

# SITE PLAN CONTROL APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate the Regional development review process for a site plan application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. 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):

Regional fee will be confirmed following circulation from local municipality. 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 [developmentsservices@york.ca](mailto:developmentsservices@york.ca) to inquire about and/or initiate this process.

**3. Local Municipal Application Form** and completed pre-consultation checklist

**4. Plans/Reports:**

Site Plan	Landscape Plans
Servicing Plans	Erosion and Sediment Control Plans (including Construction Access)
Stormwater Management Report	Tree Protection Plan and Inventory
Grading Plan	

If Lands are being conveyed to York Region: Phase 1 Environmental Site Assessment report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04 for the Owner's entire property that is the subject of the application. The report must be less than two years old at the time of land conveyance.

Survey Plan

**5. The following additional requirements** shall be provided with the first submission

Functional Servicing Report	Road Restoration Detail/Plan
Transportation Demand Management Plan	Composite Utility Plan
Transportation Mobility Plan	Cross-Sections at 20 metre Intervals
Noise and Vibration Study	Reference Plan (R-Plan)
Hydrogeological Report	Pavement Markings and Signage Plan
Geotechnical Report	Removals Plan
Crane Swing Plan	Additional Financial Requirements
Shoring Plan	Plans and Profile Drawings
Hoarding/Fencing Plan	Risk Management Plan
Dewatering Management Plan	Source Water Impact Assessment and Mitigation Plan
Irrigation Plan	Arborist Report
Traffic Management Plan	
Construction Management Plan	

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## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### SUBMISSION CHECKLIST (CONTINUED)

#### 6. Confirmation of Water Supply and Sanitary Servicing Allocation:

Council Resolution

Confirmation Letter from Local  
Municipal Staff advising that the  
resolution is applicable

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

#### 8. 'Final' Fully/Duly Executed Development Charge Rate Freezing Agreement 'Final' Fully/Duly Executed Development Charge Agreement between the owner(s) and York Region confirming the date at which Regional development charge rates are frozen.

\*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: [developmentservices@york.ca](mailto:developmentservices@york.ca)