

# REGIONAL OFFICIAL PLAN AMENDMENT APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To amend the Regional Official Plan, please submit the completed application form along with the following materials and a copy of this completed 'Submission Checklist'. Additional submission requirements may be identified through the Regional review process. Please provide electronic copies of the following:

### SUBMISSION CHECKLIST

- 1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
  - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.
- 2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):  
Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email [developmentservices@york.ca](mailto:developmentservices@york.ca) to inquire about and/or initiate this process.
- 3. One copy** of the [Regional application form](#) and the draft Official Plan amendment
- 4. Planning Justification Report**
- 5. Transportation Mobility Plan**
- 6. Servicing Plan**
- 7. Natural Heritage Evaluation** Required for all proposed development on or within 120 metres of a key natural heritage feature on the Oak Ridges Moraine, or the Natural Heritage System of the Greenbelt, or the Lake Simcoe watershed outside of the Greenbelt or the Oak Ridges Moraine planning areas and existing settlement areas  
**Environmental Impact Statement** Required for all lands within 120 metres of the Regional Greenlands system that are located outside of the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan
- 8. Hydrological Evaluation** Required for all proposed development within 120 metres of a key hydrologic feature on the Oak Ridges Moraine or Greenbelt
- 9. Agricultural Impact Assessment** Required for all proposed non-agricultural development within the Greenbelt
- 10. Landform Conservation Area Plan** Required for all proposals on landform conservation areas within the Oak Ridges Moraine
- 11. Earth Sciences Heritage Evaluation** Required for all proposed development within the minimum area of influence of an earth science area of natural or scientific interest
- 12. Lake Simcoe Protection Plan Conformity Evaluation** Required for all proposed development within the Lake Simcoe watershed
- 13. Archaeological Assessment** Required for all proposed development on lands containing significant or potentially significant archaeological resources

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## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### SUBMISSION CHECKLIST (CONTINUED)

**14. Regional Impact Analysis** Required for all applications for retail greater than 30,000 square metres of gross leasable area

**15. Greenbelt Conformity Evaluation** Required for all proposed development within the Greenbelt

**16. Oak Ridges Moraine Conformity Evaluation** Required for all proposed development within the Oak Ridges Moraine Conservation Plan Area

**17. Aggregate Study** Development within and/or adjacent to mineral aggregate resources

**18. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

\*Not all of the materials identified above may be required.

### OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

### AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

**Submit the completed form,** submission materials, financial documents and related inquiries to: [developmentsservices@york.ca](mailto:developmentsservices@york.ca)