. The coordinates (in longitude and latitude) along with the geodetic heights of all proposed buildings will be required.

Noise and Vibration Study

A Noise and Vibration Study determines the projected sound and vibration exposures for a proposed development both from and to adjacent uses, for stationary and transportation related noise sources, and any mitigation measures needed. A Noise and Vibration Study must be completed by a registered professional engineer qualified in acoustical engineering and experienced in the preparation of noise and vibration studies. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Oak Ridges Moraine Conservation Plan Conformity Report

A Oak Ridges Moraine Conservation Plan Conformity (ORMCP) Report is required in accordance with the Oak Ridges Moraine Conservation Plan for developments on any lands located on the Oak Ridges Moraine Conservation Area for the purpose of ensuring that the proposed development conforms to the Plan's policies. The ORMCP Report should provide a synthesis of relevant policies from the ORMCP as well as a discussion describing how the proposed development meets the intent of these policies.

For applications in the Natural Core, Natural Linkage or Countryside designations, the applicant should follow the policies provided in Section 19(2) under Part III of the ORMCP. For applications in Settlement designations, the applicant should follow the policies in Section 19(3) under Part III of the Oak Ridges Moraine Conservation Plan. The technical papers associated with the ORMCP shall be consulted in the preparation of the conformity report. Note that a Natural Heritage Evaluation (NHE) is required for applications:

- a. within 90 m of an OS5 Zone as described in Zoning By-law 1-88, equivalent to the 120 m area of influence of a key natural heritage feature or key hydrological feature
- b. in the Natural Core, Natural Linkage or Countryside designation of the ORCMP

The NHE requirements are described in Section 23 of the ORMCP and in ORMCP Technical Paper 8 (Preparation of Natural Heritage Evaluations for All Key Natural Heritage Features) and ORMCP Technical Paper 12 (Hydrological Evaluations for Hydrologically Sensitive Features).

Parcel Abstract

A Parcel Abstract should be up-to-date (within the last 30 days) and should be obtained from the Ontario Land Registry Office to verify the ownership and legal description of the Subject Lands.

Parking Level Plans

Parking level Plans show the planned layout of each parking level within dimensions of all parking spaces and parking aisles and all exit and entry points and may include accessory areas such as, but not limited to, storage lockers spaces, bicycle parking, garbage rooms/storage, elevators and lobby areas, etc. Parking Level Plans shall include:

- a. number of parking spaces at each level
- b. designation of spaces for visitors, occupants/tenants
- c. dimensions and layout of all parking spaces, accessible parking spaces and aisles, carpool or car share spaces and rough-ins for electrical conduits
- d. ramp slopes to underground parking should be identified
- e. below-grade bicycle parking spaces and areas for bicycle storage
- f. dimensions and layout of below-grade areas for loading, moving or servicing
- g. location and details of lighting

Parking Study

A Parking Study outlines a proposed development's overall parking concept and the associated issues. The study should estimate the parking demand generated by a proposed development and determine the number of on-site parking spaces that should be provided, recognizing the parking policies, site constraints, and local conditions. Additionally, a parking strategy could be developed to identify how the parking demands for the project can be satisfied. The study can also be used to support a parking requirement reduction by justifying that the reduced parking supply can meet the projected demand or by adopting transportation demand management strategies. A Parking Study is required when the proposal does not meet the minimum parking standards of the City's Comprehensive Zoning By-law. A Parking Study must be completed by a qualified transportation consultant with expertise in parking. The report must be stamped, dated, and signed by a Professional Engineer or Registered Professional Planner (RPP). The Parking Study must be completed in accordance with the City's [Parking Study Guideline](#) and a Terms of Reference should be provided to staff in advance of conducting the scope of work. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#) and the Development Engineering Appendix B for more information.

Pavement Marking and Signage Plan

A Pavement Marking and Signage Plan demonstrates the transportation control methods within a site and can include traffic control signage and pavement markings such as stop signs and stop

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bars, and fire route signage, but can also include other signage to optimize site operations and guide users through the site such as parking restriction signage, warning systems for loading areas, pedestrian crossing signage, and wayfinding for active transportation users. The Plan shall be a separate drawing and shall clearly indicate all signage and pavement markings.

Pedestrian and Bicycle Circulation Plan

A Pedestrian and Bicycle Plan should define safe pedestrian and cycling connections both within the development site and between the development and the neighbouring community. The Pedestrian and Bicycle Circulation Plan demonstrates conformity with the City's approved Pedestrian and Bicycle Master Plan or a proposed alternative with justification, and should include a clear hierarchy of circulation routes and identify building entrances, mid-block connections, transit access, and routes to public destinations. When required the Pedestrian & Bicycle Plan must also protect, design, and implement pedestrian and cycling infrastructure within the City of Vaughan right-of-way.

The requirement to provide pedestrian and cycling infrastructure should be confirmed with staff and in reviewing the City of Vaughan Pedestrian and Bicycle Master Plan. For more details on the requirements for pedestrian and cycling facilities, please consult the following documents as submissions must be made in accordance with them: [City of Vaughan Pedestrian and Bicycle Master Plan](#); [Vaughan Transportation Plan](#); Inclusive Design Standards (IDS); Ontario Traffic Manuals (OTM) and Ontario Traffic Council (OTC) Guidelines; York Region Pedestrian and Cycling Planning and Design Guidelines; and City of Vaughan Cycling Guidelines (expected 2024).

Pedestrian Level Wind Study

A Pedestrian Level Wind Study will determine the wind impact on adjacent developments and public realm areas (including public parks) at the pedestrian level for existing and after construction of the proposed development conditions. This applies to buildings 6 Storeys or greater. The Pedestrian Level Wind Study is to provide solutions and recommendations to mitigation measures to provide adequate protection for all surrounding pedestrian areas by suggesting architectural and permanent solutions. The study is required for Zoning By-law Amendment applications and may be necessary at the site development stage.

Planning Justification Report

A Planning Justification Report provides information to understand the proposed development; to demonstrate how it is consistent or conforms to applicable provincial, regional and municipal requirements and the planning rationale for a proposed development. This document is intended to help the applicant organize and substantiate the application and to assist staff in the review of the proposal. Depending on the complexity of the application, the information requirements may be addressed in a letter format or a more comprehensive report. A Planning Justification Report must be prepared and signed by an independent Registered Professional Planner (RPP). Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Public Utilities Plan (Intensification Areas)

A Public Utilities Plan shall show the full width of the right-of-way and be submitted as a separate plan and as a grayed out underlay on the Landscape Plan.

Signage Design and Lighting Plan

A Signage Design and Lighting Plan package consists of the following:

- a. a site plan indicating the location of the proposed signs
- b. existing building photos or elevations showing the proposed signs in relation with the structure(s)

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- c. detailed, descriptive and dimensioned plans (in metric), cross-sections and elevations showing the materials used, electrical and mechanical components
- d. illumination details
- e. colour elevations with Pantone colour index reference numbers

Site and Building Cross Sections

Site and Building Cross Sections are architectural drawings showing a vertical plane cut through the object(s). Sections should describe the existing and proposed relationship between the building and the surrounding context, including how it relates and interconnects with the landscape. They shall include details of all screening materials (heights, finishing materials, dimensions, and colours). Cross-sections are reviewed to ensure that:

- a. underground parking ceiling level is not higher than adjacent public sidewalks and streets
- b. roof-top mechanical equipment and rooms are not visible from any abutting public areas
- c. proposed grading matches into existing grades along boundaries

Site and Building Elevations

Site and Building Elevations are architectural drawings presenting the external makeup of all proposed structures within the development, including buildings, retaining walls, fences, landscape, signs, and loading and garbage collection doors. The elevations shall include, dimension, and label all components and finishing of the building's exterior, such as window types, entrances, loading doors, balconies, cornices, arcades, roofline and rooftop equipment, decorative elements, and lighting, as well as all finishing materials (e.g., brick, stucco, stone, metal siding).

Site Plan

A Site Plan, with the signed architect's seal, shall be prepared in accordance with the City of Vaughan's drawing requirements with the following, but not limited to, information in metric scale and dimensions:

- a. a true north arrow, scale bar, key plan, and project north arrow to create clearer referencing for the provided elevation
- b. site statistics including total site area, total building area, percentage of lot coverage, paved and/or graveled area, parking space breakdown; a legible chart on the plan summarizing the total area of the property (m²)
- c. boundary lines of property with dimensions
- d. demarcation of development limits (i.e., dripline, staked top of bank, long term stable top of bank, floodplain)
- e. location of buildings and structures and their setbacks, including adjacent properties and structures when required, all municipal services, roads, sidewalks, storm sewers, sanitary sewers, watermain and ditches, septic tile field, if required, and water bodies, including streams, lakes, ponds and wetlands
- f. abutting road allowances and their widths (existing and future)
- g. curbs, parking facilities, driveways with dimensions and widths, including proposed direction of traffic flow (including emergency vehicle routes)
- h. parking and loading spaces
- i. existing and proposed sidewalks, walkways and bikeways (identify surface type)
- j. existing and proposed grades
- k. exterior lighting: show location and height of all parking lot, walkway and wall fixtures, luminaire specifications and sustainability measures
- l. Location of air conditioning units
- m. access to interior refuse and recyclable collection areas

- n. proposed and existing use(s) on the lands
- o. location and detailed drawings of fences and retaining walls
- p. freestanding sign locations and setback dimensions
- q. information in accordance with the City's ["Waste Collection Design Standards Policy"](#), including, but not limited to, waste collection access routes, designated collection and internal storage areas (dimensioned), and construction of the collection pad area
- r. municipal address, names of adjacent streets, project name, applicant's name, and name of firm preparing the plans
- s. drawing title and number, preparation date, dates of any revisions
- t. municipal reference file name (e.g. DA.11.111)

Site Plan Accessibility Impacts Checklist

The Site Plan Accessibility Impacts Checklist provides the development community and the City with a proactive and systematic approach to the review of Site Development Applications in order to ensure that the built environment represents barrier-free design that implements the goals and objectives of the *Accessibility for Ontarians with Disabilities Act*, (2005), [City of Vaughan Accessibility Policy \(2012\)](#) and [City of Vaughan Multi-Year Accessibility Plan \(2023-2027\)](#). For more information visit: [Site Plan Accessibility Checklist](#)

Special Policy Area Studies (Woodbridge)

The historic Woodbridge Special Policy Area (SPA) has been in effect in the City of Vaughan since 1982. On May 6, 2014, Vaughan Council recommended that the SPA Justification Report for the Woodbridge Centre Secondary Plan be endorsed (Item 35, Report No. 18, of the Committee of the Whole). The Board of Directors of the Conservation Authority endorsed the report on May 23, 2014 at Authority Meeting #4/14 (Item AUTH7.12, Resolution #A80/14). In a letter dated November 3, 2014 addressed to the Mayor of the City of Vaughan, the Minister of Municipal Affairs and Housing and the Minister of Natural Resources and Forestry advised that the Woodbridge SPA policies and mapping proposed by City Council and contained within the Woodbridge Centre Secondary Plan were approved. The Woodbridge SPA policies are used by the City of Vaughan to assess whether development is permitted on certain lands, and if so, subject to specific requirements and studies. The Conservation Authority looks to the Woodbridge SPA to inform and guide regulatory permitting responsibilities under the *Conservation Authorities Act*. Studies as directed by the SPA policies must be approved by the City and/or other relevant agencies before their findings are accepted and shall be carried out by qualified professionals in the relevant field/fields. Please note that an Official Plan Amendment within a SPA must be approved by both the Minister of Municipal Affairs and the Minister of Natural Resources and Forestry as noted in the Provincial Policy Statement 2020.

Site Screening Questionnaire and Environmental Certification

The Site Screening Questionnaire and Environmental Certification (SSQEC) provides a high-level screening of a property's potential for environmental contamination based on current or historical activities onsite and on adjacent properties. A copy of the SSQEC is found in each of the respective development application forms with all questions to be answered and the certification portion signed by the Owner, purchaser and/or lessee. In accordance with the City's policy for contaminated sites, the information provided in the SSQEC may require the submission of Environmental Site Assessment (ESA) reports and/or a Record of Site Condition (RSC).

Site Servicing and Grading Plan

A Site Servicing and Grading Plan shall be prepared by a qualified engineer. The plan will detail the water and sanitary servicing, hydro, lighting, other infrastructure, and grading to facilitate the development of a specific site. If the development is adjacent to a public park, include gradings details on the interface between the development and the park.

Stormwater Management Report

The objective of a Stormwater Management (SWM) Report is to evaluate the effects of a proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development, consistent with the municipal requirements and those of the applicable conservation authority, provincial and federal regulations. It provides staff with a basis on which to assess the increased demands on municipal infrastructure posed by the development and the need for future study requirements such as detailed designs. The study recommends improvements to the municipal infrastructure and mitigative measures to reduce erosion, risk of flooding and maintain water quality in receiving stormwater systems. The SWM Report provides detailed design calculations/modelling and drawings for stormwater infrastructure identified within the FSR and/or the Master Environmental Servicing Plan. The SWM Report shall be prepared by a registered professional engineer qualified in civil/water resources/environmental engineering. All drawings must be stamped, signed, and dated by a professional engineer, licensed in the Province of Ontario. Please refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#) the City's Engineering Criteria and [TRCA Stormwater Management Criteria Document](#). Please see Development Engineering Appendix B for more information. Please refer to [TRCA's webpage](#) for their procedural manual and technical guidelines.

Sun/Shadow Study

A Sun/Shadow Study is a study showing the effects of the development on sunlight reaching surrounding properties, buildings, and adjacent public realm areas, including public parks, by calculating the shadow that will be cast by the development at different times of day in different seasons. Sun/Shadow Studies may be required for Official Plan Amendments, Zoning By-law Amendments and Site Plan Applications for developments usually over 20 metres in height (6 storeys or greater). The Study may also be required for developments that are lower than 20 metres near shadow sensitive areas. For more information on Sun/Shadow Study requirements refer to the [Sun/Shadow Study Terms of Reference](#).

Sustainability Performance Metrics

The Sustainability Performance Metrics (SPM) comprise of 44 metrics (Site Plan scale) or 34 metrics (Draft Plan of Subdivision scale) in categories that relate to the built environment (i.e. urban form, compact development); mobility; environment/open space; and infrastructure and buildings (i.e. energy efficiency, water conservation). The SPM scoring tool determines the sustainability score for planning applications.

For each metric, *Mandatory*, *Recommended Minimum*, and *Aspirational* targets are outlined in the Static Tables and the Sustainability Scoring Tool. The *Mandatory* targets represent the existing municipal standard or required policy, which all planning applications are currently required to satisfy (e.g. Ontario Building Code and Official Plan). No points are allocated to achieving *Mandatory* targets. Points are allocated to planning applications that achieve enhanced performance targets or the *Recommended Minimum* or *Aspirational* targets, for select metrics.

On May 23, 2018 Council approved the Thresholds for applicable to Overall Application Scores, and performance expectations for Site Plan (excluding minor applications), Draft Plan of Subdivision, and Block Plan applications. For more information and to calculate the SPM score for a planning application, go to <https://www.vaughan.ca/residential/building-and-construction/vaughans-planning-process/sustainability-metrics>

Sustainability Metrics Summary Letter

The Sustainability Metrics Summary Letter is to include a brief overview of the sustainability performance of Site Plan, Draft Plan of Subdivision, and Block Plan development proposals by indicating the Application Score and Community Score and identifying which specific targets will

be achieved. For a complete guide refer to the [2023 Sustainability Metrics Guidebook](#).

Title Opinion

A Title Opinion is prepared by a solicitor to confirm that the lands subject to the application are located within a registered Plan of Subdivision.

Traffic Calming Plan

Traffic Calming Plans are required for Draft Plan applications that involve the implementation of new public roads. A Traffic Calming Plan may also be required a Site Plan approval application and should be confirmed with Development Engineering. A Traffic Calming Plan depicts the proposed traffic calming measures proposed as part of a development that will ensure active transportation safety and reduce speeding and aggressive driving. The Traffic Calming Plan may be accompanied by an analysis of the traffic calming measures proposed, and the data and/or assessments followed to determine if certain measures are required. For more information, please refer to the [City of Vaughan Traffic Calming Measures webpage](#).

Transportation Demand Management Plan

Transportation Demand Management (TDM) Plans support sustainable transportation. TDM Plans are to be prepared with the aim to encourage/enhance shifts to sustainable modes of transportation through ongoing action before and after occupation. Depending on the location, land uses, and characteristics of the application, either a Level 1 or Level 2 TDM Plan and Toolkit will be required per the City's TDM Guideline. Level 1 Plans involve satisfying the applicable Zoning By-Law and York Region requirements (as required). Level 2 Plans require that applications satisfy a minimum TDM score through implementing a range of TDM measures. The TDM Guideline and Toolkit are to be used to determine which Level of TDM Plan is required and the submission of the TDM Toolkit is required for all applications. See the [City of Vaughan Transportation Demand Management \(TDM\) Guideline](#) and [York Region Transportation Mobility Guideline](#) for more information. Please also refer to the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Transportation Impact Study

A Transportation Impact Study (TIS) (also referred to as a Transportation Mobility Plan or Mobility Plan) provides valuable information and analysis for governing agencies and others reviewing development and redevelopment proposals and applications. A TIS includes all modes of movement including automobiles, trucks, transit vehicles, cyclists and pedestrians. Transportation Impact Studies forecast future transportation demands, assess impacts of changes in demand and recommend ways of mitigating any adverse effects of changes in land use. It may also address transit facilities in the planning of the proposed development and their integration into the transit network. When intersection capacity analysis is completed, providing the digital Synchro files with the submission is required. Transportation Impact Studies must be completed following the City's Transportation Impact Study Guidelines. Refer to the City's TIS Guidelines as well as from the Region of York website at www.york.ca. The City's TIS Guidelines can be viewed here: [Transportation Impact Study Guidelines](#)

Transportation Maneuverability Plan

A Transportation Maneuverability Plan involves an analysis of design vehicles that will be required to service or access the site. The Plan depicts the swept path or turning paths of the design vehicles on the site, demonstrating that the vehicles can access and circulate the site in acceptable manner, free of conflicts and obstructions. The nature of the analysis and the design vehicles assessed will vary depending on the proposal. Requirements should be confirmed with the City's Development Engineering Department and/or the City's Solid Waste Management Department.

Tree Inventory and Preservation Plan

A Tree Inventory and Preservation Plan is a supportive document to the Arborist report that identifies the location, species, size and condition of all trees on the site and within 6m from the area of construction including trees on neighbouring sites, public lands and natural areas. It determines the potential effects of the proposed development on existing trees and vegetation and seeks to minimize injury and loss of trees and vegetation. The plan must be completed by a Certified Arborist. Please refer to the [City's Tree Protection Protocol](#) and the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Urban Design and Sustainability Development Brief

An Urban Design and Sustainability Development Brief provide a detailed design framework for Site Plan and Plan of Subdivision applications. The Brief provides design direction to ensure that new development proposals meet the design goals and objectives of Section 9.1.3 of the Vaughan Official Plan 2010. Refer to [City-Wide Urban Design Guidelines](#) for technical requirements.

Urban Design and Sustainability Guidelines

The Urban Design and Sustainability Brief is intended to support planning applications for development proposals and encourage high quality and context sensitive design responses. The Brief will illustrate the proposed development's compliance with relevant municipal policies and guidelines, as well as its fit within the existing and emerging/planned site context. Depending on the complexity of the application, the information requirements may be addressed in a high-level brief or a detailed brief. The Report also provides design direction to ensure that new development proposals meet the design goals and objectives of Section 9.1.3 of the Vaughan Official Plan 2010. The report will be used as a reference tool for the City's review of development proposals. Refer to [City-Wide Urban Design Guidelines](#) and the Terms of Reference found here: [Development Application Supporting Studies | York Region](#)

Waste Collection Design Standards

Applicant must complete the Waste Collection Design Standards form in the development application form, in accordance with City policy. For more information click [here](#).

Water Balance Assessment Report

For sites located in the Wellhead Protection Area Q (WHPA-Q)- Recharge Management Areas, applicants are required to comply with CTC Source Protection Plan mandated by the *Clean Water Act* to demonstrate how the development proposal maintains pre-development recharge rates and does not impair groundwater quality. The water balance analysis may be included in the SWM Report or as a separate Water Balance Assessment Report. The Toronto and Region Conservation Authority shall provide technical review on behalf of the City. Refer to CTC Source Protection Region, Guidance: Water Balance Assessment October 2019
https://cvc.ca/wp-content/uploads/2019/10/DOC_20191021_WHPA-Q_WBGuidance_Ver2.1.pdf