

Updated: **APRIL, 2022**

# PRE-APPLICATION CONSULTATION

## COMPLETE APPLICATION GUIDE



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**Pre-Application Consultation (PAC) meetings are required for the following:**

- 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](#)
- Draft Plan of Condominium (Vacant Land/Common Element Only)

**A Pre-Application Consultation meeting is not required 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](#)
- Minor changes to existing or approved building elevations or site plan in accordance with [By-law 123-2013](#)
- Proposals for new signage or changes to existing signage, with the exception of new corporate signage which is subject to Council Approval
- Draft Plan of Condominium (Standard)
- Zoning By-law Amendments requesting removal of the 'Holding Symbol'
- Part Lot Control Exemption By-law
- Interim Control By-law

*To inquire whether a development proposal requires a PAC meeting, please contact a Planning Technician in the Development Planning Department at 905-832-2281 or [developmentplanning@vaughan.ca](mailto:developmentplanning@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 Section 34 of the *Planning Act*, a municipality can undertake a PAC meeting for development applications. [Vaughan Official Plan 2010 \(VOP 2010\)](#) and [By-law 278-2009](#) enable the City of Vaughan to require a PAC Meeting for development applications.

## Summary of Purpose

The PAC meeting is to **only** identify the requirements, materials and preliminary concerns of staff 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 Development Planning Department, other city departments and 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 Planning Department at (905) 832-8585 or by email at [developmentplanning@vaughan.ca](mailto:developmentplanning@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 Planning Department to confirm that a Pre-Application Consultation is required.
- 1.2. To contact the Development Planning Department, please email [developmentplanning@vaughan.ca](mailto:developmentplanning@vaughan.ca). For PAC Inquiries located in the Vaughan Metropolitan Centre (VMC) Program, please contact [vmcprogram@vaughan.ca](mailto:vmcprogram@vaughan.ca)

## 2. Submission Materials for Pre-Application Consultation Meeting

- 2.1. The applicant is required to provide **(1) hard copy of the cover letter along with the Pre-Application Consultation fee and (1) electronic copy** of the following to the Development Planning Department in order to schedule a PAC Meeting:
- 2.2. The Pre-Application Consultation fee in accordance with the applicable and in-effect [Tariff of Fees By-law](#)
- 2.3. A Cover Letter including:
  - A description of the development proposal
  - Contact information of the Owner and Applicant
  - Site address and/or legal description
  - An aerial map identifying the property
  - Information on any known encumbrances on the property, such as easements
  - Previous approvals as it relates to the subject lands (if applicable)
- 2.4. Building Elevations and or Colour Renderings
- 2.5. A concept plan/site plan/draft plan of subdivision/draft plan of condominium with statistics and/or measurements (where applicable) that shall identify:
  - Gross floor area calculations and number of units
  - Floor Space Index (FSI)
  - Height of proposed building(s) in metres and storeys
  - Number of Parking Spaces
  - Setbacks
  - Proposed accesses
- 2.6. A 3D Massing Model if the subject lands are located within the Vaughan Metropolitan Centre (VMC)
- 2.7. Phasing plan (if applicable)

## 3. Optional Requirements

- 3.1. Recent legal property survey that identifies road allowance, centerline of roads and considerations for boulevards

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

- **Disclaimer:** *Be advised that the Development Planning Department 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 Development Planning Department or VMC program, a PAC meeting **will not be scheduled**. The Development Planning Department or the VMC program 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 Development Planning Department and no further information is required, a Planning Technician will contact you to schedule the PAC Meeting.

#### **4. Other Parties/ External Agencies**

- 4.1. PAC Meetings are hosted by the Development Planning Department and include representatives from other City departments involved in the evaluation of planning applications (e.g. Building Standards, Urban Design, Cultural Heritage, VMC Program, Development Finance, Economic Development, Policy Planning and Special Programs, Parks Infrastructure Planning and Development, Real Estate, Public Works Department, and Development Engineering).
- 4.2. If the lands subject to the development proposal are within or adjacent to the Toronto and Region Conservation Authority (TRCA) screening area or subject to Ontario Regulation 166/06, TRCA staff will be invited to the PAC Meeting.
- 4.3. York Region staff will be invited to attend all PAC meetings.
- 4.4. If the lands subject to the development proposal are within the Toronto Transit Commission’s (TTC) area of interest, TTC staff will be invited to the PAC Meeting.
- 4.5. For development proposals 6 storeys or greater, NavCanada and/or Bombardier shall be consulted to commence their respective reviews.
- 4.6. If the lands are located in proximity to a provincial highway, the Ministry of Transportation will be consulted and will be invited to attend the PAC Meeting.
- 4.7. If the lands are located in proximity to a railway, the Canadian National Railway or the Canadian Pacific Railway (where applicable), will be consulted.
- 4.8. If the lands are located within 200 metres proximity to an underground pipeline, TC Energy (formerly known as TransCanada Pipeline) shall be consulted as it concerns the development proposal.

- 4.9. If the lands are located in proximity to Provincial lands, the Ministry of Municipal Affairs and Housing (MMAH) will be consulted.
- 4.10. Other relevant parties/external agencies that may be consulted include but are not limited to Metrolinx, York Region Rapid Transit Commission, Enbridge Gas, Hydro One, Telecommunications, relevant school boards, relevant Provincial Ministries including but not limited to: Ministry of Municipal Affairs and Housing, Ministry of the Environment, Conservation and Parks, and abutting Municipalities and Regional Governments.

## **5. Other Fees and Approvals**

- 5.1. 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
- 5.2. 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.

## **6. Development Planning Application Process**

- 6.1. The City's development planning application approval process for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium applications are summarized in **Chart 1**.
- 6.2. The City's development planning application approval process for Site Plan Applications are summarized in **Chart 2**.

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



# PAC UNDERSTANDING

## PART TWO

|  |  |   |  |  |  |   |  |
|--|--|---|--|--|--|---|--|
| <b>Office Use Only</b>                                 | <b>Assigned PAC No.</b>  |   |  |  |  |   |  |
|  | <b>Date of PAC Meeting</b>   |   |  |  |  |   |  |
|  | <b>PAC Expiration Date (180 days from date of PAC Meeting)</b>                       |   |  |  |  |   |  |
|  | <b>Planner</b>   |   |  |  |  |   |  |
|  | <b>Owner/Agent</b>   |   |  |  |  |   |  |
|  | <b>Site Location</b>   |   |  |  |  |   |  |
|  | <b>Proposal</b>  | <table border="1"> <tr> <td><input type="checkbox"/> Major Official Plan Amendment</td> <td><input type="checkbox"/> Draft Plan of Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Minor Official Plan Amendment</td> <td><input type="checkbox"/> Site Development</td> </tr> <tr> <td><input type="checkbox"/> Zoning By-law Amendment</td> <td><input type="checkbox"/> Draft Plan of Condominium (vacant land/common element only)</td> </tr> </table> | <input type="checkbox"/> Major Official Plan Amendment | <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Minor Official Plan Amendment | <input type="checkbox"/> Site Development | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Major Official Plan Amendment | <input type="checkbox"/> Draft Plan of Subdivision                                   |   |  |  |  |   |  |
| <input type="checkbox"/> Minor Official Plan Amendment | <input type="checkbox"/> Site Development  |   |  |  |  |   |  |
| <input type="checkbox"/> Zoning By-law Amendment       | <input type="checkbox"/> Draft Plan of Condominium (vacant land/common element only) |   |  |  |  |   |  |

### **IMPORTANT – READ AND ACKNOWLEDGE**

#### **1.0 Purpose**

- 1.1 The purpose of the Understanding is to identify the information required to commence a complete application as set out in the *Planning Act* for only the specific development application(s) subject to this Understanding.
- 1.2 The Understanding will be completed by Planning Staff of the Development Planning Department and will form part of a complete application.
- 1.3 The PAC meeting or PAC Understanding does not imply or suggest any decision whatsoever on the part of City staff or the Corporation of the City of Vaughan to either support or refuse the application(s).

#### **2.0 PAC Execution**

- 2.1. The PAC Understanding will only be considered valid once executed by both the City Planner/Planning Technician and the Owner/Agent
- 2.2. If the PAC Understanding is not signed and returned by the Owner/Agent, it is considered null and void. As part of a complete application submission, we require an executed PAC Understanding. Applications will not be accepted without the signed PAC Understanding.
- 2.3. The Development Planning Department assumes no responsibility for external partners (MTO, TRCA, York Region, Railways, Bombardier, NavCanada, TTC, etc.) that do not provide their submission requirements and/or comments prior to the PAC Meeting or the PAC Understanding being executed.
- 2.4. If comments and requirements are received after the date of execution of the PAC Understanding, these items shall form a part of a complete application.

### **3.0 PAC Expiration and Requests for Extension**

- 3.1 The PAC Understanding **expires 180 days** from the date of the PAC Meeting. In the event the PAC Understanding expires prior to a submission, extensions may be provided to a maximum of 1 year from the date City staff execute the PAC Understanding at the discretion of the Development Planning Department/VMC Program.
- 3.2 In special circumstances, an extension to the PAC Understanding beyond 1 year may be granted at the discretion of the Development Planning Department/VMC Program.
- 3.3 An extension to the PAC 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 the same).
- 3.4 PAC Extension Requests shall be submitted to [developmentplanning@vaughan.ca](mailto:developmentplanning@vaughan.ca) and include the following:
  - 3.4.1 Executed PAC Understanding or Reference to PAC number
  - 3.4.2 The plan that will be submitted with the development application
  - 3.4.3 Justification for the PAC Extension
  - 3.4.4 The PAC Extension request fee in accordance with the in-effect tariff of fees by-law
- 3.5 If an extension to the PAC 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.
- 3.6 Prior to granting an extension to the PAC Understanding, the plan and the PAC Understanding may be circulated to internal and external agencies for review, comment and additional requirements, if required.
- 3.7 If the proposal has substantially changed since the PAC Meeting, a new PAC Meeting may be required.
- 3.8 If the PAC Understanding expires prior to an application being accepted by the City, an additional PAC Understanding may be required through a new PAC meeting, at the discretion of the Development Planning Department/VMC Program.

### **4.0 Block Plans/Secondary Plan Areas**

- 4.1 Where a PAC Request is subject to a Block Plan with multiple landowners, separate PAC Requests and Fees, and separate PAC Understandings, are required for each landowner/land parcel located within the Block
- 4.2 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 maybe required in accordance with VOP 2010.

- 4.3 Owners and Agents are advised that a PAC Meeting does not constitute a pre-application for Block Plan Applications. The Policy Planning and Special Programs Department shall be consulted regarding Block Plan matters.

## **5.0 Initial Requirements and Notes**

- 5.1 All AutoCAD drawings must be Geo-Referenced and be tied to UTM NAD 83, Zone 17.
- 5.2 All drawings and documents (e.g. reports, studies, briefs), and subsequent revisions, submitted in support of a Planning application(s) shall be submitted in hard and electronic copy and signed and/or stamped (where required), by a qualified professional, in AutoCAD and PDF formats.
- 5.3 All required fees are required to be submitted in accordance with the Tariff of Fees for Vaughan Planning Applications at the time of submission.
- 5.4 Additional studies and/or information may be required to be submitted as identified by the City and/or external agencies through the planning review process.
- 5.5 Owner/Agents should refer to the Post-PAC Information Guide for more information pertaining to GIS requirements, payment methods, and formal submission requirements.

## **6.0 Other Parties**

- 6.1 PAC meeting requests shall be circulated to applicable external partners such as, but not limited to the following: Toronto and Region Conservation Authority (TRCA), York Region, Toronto Transit Commission's (TTC), Ministry of Transportation Ontario (MTO), TransCanada Energy, Utilities, Canadian Pacific Railway (CPR), Canadian National Railway (CNR), Metrolinx, Ministry of Municipal Affairs and Housing (MMAH), Ministry of Natural Resources and Forestry, abutting municipalities, etc.

## **7.0 Site Walks**

- 7.1 Site walks or site visits may be required for all Planning Applications and must be conducted prior to the submission of the complete application(s), as determined by the Development Planning Department.
- 7.2 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.
- 7.3 A site walk may include staff from the City, TRCA, Ministry of Natural Resources and Forestry, and/or York Region to demarcate development limits and other features on the site.
- 7.4 If a site walk is required, the application(s) may not be considered complete until it has taken place.

## **8.0 Demarcation of Development Limits**

- 8.1 The demarcation of development limits should be confirmed by the TRCA and/or City staff where applicable prior to the submission of the complete application(s), as determined by the Development Planning Department.

- 8.2 If the demarcation of development limits is required, the application(s) will not be considered complete until this has taken place and confirmed by appropriate City staff and agencies.

## **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 Ministry of Environment, Conservation, and Parks (MECP).

## **10.0 NavCanada and Bombardier**

- 10.1 For development proposals 6 storeys or greater, the coordinates (in longitude and latitude) and the geodetic building heights (height of building above sea level) are required for NavCanada and/or Bombardier to commence their respective reviews.
- 10.2 NavCanada/Bombardier acknowledgment and approval will be required for all developments that are 6-storeys in height and higher.
- 10.3 An Aviation Report may also be required by NavCanada and Bombardier when the proposed development exceeds 10-storeys.

## **11.0 Vaughan Design Review Panel**

- 11.1 All development applications within the Vaughan Metropolitan Centre, and other areas in the City where higher density development is taking place, including in designated Heritage Districts and where Secondary Plans are either in place or are being formulated may be considered by the Vaughan Design Review Panel (DRP). It is strongly encouraged that a DRP submission be made to the Development Planning Department/VMC program, **prior to formal submission of any development planning application(s)**. More information about the Vaughan Design Review Panel is available [here](#).
- 11.2 Further to 11.1, should the Development Planning Department determine that the development proposal must be considered by the Vaughan Design Review Panel, a formal notification will be issued outlining the date of the meeting and the submission requirements.
- 11.3 Projects subject to the Design Review Panel process will be reviewed twice as follows:
- a) First / Schematic Review – The first review will be scheduled at the pre-consultation stage during the initial functional design of the project, to afford

the possibilities of significant changes, if advised by the Design Review Panel.

- b) Second / Final Review – The second review will be scheduled following confirmation that revisions have been made and is intended to contribute to the detailed design process of the project.

## **12.0 Ontario Land Tribunal**

- 12.1 In the event of an Ontario Land Tribunal (OLT) appeal, the Owner/Agent may be required to submit additional hard copies of all documents submitted in support of a Planning application(s), consistent with requirements of the OLT.

## **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 (Threat) Areas (Well head Protection Area Kleinberg, Highly Vulnerable Aquifers Areas, Significant Groundwater Recharge Areas and/or Recharge Management Areas (WHPA-Q)), the Owner/Agent shall demonstrate best efforts to meet CTC SPP policies. TRCA will review technical reports such as a water balance assessments on behalf of the City; however, the City is the approval authority. For more information, visit this website [Source Water Protection \(vaughan.ca\)](http://www.vaughan.ca/source-water-protection)

## **14.0 Agricultural Lands**

- 14.1 For development within or adjacent to prime agricultural areas, an agricultural impact assessment is required for planning applications on Agricultural Lands outside of the urban boundary, in accordance with the 2017 update to the Growth Plan for the Greater Golden Horseshoe. For information visit this website <http://www.omafra.gov.on.ca/english/landuse/prime-ag-areas.htm>

## **15.0 Local Representation**

- 15.1 Owner/Agents are encouraged to pre-consult with the respective Ward Councillor and area Ratepayer Association(s) as appropriate, prior to the submission of the required *Planning Act* application(s) for development proposals for mid and high-rise buildings, as defined by the Vaughan Official Plan 2010 (VOP 2010).

## **16.0 Indigenous Peoples Engagement**

- 16.1 Owner/Agents are strongly encouraged to engage Indigenous Peoples 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.

**17.0 Rental Conversion**

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

**18.0 Heritage Vaughan**

18.1 For developments within a Heritage Conservation District, the application(s) will require approval from the Heritage Vaughan Committee. A Heritage Review fee will also apply at the time of application submission.

**19.0 Site Plan Engineering Fees**

- 19.1 All site plan development applications shall be subject to a development engineering review 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 Tariff of Fees By-law.

**20.0 Acknowledgement and Acceptance of all the above**

\_\_\_\_\_  
Owner/Agent (Print)

\_\_\_\_\_  
Owner/Agent (Initial)

\_\_\_\_\_  
Witness by Planner (Print)

\_\_\_\_\_  
Witness by Planner (Initial)

| Submission Requirements Matrix |   |     |     |    |     |       |                   |
|--------------------------------|---|-----|-----|----|-----|-------|-------------------|
| Drawings and Reports           |   | OPA | ZBL | DA | SUB | CONDO | Copies            |
| <b>Planning</b>                | 1. Aerial Orthophotograph(s) - Colour   | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 2. Agricultural Impact Assessment   | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 3. Application Form   | ✓   | ✓   | ✓  | ✓   | ✓     | 1 Hard Copy + PDF |
|                                | 4. Aviation Report (Within Downview Flight Path + 10-storey or Greater – Bombardier Requirement)  | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 5. Comprehensive Development Plan/Phasing Plan  |     |     |    |     |       | PDF               |
|                                | 6. Concept Plan   | ✓   |     |    |     |       | PDF               |
|                                | 7. Description of Development Proposal  | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 8. Geo Referenced AutoCAD (UTM NAD 83, Zone 17) Site Plan/ Concept Plan in accordance with <a href="#">GIS Digital Drawing Submission Standards</a>                       | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 9. GIS layered PDF's (Site Plan/Concept Plan/Draft Plan, Landscape Plan, Building Elevations) in accordance with <a href="#">GIS Digital Drawing Submission Standards</a> | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 10. Draft Plan of Condominium   |     |     |    |     | ✓     | PDF               |
|                                | 11. Draft Official Plan Amendment   | ✓   |     |    |     |       | PDF               |
|                                | 12. Draft Plan of Subdivision   |     |     |    | ✓   |       | PDF               |
|                                | 13. Draft Zoning By-law Amendment   |     | ✓   |    |     |       | PDF               |
|                                | 14. Environmental Impact Study or Natural Heritage Evaluation   | ✓   | ✓   | ✓  | ✓   |       | PDF               |
|                                | 15. Executed & Valid PAC Understanding  | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 16. Geodetic Elevations (6-Storeys or Greater – NAV Canada/ Bombardier Requirement)   | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 17. GIS Conformity Letter (Email Confirming GIS Compliance)   |     | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 18. Housing Options Statement   | ✓   | ✓   | ✓  |     |       | PDF               |
|                                | 19. Internal Floor Plans + Roof Plans   |     |     | ✓  |     |       | PDF               |
|                                | 20. Legal Survey Plan   | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 21. Market Impact Study   | ✓   |     |    |     |       | PDF               |
|                                | 22. Oak Ridges Moraine Conformity Report / Greenbelt Conformity Report  |     |     |    |     |       | PDF               |
|                                | 23. Parcel Abstract (within last 30 days)   |     |     | ✓  |     |       | PDF               |
|                                | 24. Parking Level Plans (Underground Parking only)  |     | ✓   | ✓  |     |       | PDF               |
|                                | 25. Planning Justification Report   | ✓   |     |    |     |       | PDF               |
|                                | 26. Real Estate Appraisal Report  |     |     |    |     |       | PDF               |
|                                | 27. Site Plan Accessibility Impacts Checklist   |     |     | ✓  |     |       | PDF               |
|                                | 28. Site Plan   |     | ✓   | ✓  |     |       | PDF               |
|                                | 29. Special Policy Area Studies (Woodbridge)  | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 30. <a href="#">Sustainability Performance Metrics Scoring tool &amp; Summary Letter</a>  | ✓   | ✓   | ✓  | ✓   | ✓     | PDF               |
|                                | 31. Title Opinion (Freehold Semi-detached & Freehold Townhouse Proposals)   |     |     | ✓  |     |       | PDF               |
|                                | 32. <a href="#">Waste Collection Design Standards</a> (Within Application Form)   | ✓   | ✓   | ✓  |     |       | PDF               |

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

| <b>Submission Requirements Matrix</b>                        |   |            |            |           |            |              |               |
|--|---|------------|------------|-----------|------------|--------------|---------------|
| <b>*Refer to Appendix B Checklist for Terms of Reference</b> |   |            |            |           |            |              |               |
| <b>Drawings and Reports</b>                                  |   | <b>OPA</b> | <b>ZBL</b> | <b>DA</b> | <b>SUB</b> | <b>CONDO</b> | <b>Copies</b> |
| <b>Development Engineering</b>                               | 1. Air Quality Assessment Report *  | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 2. Draft Reference Plan (showing Parcels of Tied Land (POTL))                               |            |            | ✓         |            | ✓            | PDF           |
|  | 3. Environmental Site Assessment (ESA) Report(s)*   | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 4. Erosion and Sediment Control Plan  |            |            | ✓         | ✓          |              | PDF           |
|  | 5. Functional Servicing Report *  | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 6. Geotechnical/Soils Report *  |            | ✓          | ✓         | ✓          |              | PDF           |
|  | 7. Hydrogeological Report*  |            | ✓          | ✓         | ✓          |              | PDF           |
|  | 8. Master Environmental Servicing Plan (MESP) (TOR Required)                                | ✓          | ✓          |           |            |              | PDF           |
|  | 9. Metadata Table   |            |            | ✓         | ✓          |              | PDF           |
|  | 10. Noise and Vibration Report*   | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 11. Parking Study *   |            | ✓          |           |            |              | PDF           |
|  | 12. Pavement Marking & Signage Plan   |            |            | ✓         | ✓          |              | PDF           |
|  | 13. Pedestrian and Bicycle Circulation Plan *   | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 14. Site Plan Engineering Fee *   |            |            | ✓         |            |              | PDF           |
|  | 15. Site Servicing and Grading Plan & Supporting Drawings (If grade changes are proposed)   |            | ✓          | ✓         | ✓          |              | PDF           |
|  | 16. Site Screening Questionnaire and Environmental Certification                            | ✓          | ✓          | ✓         | ✓          | ✓            | PDF           |
|  | 17. Stormwater Management Report *  |            |            | ✓         | ✓          |              | PDF           |
|  | 18. Transportation Demand Management (TDM) Plan *   | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 19. Transportation Impact Study*  | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 20. Transportation Maneuverability Plans (e.g., waste collection, emergency vehicles, etc.) |            | ✓          | ✓         | ✓          |              | PDF           |
|  | 21. Water Balance Assessment Report *   |            |            | ✓         | ✓          |              | PDF           |

| <b>Submission Requirements Matrix</b>                        |  |            |            |           |            |              |               |
|--|--|------------|------------|-----------|------------|--------------|---------------|
| <b>*Refer to Appendix B Checklist for Terms of Reference</b> |  |            |            |           |            |              |               |
| <b>Drawings and Reports</b>                                  |  | <b>OPA</b> | <b>ZBL</b> | <b>DA</b> | <b>SUB</b> | <b>CONDO</b> | <b>Copies</b> |
| <b>Parks</b>   | 1. Community Services and Facilities Impact Study        | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 2. Park and Open Space Master Plan – abutting Open Space |            |            | ✓         |            | ✓            | PDF           |
|  | 3. Park and Open Space Detailed Facility Fit Study       | ✓          | ✓          | ✓         | ✓          |              | PDF           |
|  | 4. Parkland Dedication Summary Chart                     |            |            | ✓         | ✓          |              | PDF           |

|                                  |   |   |
|----------------------------------|---|---|
| <b>Others to be Contacted by</b> | Alectra <input type="checkbox"/>  | Ministry of Municipal Affairs and Housing (i.e. GTA West Corridor) <input type="checkbox"/> |
|                                  | Bombardier <input type="checkbox"/>   | Ministry of Transportation (i.e. GTA West Corridor) <input type="checkbox"/>                |
|                                  | Canada Post <input type="checkbox"/>  | NavCanada <input type="checkbox"/>  |
|                                  | Canadian National Railway <input type="checkbox"/>                            | Peel Region <input type="checkbox"/>  |
|                                  | Canadian Pacific Railway <input type="checkbox"/>                             | TC Energy (formerly known as TransCanada Pipeline) <input type="checkbox"/>                 |
|                                  | City of Brampton <input type="checkbox"/>                                     | Telecommunication Companies <input type="checkbox"/>  |
|                                  | City of Richmond Hill <input type="checkbox"/>                                | Toronto and Region Conservation Authority <input type="checkbox"/>                          |
|                                  | City of Toronto <input type="checkbox"/>                                      | Toronto Transit Commission (TTC) <input type="checkbox"/>                                   |
|                                  | Conseil Scolaire de District Catholique Centre – Sud <input type="checkbox"/> | Township of King <input type="checkbox"/>   |
|                                  | Enbridge Gas <input type="checkbox"/>   | VIVA <input type="checkbox"/>   |
|                                  | Go Transit/Metrolinx <input type="checkbox"/>                                 | York Region <input type="checkbox"/>  |
|                                  | Hydro One <input type="checkbox"/>  | York Region Catholic School Board <input type="checkbox"/>                                  |
|                                  | Industry Canada (Telecommunication towers) <input type="checkbox"/>           | York Region District School Board <input type="checkbox"/>                                  |
|                                  | Ministry of the Environment, Conservation and Parks <input type="checkbox"/>  | Other: <input type="checkbox"/>   |

**Background Information**

1. Regional Official Plan Designation:

Conformity with Regional Official Plan land use designation? ([www.york.ca](http://www.york.ca))      Yes       No

If “No”, has or will an application been made to amend the Regional Official Plan or Regional Exemption? (**Note: An Exemption must be approved by the Region of York PRIOR TO the statutory Public Meeting**)      Yes       No

2. City Official Plan Designation:

Conformity with the City’s Official Plan land use designation?      Yes       No

If “No” what is the nature of the amendment needed? \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

4. Existing Zoning: \_\_\_\_\_

Compliance with the City's Zoning By-law? Yes  No

If "No" what is the proposed zoning or amendment required?

5. Applicable Policies:

Compliance with the Greenbelt Plan? Yes  No  N/A

Compliance with the Oak Ridges Moraine Conservation Plan? Yes  No  N/A

Compliance with the applicable Heritage Conservation District Plan? Yes  No  N/A

Compliance with the Special Policy Area (Woodbridge)? Yes  No  N/A

Compliance with the Architectural/Urban Design Guidelines? Yes  No  TBD

Compliance with the following additional policies:

Yes  No

Yes  No

6. Related File No(s): \_\_\_\_\_

7. Additional Information: \_\_\_\_\_

**Acknowledgement of Public Information**

The Owner/Agent acknowledges that the City considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the Owner/Agent consents to the City photocopying, posting on the internet and/or releasing the application and any 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 Owner/Agent. The Owner/Agent also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

**Owner/Agent 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.

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, the required planning application fees and this executed PAC Understanding to be considered complete. In addition, I have read, understood, and agreed to all the notes listed in this Understanding.

|                               |                                   |             |
|-------------------------------|-----------------------------------|-------------|
| <b>Owner/Agent</b><br>(Print) | <b>Owner/Agent</b><br>(Signature) | <b>Date</b> |
|-------------------------------|-----------------------------------|-------------|

|                                  |                                      |             |
|----------------------------------|--------------------------------------|-------------|
| <b>Planning Staff</b><br>(Print) | <b>Planning Staff</b><br>(Signature) | <b>Date</b> |
|----------------------------------|--------------------------------------|-------------|

**Planner's Notes**

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# 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 at the front counter of the Development Planning Department.
- 2.2. Prior to submission of an application, development application fees are to be verified by a Planning Technician or Planner from the Development Planning Department. 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. Development Application payments can be made by cash, Visa, Mastercard, Amex, and cheque. All payments over \$10,000 are to be paid by cheque. Site plan engineering fees are to be paid by cheque. Payments cannot be made over the phone.
- 2.5. Payments are typically made the same day as the application submission. 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 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](mailto: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, as identified in Section 2 of the Post-PAC Information Guide
- **ALL** materials identified in the executed PAC Understanding;
- A copy of the executed PAC Understanding;
- Completed and signed Development Application Form;
- A copy of the GIS submission confirmation approval email;
- 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
- When rendering drawings to PDF, options for saving text as comments must not be selected and all text must be flattened.



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**

The Agricultural Impact Assessment (AIA) shall be prepared by a qualified professional who has planning and agriculture technical expertise. Refer to the provincial draft AIA Guidance Document (March 2018) <https://ero.ontario.ca/notice/013-2454> for technical requirements.

**Air Quality Assessment Report**

Air Quality Assessment report 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 A 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 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: [https://www.vaughan.ca/services/business/urban\\_design/General%20Documents/Tree%20Protection%20Protocol.pdf](https://www.vaughan.ca/services/business/urban_design/General%20Documents/Tree%20Protection%20Protocol.pdf)

**Archaeological Assessment**

Archaeological Assessments shall be prepared by a qualified Archaeologist licensed under the *Ontario Heritage Act*. Archaeological Assessments are required for development approvals in order to identify and confirm archaeological potential on the site. The Archaeological Assessments must be in compliance with the Standards and Guidelines for Consultant Archaeologist set out by the Ministry of Heritage, Sport, Tourism and Culture Industries, as well as licensing requirements developed under the *Ontario Heritage Act*. For development proposing alteration to a watercourse, a marine archaeology survey conducted by a licensed marine archaeologist will be required.

Archaeological Assessments shall be prepared as per the *Ontario Heritage Act*, Part VI, Section 65 and in consultation with the Draft Technical Bulletin Engaging Aboriginal Communities in Archaeology and will address the following:

- a. Determine any potential archaeological resources in and near the Study Area
- b. Consult with Indigenous Treaty Holders and communities with historic interests to consider if traditional and/or treaty rights are impacted as a result of the development. If so, determine how to address these concerns, including attempting to avoid, minimize and/or mitigate adverse impacts
- c. Recommend measures and proposed approaches to conservation

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**

The intent of the Architectural Design Control Guidelines is to provide architects and designers direction on the character and standards of future buildings and ancillary structures.

#### **Architectural Materials Schedule (High-Quality Photos)**

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

#### **Bombardier (With Downview Flight Path)**

Bombardier Aerospace exclusively owns and operates the Toronto Downview Airport for the purposes of a testing facility. All development proposals within the flight path to the airport will require review by Bombardier, in addition to NavCanada. The coordinates (in longitude and latitude) along with the geodetic heights of all proposed buildings is required.

#### **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:

- d. Proposed unit count and population of the proposed development
- e. 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
- f. 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)
- g. Direct walking distances from the development to each existing park and/or trail access point is to be included (e.g., 500 metres)
- h. 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
- i. 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
- j. 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 Urban Design Division of the Development Planning Department. 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 Report**

A Conservation Plan for Heritage Resources Report should be prepared by a professional that specializes in the conservation of heritage resources and will describe in detail the work proposed to the heritage resources in order to ensure its longevity. The professional preparing the material must have 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.

**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 Development Planning 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 Report**

A Cultural Heritage Impact Assessment Report (CHIA) shall be prepared by a qualified professional 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 CHIA shall identify and evaluate cultural heritage resources in a given area to determine the impact that may result from the proposed development (new construction, demolition, and/or alterations) of the subject lands. The CHIA will also recommend an appropriate intervention approach to the heritage resources in accordance with Policy 6.3.3.2. of VOP 2010.

**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
- d. Description of existing uses and development history on and surrounding the subject lands

**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
- d. Details of 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 (preceded by Terms of Reference)**

An Environmental Impact Study (EIS) or Natural Heritage Evaluation (NHE) Report should provide a description of the proposal, a description of the natural environment, assessment of environmental

effects, and a description of mitigating measures and recommendations. A NHE Report applies to lands in either the Greenbelt Plan Area or Oak Ridges Moraine Conservation Plan Area. Refer to the City's Draft Environmental Management Guidelines and TRCA's Environmental Impact Statement Guidelines for technical requirements.

### **Environmental Site Assessment Reports**

All Environmental Site Assessment (ESA) reports shall be completed by a Qualified Person, as defined by O. Reg. 153/04, and be accompanied with a reliance letter addressed to the City by the environmental consultant. An ESA report identifies potential or actual impacts in soil, ground water, and/or sediment. In general, the Phase One ESA identifies potential contaminating activities and areas of potential environmental concerns through desktop studies and site reconnaissance. The Phase Two ESA involves intrusive investigations (e.g., boreholes/monitoring wells, test pits) whereby the areas of potential environmental concern are assessed through chemical analysis for applicable contaminants of concern. 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 A for more information.

### **Erosion and Sediment Control Plan**

The Erosion and Sediment Control (ESC) plan shall be prepared by a qualified engineer. An ESC Plan is essential for minimizing the potentially adverse environmental effects originating from a construction site. A good ESC plan should use a multi barrier approach which includes two key elements: prevent erosion during the construction process to deal with suspended sediment at the source and minimize sediment transport from leaving the construction site. A well-designed ESC Plan includes appropriate locations of selected control measures, scheduling information for the installation of ESC practices, and details of the assigned responsibilities for implementation, operation, modification, inspection and maintenance.

### **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 Servicing Report**

The Functional Service Report (FSR) plan shall be prepared by a qualified engineer. The FSR must address and ensure that the proposed development is serviced in accordance with all City of Vaughan Development Engineering Department Design Criteria Standards. The Report should include the proposed servicing scheme (Water Supply and Distribution, and Sanitary and Storm Drainage), the proposed grading for the site, and Roads/Access and Right-of-Way widths, etc.

**Geodetic Elevations**

Geodetic Elevations provide the height of the buildings above sea level. This is a requirement of buildings 6 storeys or more that are subject to Bombardier/NavCanada 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 A 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 m<sup>2</sup> 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**

The Hydrogeological report should be prepared by a qualified engineer and be in conformance with guidance provided by the Ministry of the Environment, Conservation, and Parks (MECP), the Ontario Conservation Authorities, the Ontario *Water Resources Act*, and Policies on Permit to Take Water and Provincial Water Quality Objectives. 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 Sewer Use By-law No. 087-2016.

The general purpose of a planning application hydrogeological study is to evaluate whether the proposed application is likely to result in adverse/negative impacts to the aquifer, existing groundwater users or natural functions of the ecosystem relying on groundwater. As such, the level of detail required in the hydrogeological study is normally expected to correspond with the level of risk posed to the ground and surface water resources, and the level of uncertainty associated with the available information.

More specifically, the Hydrogeological Report should assess groundwater quality impacts which may affect the potability of groundwater; the impact the development may have on the quantity and levels of the groundwater table (e.g., dewatering or construction impacts); and the appropriate measures to reduce or mitigate impacts to water resources and supply wells. Contact the Toronto and Region Conservation Authority for a copy of their guidelines.

**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 Parks Development Department and the Development 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](#).

#### **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 ([https://trca.ca/wp-content/uploads/2016/02/TRCA\\_MESP\\_Guideline\\_2015.pdf](https://trca.ca/wp-content/uploads/2016/02/TRCA_MESP_Guideline_2015.pdf)).

### **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 [www.navcanada.ca](http://www.navcanada.ca).

NavCanada acknowledgement and approval will be required for all developments that are 6-storeys in height and higher. The coordinates (in longitude and latitude) along with the geodetic heights of all proposed buildings will be required.

### **Noise and Vibration Report**

Noise and Vibration Reports shall be completed by a qualified engineer and should be in conformance with applicable guidelines including, but not limited to, the Ministry of the Environment, Conservation, and Parks (MECP) NPC-300 and The Federation of Canadian Municipalities (FCM) Guidelines for New Development in Proximity to Railway Operations.

A noise and/or Vibration report determines the potential noise and/or vibration impacts from stationary and transportation sources on proposed sensitive land uses and ensures land use compatibility is maintained through provisions such as recommended mitigation measures and warning clauses. In general, Noise and Vibration Feasibility studies are prepared early in the development planning stages (e.g., Official Plan and Zoning Amendments) and subsequent detailed Noise and Vibration Impact Studies are prepared when detailed design plans are known (e.g., Site Plan and Subdivision stages).

### **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**

The Parking Study shall be prepared by a qualified transportation engineer and provide a basis in support of the reduced parking standard. A Parking Study is required when a development does not meet the minimum parking standards prescribed by the City's zoning by-law. For more information on the requirements for a Parking Study, please see the City's Parking Study Guideline: [https://www.vaughan.ca/services/residential/dev\\_eng/General%20Documents/Vaughan's%20Parking%20Study%20Guidelines%20-%20April%202020.pdf](https://www.vaughan.ca/services/residential/dev_eng/General%20Documents/Vaughan's%20Parking%20Study%20Guidelines%20-%20April%202020.pdf). Please see Development Engineering Appendix A 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 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 Circulation 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 circulation 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.

### **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**

The Planning Justification (PJR) Report shall be prepared by a land use planner or other related qualified professional. The PJR must address compliance with Provincial regulations, documents and principles (e.g. Places to Grow Act and Provincial Policy Statement), and York Region and City of Vaughan planning documents.

### **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)
- 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 (m<sup>2</sup>)
- 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 Accessibility Plan (2012). For more information visit:

[https://www.vaughan.ca/services/business/development\\_planning\\_applications/General%20Documents/SitePlanAccessibilityChecklist.pdf](https://www.vaughan.ca/services/business/development_planning_applications/General%20Documents/SitePlanAccessibilityChecklist.pdf)

### **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**

Stormwater Management (SWM) reports are to be prepared by a qualified engineer. The SWM Report evaluates the effects a proposed development has on the natural environment and municipal storm and sewer infrastructure. It identifies the SWM criteria for the subject development area,

which includes water quality, quantity, erosion and water balance. With supporting calculations and documentation, mitigation measures are recommended and sized to achieve the identified stormwater management criteria. Refer to City's Engineering Criteria and [TRCA Stormwater Management Criteria Document](#). Please see Development Engineering Appendix A for more information.

### **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 [https://www.vaughan.ca/services/business/urban\\_design/General%20Documents/TOR\\_%20Sun%20Shadow%20Study.pdf](https://www.vaughan.ca/services/business/urban_design/General%20Documents/TOR_%20Sun%20Shadow%20Study.pdf).

### **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

<http://www.vaughan.ca/cityhall/departments/dp/Pages/Sustainability-Metrics.aspx>

### **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 terms of reference refer to

<https://www.vaughan.ca/cityhall/departments/dp/General%20Documents/SPM%20Summary%20Letter%20TOR.pdf>

### **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 Neighbourhood Traffic Calming Plan guidelines:

[https://www.vaughan.ca/services/residential/transportation/traffic/traffic\\_calming/General%20Documents/Traffic%20Calming%20Policy%20%20Procedure.pdf](https://www.vaughan.ca/services/residential/transportation/traffic/traffic_calming/General%20Documents/Traffic%20Calming%20Policy%20%20Procedure.pdf)

**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. TDM Plans are required for all applications. Depending on the location, land uses, and characteristics of the application, either a Level 1 or Level 2 TDM Plan will be required per the City's TDM Guideline. Please refer to <https://vaughan.ca/TDMGuide>. The TDM Guideline and Toolkit is to be used to determine which Level of TDM Plan is required. 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 submission of the TDM Toolkit is required for all applications.

[https://www.york.ca/wps/wcm/connect/yorkpublic/71d2f725-b82e-4c96-b181-132ff43f1fda/16214\\_Mobility\\_Plan\\_Guidelines\\_Accessible.pdf?MOD=AJPERES&CVID=mul36i8](https://www.york.ca/wps/wcm/connect/yorkpublic/71d2f725-b82e-4c96-b181-132ff43f1fda/16214_Mobility_Plan_Guidelines_Accessible.pdf?MOD=AJPERES&CVID=mul36i8)

**Transportation Impact Study**

A Transportation Impact Study (TIS) 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. Refer to the City's TIS Guidelines as well as from the Region of York website at [www.york.ca](http://www.york.ca). The City's TIS Guidelines can be viewed here:

[https://www.vaughan.ca/services/residential/dev\\_eng/General%20Documents/Vaughan's%20Transportation%20Impact%20Study%20\(TIS\)%20Guidelines%20-%20April%202018.pdf](https://www.vaughan.ca/services/residential/dev_eng/General%20Documents/Vaughan's%20Transportation%20Impact%20Study%20(TIS)%20Guidelines%20-%20April%202018.pdf)

**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 Protection Plan shall be prepared by a certified arborist or landscape architect, and shall identify the location, species, size and condition of all trees within the tree protection zone, identify the extent of injury where applicable and outline proposed tree protection measures for the trees identified for protection. Refer to City's Tree Protection Plan for technical requirements.

**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**

An Urban Design and Sustainability Development Guidelines provide a high-level framework for the implementation of built form and public realm projects. The Report applies to larger scale developments that require Official Plan and Zoning By-Law Amendments and Plan of Subdivisions. The Report 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 for technical requirements.

**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](https://cvc.ca/wp-content/uploads/2019/10/DOC_20191021_WHPA-Q_WBGuidance_Ver2.1.pdf)