

Application for: (please check all applicable boxes)

<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	Zoning By-law Amendment
<input type="checkbox"/>	Community Infrastructure and Housing Accelerator (CIHA) Order	<input type="checkbox"/>	Temporary Use – Zoning By-law Amendment
<input type="checkbox"/>	Draft Plan of Subdivision	<input type="checkbox"/>	Site Development
<input type="checkbox"/>	Draft Plan of Standard Condominium	<input type="checkbox"/>	Common Element/Vacant Land Condominium
<input type="checkbox"/>	Part Lot Control	<input type="checkbox"/>	Interim Control

Office Use Only

File Number(s)		
Date Received	Received By	Related Files
Total Application Fee(s)	Receipt Number	PAC Number PAC.

IMPORTANT – PLEASE READ: This application is submitted pursuant to the applicable Ontario Regulation(s) of the *Planning Act*. All sections of this application together with the information and material requested shall be completed and/or submitted in its entirety to constitute a complete application. This application must be accompanied by the fees, payable in the form of a cheque, to the CITY OF VAUGHAN, prior to its processing and in accordance with the in-effect “Tariff of Fees for Vaughan Planning Applications. All submission materials, with the exception of this Application form, shall be submitted via USB; FTP site; Dropbox; or OneDrive site. The Applicant will ensure that all digital drawings will be sent to gisplanning@vaughan.ca for verification prior to submission. All PDF drawings are to be georeferenced and layered in accordance with [GIS Digital Drawing Submission Standards](#). If this application is deemed incomplete, it will result in processing delays. All submitted supporting information and reports are made available to the public. The Development Planning Department may close your file due to inactivity in accordance with the in-effect Tariff of Fees for Planning Applications By-law.

1.0 Applicant or Registered Owner of Property

I/We _____

Owner’s Name

being the registered owner of _____
Address/Legal Description: _____

hereby irrevocably authorize and consent to The Corporation of the City of Vaughan to enter, at any reasonable time, onto the Subject Lands and premises, described in this application, for processing and evaluating the merits of this application and, subsequently, conducting any inspections on the Subject Lands if required as condition of approval.

1.1 Owner’s Name: _____

(Mandatory Information)

1.2 Contact Name: _____

(Mandatory Information)

First Name

Last Name

1.3 Address:

Street Address

Apartment/Unit #

City

Province

Postal Code

1.4 Phone: _____ 1.5 Fax: _____

1.6 Email Address: _____

1.7 Date Subject Lands were acquired (optional): _____

2.0 Agent – Applicant’s Representative

Note: Unless otherwise notified, all correspondence will be forwarded to the agent on file.

2.1 Agent’s Name: _____
(Mandatory Information) First Last

2.2 Contact Name: _____
First Last

2.3 Address: _____
Street Address Apartment/Unit #

City Province Postal Code

2.4 Phone: _____ 2.5 Fax: _____

2.6 Email Address: _____

2.7 Date Subject Lands were acquired: _____

2.8 Agent is : Owner Lawyer Architect Planner Contractor Other: _____

3.0 Existing Subject Lands Description

3.1 Address (Street Number and Name, if applicable): _____

3.2 Describe Location (intersection and side of street): _____

3.3 Legal Description: _____

3.4 Lot Area (m²): _____ 3.5 Lot Frontage (m): _____ 3.6 Lot Depth (m): _____

3.7 Indicate the Land Uses on the abutting adjacent properties:

North: _____

South: _____

East: _____

West: _____

3.8 List any previous Land Uses on the subject lands, if known: _____

3.9 Do the Subject Lands contain any areas of archaeological potential, or will the plan permit development of the land that contains known resources or areas of archaeological potential?

YES NO

3.10 If “yes”, an Archaeological Assessment prepared by a person who holds a license that is effective with respect to the Subject Lands, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act* and a Conservation Plan for any archaeological resources identified in the assessment.

3.11 Is the site vacant?

YES If “yes”, continue to Section 7.0 NO If “no”, continue below

3.12 Existing Land Use (in metric):

Total Developable Area:		Parking Area:		Residential GFA:	
Building Area:		Parking		Commercial	

		Spaces:		GFA:	
Landscaped Area:		Barrier-Free Parking Spaces:		Employment GFA:	
Vacant Area:		Lot Coverage:		Office GFA:	

3.11 If there is an existing building(s) on the Subject Lands, will the development proposal include any demolition?

YES NO

3.12 If "yes", please provide details.

3.13 Is there any outside storage of goods, vehicles or equipment?

YES NO

3.14 If "yes", please describe below and indicate the purpose. Show on all applicable plans.

3.15 Detailed Description of Present Land Use: _____

4.0 Proposed Development Description

4.1 What is the nature of the development proposal? Provide a brief description.

4.2 Is this a resubmission of an earlier application?

YES NO Do Not Know

4.3 Are there any easements or restrictive covenants affecting this site? If so, provide descriptions and effects.

4.4 How will the Subject Lands be developed?

Draft Plan of Subdivision Site Plan Other

4.5 If "Other", or a combination of the above, please specify:

4.6 Proposed Development (in metric):

Total Developable Area:		Detached Residential Blocks:		Residential GFA:	
Building Area:		Semi-detached Residential Blocks:		Commercial GFA:	
Landscaped Area:		Multiple Attached Residential Blocks:		Employment GFA:	
Density:		Apartment Residential Blocks:		Office GFA:	
Parking Spaces:		Parks and Open Space Area:		Other (Specify):	
Barrier-Free Parking Spaces:		Roads and Road Widening:		Other (Specify):	
Total Residential Units:		Lot Coverage:		Other (Specify):	

4.7 Will there be outside storage of goods, vehicles or equipment?

YES NO

4.8 If "yes", please describe below and indicate the purpose. Show on all applicable plans.

4.9 Proposed Tenure Type: Standard Condominium Common Element Condominium Rental Freehold

5.0 Provincial Policies

5.1 Is the development proposal consistent with the policy statement under subsection 3(1) of the *Planning Act*?

YES NO

5.2 Are the Subject Lands within an area designated under a provincial policy or plan?

YES NO

5.3 Provide an explanation on how the requested application conforms to or does not conflict with the applicable Provincial Plan(s) and how the requested application is consistent with the Provincial Policy Statement.

6.0 Official Plan

6.1 Current Official Plan Designation: _____

6.2 Does the development proposal contemplate a change in designation and/or replacement or deletion of policy? YES NO

6.3 If "yes", what is the new proposed designation or policy change? _____

6.4 What is the reasoning for the new proposed designation or policy change? Ensure that a Planning Justification Report is provided.

6.5 If "no", provide an explanation of how the development proposal conforms to the Official Plan. _____

6.6 If the proposal is to remove land from an employment area, provide details of the amendment and include the City of Vaughan Application number. Note: The *Planning Act* does not permit any employment land conversion unless it is done through a comprehensive policy review.

7.0 Zoning

7.1 Current Zoning Category: _____

7.2 Does the development proposal contemplate a change to the Zoning Category? YES NO

7.3 Proposed Zoning Category, if applicable: _____

7.4 What is the reasoning for the proposed Rezoning? _____

7.5 If the Subject Lands are within an area where zoning with conditions may apply, an explanation of how the application conforms to the Official Plan policies relating to the Zoning with conditions is required. Explain.

7.6 If the Subject Lands are within an area where the City of Vaughan has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, provide a statement of how the application complies with these requirements. Include previous approvals, file numbers, and zoning exceptions.

8.0 Proposed Servicing and Access

Indicate the proposed servicing type for the Subject Lands.

8.1 Water Supply

- publicly owned and operated piped water system
 privately owned and operated individual well
 privately owned and operated communal well

8.2 Sewage Disposal

- publicly owned and operated sanitary sewage system
 privately owned and operated individual septic tank and leaching field system
 privately owned and operated communal septic system
- privy
 other Specify: _____
 is servicing required from another municipality? Details: _____

8.3 Road Access and/or Frontage

8.3.1 Please specify road type (e.g. municipal road, regional road, provincial highway, private road):

8.3.2 Name of Road: _____

8.4 Storm Drainage

Indicate the proposed Storm Drainage System:

- sewers
 swales
 ditches
 other, specify: _____

8.5 (For Official Plan and/or Draft Plan of Subdivision) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, include with the Official Plan and/or Draft Plan of Subdivision application a servicing options report and a hydrological report.

8.6 (For Draft Plan of Subdivision) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, include with the Draft Plan of Subdivision application a hydrological report.

9. Previous Approvals

9.1 Have the Subject Lands, or land within 120m of it, ever been subject of an application(s) under the *Planning Act*?

- YES
 NO

9.2 If "yes", please indicate the type of application(s), file number(s), purpose of the application(s), the status of the application(s), and its effect on the proposed amendment.

		File Number(s)	Purpose	Status
Zoning File:	<input type="radio"/>			
Site Development Approval:	<input type="radio"/>			
Plan of Subdivision:	<input type="radio"/>			
Plan of Condominium:	<input type="radio"/>			
Minor Variance:	<input type="radio"/>			
Consent (Severance):	<input type="radio"/>			
Minister's Zoning Order:	<input type="radio"/>			

10. For Draft Plan of Standard Condominium Only

10.1 Has the City of Vaughan approved a Site Development Application?

- YES
 NO

10.2 If "yes", please provide a file number and date of approval.

10.3 Has a Site Plan Agreement been registered, or a Site Plan Letter of Undertaking been executed?

YES NO

10.4 If "yes", please provide the date of registration / execution.

10.5 Has a Building Permit been issued?

YES NO

10.6 If "yes", please provide the date of permit issuance.

10.7 Has construction commenced?

YES NO

10.8 If "yes", please provide the date of commencement.

10.9 If construction is complete, please indicate the date of completion: _____

10.10 Have any units been occupied?

YES NO

10.11 If "yes", how many?

10.12 Is this a conversion of an existing building containing residential units?

YES NO

10.13 If "yes", the property owner must sign an Acknowledgement stating that all of the tenants have been advised that the property owner proposes to convert the existing rental housing development to condominium tenure.

10.14 Is this an existing building requesting to become a condominium?

YES NO

10.15 If "yes", indicate the number of units and parking spaces.

10.16 Indicate the number of units to be converted: _____

10.17 Are there any easements or restrictive covenants that affect the subject lands?

YES NO

10.18 If "yes", show all easements on the draft plan. Describe the purpose of each easement.

10.19 Does the Owner own additional lands adjacent to the Draft Plan of Condominium?

YES NO

10.20 If "yes", show additional lands on the draft key plan.

10.21 **For Phased Condominiums Only**, please provide the following information:

	Phase Number	Number of Units	Unit Type
Phase			
Phase			
Phase			
Condominium Plan Number of phases which have been registered:			

10.22 **For Common Element Condominiums Only**, respecting the Parcels of Tied Land (POTL), please provide the legal description or municipal address of the parcels which will be tied to the Common Element:

10.23 Committee of Adjustment Consent Application Number: _____

Date of Approval: _____

10.24 Exemption from Part-Lot Control By-law Number: _____

11. Parkland Dedication (Site Development and Subdivision Applications)

11.1 The review of the development proposal will be subject to the *Planning Act* and/or the City of Vaughan Cash-in-lieu Policy.

12. Notice Signs – Procedures and Protocols

12.1 The applicant/agent is required to install a Notice Sign(s) in accordance with the “Notice Signs – Procedures and Protocols”, which is available on the City of Vaughan website, vaughan.ca.

13. Supporting Materials Required with Application

13.1 Pursuant to Bill changes to the *Planning Act*, the City of Vaughan has implemented in the Vaughan Official Plan (VOP) 2010 and By-law 123-2013, which implements the City-wide procedures for Pre-Application Consultation (PAC) meetings as a means for the City to identify the material(s) and information required for the submission of a complete Development Planning Application, excluding Part-Lot Control and Standard Draft Plan of Condominium. The supporting material required with this application is summarized in the executed “PAC Understanding”, including the PAC fee amount. For more information, please refer to the “Development Planning Department Pre-Application Consultation [PAC] and Complete Application Package [CAP]” available on the City’s website, vaughan.ca.

13.2 All information and reports submitted in support of this application may be disclosed to any individual.

13.3 In the City of Vaughan, certain development applications do not require a PAC meeting. The following is the list of submission requirements:

13.3.1 Draft Plan of (Standard) Condominium

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of the legal survey plan
- 25 full scale copies of the draft plan of condominium folded (legal size)
- 3 legal size reduced copies of the plans
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

13.3.2 Part Lot Control

- 3 copies of this application form and description of proposal
- 3 full scale plans of the registered plan of subdivision showing the subject lots or blocks in red
- 3 full scale reference plans prepared and certified by an Ontario Land Surveyor
- If lots are being created a Surveyor’s certificate prepared and certified by an Ontario Land Surveyor showing the lot frontage, lot area, and lot depth in accordance with the provisions of the relevant By-law
- 2 legal size reduced copies of the plans
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- Additional copies or final versions of the plan may be required prior to the preparation of the By-law

13.3.3 Interim Control By-law

- 3 copies of this application form and description of proposal
- 3 full scale plans of the lot, block, or part of Registered Plan, Reference Plan, or Draft Plan of Subdivision showing the lots or blocks, subject to the proposed amendment in red

13.4 In accordance with the City of Vaughan Site Plan Control Process, PAC meetings are exempt for street townhouse dwellings (fronting onto a public road) within an approved Draft Plan of Subdivision or a registered Plan of Subdivision, minor additions to an existing building or site alterations, minor changes to existing or approved building elevations or site plan, and proposals for new signage or changes to existing signage. The following are the site plan submission requirements for the aforementioned:

13.4.1 Street Townhouse Dwelling on a Block (within an Approved/Registered Plan of Subdivision)

- 3 copies of this application form and description of proposal
- 6 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 25 full scale copies of the site plan folded (legal size)
- 3 legal size reduced copies of the plans
- 8 copies of the internal floor plans
- Waste Collection Design Standards form
- 2 copies of the architectural control architect approved drawings (where applicable)
- 9 copies of the site and building elevations

- 17 copies of the coloured rendered perspective drawings
- 9 copies of the landscape plans and details (including exterior lighting)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone
- E-mail from the Development Planning Department, GIS Division, confirming proper format of digital drawings in accordance with the [Digital Plan Submission Standards](#)

13.4.2 Minor Additions to an Existing Building or Site Alteration

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the existing and proposed situations
- 3 legal size reduced copies of the plans
- 8 copies of the internal floor plans
- Waste Collection Design Standards form (as determined)
- 5 copies of the site and building elevations
- 5 copies of the coloured rendered perspective drawings
- 5 copies of the landscape plans and details, including exterior lighting (as determined)
- 2 copies of the landscape cost estimate (as determined)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone

13.4.3 Minor Changes to an Existing or Approved Building Elevation or Site Plan

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the existing and proposed situations
- 3 legal size reduced copies of the plans
- 3 copies of the internal floor plans (as determined)
- 5 copies of the site and building elevations
- 5 copies of the coloured rendered perspective drawings
- 5 copies of the landscape plans and details, including exterior lighting (as determined)
- 2 copies of the landscape cost estimate (as determined)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone

13.4.4 New Signage or Changes to Existing Signage

- 3 copies of this application form and description of proposal
- 3 copies of the aerial photo in colour
- 3 copies of parcel abstract (within 30 days of application submission)
- 3 copies of the legal survey plan
- 10 full scale copies of the site plan folded (legal size) showing the location of the proposed signs
- 3 legal size reduced copies of the plans
- 5 copies of the site and building elevations (add three copies if abutting an MTO lands)
- 5 copies of the coloured rendered perspective drawings (add three copies if abutting MTO lands)
- 1 copy of the high-quality photos (as determined)
- 3 USBs of all drawings in .DWG format as well as .PDF, layered and tied to NAD 83, 6° UTM, Zone

14. Declaration of Land Owner or Agent

The processing of this application shall not commence until the following declaration is completed and commissioned.

I,		, of the	
of		In the	
of		solemnly declare that:	

All above statements contained in all the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by the *Canada Evidence Act*.

DECLARED before me at the	
of	in the
	of
this	day of
	, 2

Signature Of Owner or Agent

Location of Commissioner of Oath's Stamp and Signature

Personal information on this form is collected under the legal authority of the *Planning Act*, R.S.O. 1990, Chapter P.13 (as amended) and Regulations thereto. This information will be used to process this application. Questions about this collection of information should be directed to the Development Planning Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (905) 832-8585.

15. Authorization of Agent

(To be signed by Owner, if Agent has been appointed.)

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf of:

Please print name of Agent

whom I have appointed as my Agent.

DATE _____

SIGNED _____
Signature of Owner

Please print name

Affix Corporate Seal of registered owner of property. Processing will not commence until this is provided.

16. Site Screening Questionnaire

Office Use Only		
City File Number:	City File Name:	City Planner and Extension:

To be completed by the Applicant/Owner and, if applicable, Purchaser and/or Lessee of the Subject Lands

SUBJECT LANDS ADDRESS (Legal and Municipal):	
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NOTE: ALL QUESTIONS MUST BE ANSWERED

1.	What is the historical, current, and proposed use of the Subject Lands?			
	Historical:			
	Current:			
	Proposed:			
2.	Is there reason to believe the Subject Lands may be contaminated either from <u>historical</u> or <u>current land use</u> or from <u>adjacent properties</u> ? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
3.	<u>Has land filling</u> or <u>waste dumping</u> ever occurred on the <u>Subject Lands</u> or on <u>adjacent properties</u> ? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
4.	Has a <u>gas station</u> or <u>dry cleaning operation</u> ever been located on the <u>Subject Lands</u> or on <u>adjacent properties</u> ? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
5.	Was the <u>Subject Lands</u> or <u>adjacent properties</u> ever used for industrial/commercial purposes (e.g., <u>product manufacturing</u> , <u>chemical/petroleum bulk storage</u> , <u>rail yards/tracks</u> , automotive repair, metal fabrication, other: _____)? (If yes, please circle/ fill-in the applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
6.	Was the Subject Lands ever used for agricultural purposes with the application of <u>cyanide-based pesticides</u> (e.g., for orchards) or <u>sewage sludge</u> ? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
7.	Are there or have there been any <u>underground</u> or <u>aboveground</u> storage tanks located on the Subject Lands? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
8.	Are you aware of any hazardous materials that may be present or that were generated on the Subject Lands (i.e., asbestos, PCBs, lead, mercury, etc.)?	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
9.	Is the Subject Lands within 500 m (1,640 ft.) of an <u>operational</u> or <u>non-operational</u> landfill or dump? (If yes, please circle applicable underlined item(s))	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN
10.	Have any previous environmental reports been prepared for the Subject Lands within the last 5 years, including but not limited to a Phase I, II, III Environmental Site Assessment(s), Remedial Action Plan, Risk Assessment, Record of Site Condition, or Certificate of Property Use? If Yes, please submit the documents in digital and hard copy format with your application along with a letter granting third party reliance on the documents to the City of Vaughan and its peer reviewer. If the reports were in connection to a previous City of Vaughan Development Planning Application, provide the City reference file number(s): Please list, i.e., OP-, Z-, 19T-, DA-:	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNCERTAIN

TO BE COMPLETED BY CITY OF VAUGHAN

A. Development Planning Department				
1.	Are all the Site Screening Questions answered and the Environmental Certification completed, dated, and signed?	<input type="radio"/> YES	<input type="radio"/> NO	
2.	Does the completed Site Screening Question include any "Yes" or "Uncertain" responses?	<input type="radio"/> YES	<input type="radio"/> NO	
3.	Does the proposal include any lands to be conveyed to the City?	<input type="radio"/> YES	<input type="radio"/> NO	
B. Development Engineering and Infrastructure Planning Department				
1.	Does the proposal require any lands to be conveyed to the City or for the City to acquire an interest in any lands for such purposes as, but not limited to, road widening, storm water management, services, etc.?	<input type="radio"/> YES	<input type="radio"/> NO	
2.	Is there a change proposed for the Subject Lands to a more sensitive land use as defined by the MOECC? If Yes, then ESA reports and RSC is required as per O. Reg. 153/04.	<input type="radio"/> YES	<input type="radio"/> NO	

3.	Are a Phase One, Two, Three ESA, and/or RAP required to be submitted with the application? If Yes, provide correspondence to Development Planner to notify proponent in PAC meeting.	<input type="radio"/> YES	<input type="radio"/> NO
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17. Environmental Certification

Office Use Only				
City File Number:		City File Name:		City Planner and Extension:

To be signed by the Owner and, if applicable, Purchaser and/or Lessee of the Subject Lands

I/We _____ the owner and/or purchaser _____ and/or lessee _____ (delete terms not applicable) of the above-noted lands Hereby acknowledge that the information provided in the site screening questionnaire is true to the best of my/our knowledge as of the date below and it is my/our responsibility to ensure that I/We are in compliance with all applicable legislative enactments, guidelines and other government directives pertaining to contaminated or potentially contaminated sites including, but not limited to, the *Environmental Protection Act (as amended)*. I/We further acknowledge that the City of Vaughan and/or York Region are not responsible for the identification and/or remediation of contaminated sites and in any action or proceeding for losses or damages related to environmental contamination or clean-up of contamination will not sue or claim over against the City of Vaughan and/or York Region.

Affix Corporate Seal of registered owner of property. Processing will not commence until this is provided.

Dated at _____ this _____ day of _____ 2_____.
Location Day Month Year

Signature of OWNER

Please Print Name (AFFIX Corporate Seal, if applicable)

Dated at _____ this _____ day of _____ 2_____.
Location Day Month Year

Signature of PURCHASER

Please Print Name (AFFIX Corporate Seal, if applicable)

Dated at _____ this _____ day of _____ 2_____.
Location Day Month Year

Signature of LESSEE

Please Print Name (AFFIX Corporate Seal, if applicable)

18. Waste Collection Design Standards Submission (Official Plan, Zoning, Site Development)

NOTE: Parts 1 and 2 must be completed by the Applicant/Owner for all classes of development.

To view the City of Vaughan’s approved “Waste Collection Design Standards Policy” and Report, and the “Recycling in New Residential Apartment and Condominium Buildings” Report, please visit the Development Planning Department’s webpage at vaughan.ca.

PART A: GENERAL INFORMATION

APPENDIX A (Part 1 of 2) WASTE SERVICING DETAILS FORM			
GENERAL INFORMATION			
Development Information			
Building Standards No. <i>or</i> Development Application No.			
Municipal address of development			
Brief summary of development proposal			
Does development proposal consist of more than one building?	No Yes	<i>If 'yes', please ensure to submit an Appendix 'A' - Part 1 form for each building of development.</i>	
If multiple buildings within development, identify building as shown on site plan (i.e. Building 'A')			
Agent Information			
Agent Name & Company Name			
Business Address			
Daytime phone number		Email Address	
Applicant Information			
Applicant Name & Company Name			
Address			
Daytime phone number		Email Address	

WASTE SERVICING DETAILS			
Waste Stream	Type & Size of Container	Compacted	Number of Containers
Garbage	Front-end	Y/N	
	Roll-off	Y/N	
	Other	Y/N	
Recycling	Carts	Y/N	
	Front-end	Y/N	
	Other (a)	Y/N	
Cardboard	Front-end	Y/N	
	Other	Y/N	
Organics	Carts		
	Other		
Cooking Oil	Specify:		
Other:	Specify:	Y/N	

ADMINISTRATION - FOR OFFICE USE ONLY	
Site Plan File No.	
City Planner & Extension	
Public Works (Approved by)	
Date of Approval	

PART 2: CHECKLIST – WASTE MANAGEMENT SITE PLAN REQUIREMENTS

APPENDIX A (Part 2 of 2) CHECKLIST WASTE MANAGEMENT SITE PLAN REQUIREMENTS					
SECTION REFERENCE	WCDS	EDC&SD	DESCRIPTION	Checklist	
				Yes	No
ACCESS ROUTE					
1. Show location of access route	2.1.1		Waste collection vehicles are to enter and exit site solely in a forward motion. The Access Route and required turnaround can be shown using 'Auto turn' or similar type program.		
2. Show pavement design of access route	2.1.2	1.2.4.1	Pavement design shall be a minimum as per City's Engineering Design Criteria and Standard Drawings for 'Industrial & Heavy Duty Driveways' or a City approved alternative.		
3. Show driveway width & curb radius at point of ingress / egress to site	2.1.3	SW-101	Driveway width shall be a minimum 6.0 metres from face of curb to face of curb		
			Inside curb radius shall be no less than 9.0 metres.		
4. Show driveway width, curb radius and vertical clearance throughout access route	2.1.4	SW-102	Driveway width shall be a minimum 6.0 metres from face-of-curb to face-of-curb.		
			Radius throughout entire access route shall be no less than 12.0 metres (centre line).		
			A minimum vertical clearance of 4.4 metres throughout entire access route.		
5. Show ingress / egress and turnaround (or continuous forward motion) throughout access route	2.1.5	SW-103	1. Cul-de-sac Outside curb radius no less than 13.0 metres. *Note additional conditions if cul-de-sac has an island.		
		SW-104	2. Three Point Turn (Turning Stub) Inside curb radius no less than 9.0 metres, and - If road width is 6.0 metres or greater, the depth of the turning stub shall be no less than 11.0 metres.		
			3. Continuous Forward Motion Access shall be a minimum of 6.0 metres throughout entire access route (from face-of-curb to face-of-curb) and observe required turning radius.		
6. Show grade of access route	2.1.6		The slope of the access route shall not exceed 5%.		
7. Show affected support structures (if any) throughout access route	2.1.7		If a waste collection vehicle must pass over a support structure(s), show support structure(s) and indicate whether support structure(s) can support a minimum of 35,000 kg.		
8. Show snow storage areas	2.1.1		Snow storage areas must not interfere or compromise the minimum specifications of the Access Route or turning operations.		

DESIGNATED LOADING AREA					
9. Show location of loading pad, as well as the 18.0 metre straight-ahead approach	2.2.1	SW-105	In addition to location of loading area, ensure a minimum of 18.0 metre 'straight ahead' approach is shown.		
10. Show design of loading pad	2.2.2	SW-105	Loading pad design shall have a minimum base 300 mm of compacted 20mm crusher run-limestone and shall be finished to a minimum of 200 mm depth of concrete or a City approved alternative (i.e. heavy duty pavers). See additional requirements should loading pad form part of the access route.		
11. Show dimension of loading pad & vertical clearance at loading pad	2.2.3		The required number of waste containers set out for collection determines the length and maximum width of the loading pad (pad shall not be less than 6.0 metres wide). Dimension to include sufficient space for the movement of containers on loading pad.		
12. Show staging of all waste containers on the loading pad	2.2.4		Show footprint of all waste containers on the loading pad. as well as required space for special collections (i.e. bulky items, oil, corrugated cardboard etc.) and sufficient space for the movement of containers within storage facility.		
13. Show grade of loading area	2.2.5	SW-105	Grade of loading pad shall be no greater than + / -2% (grade of cross fall).		
14. Show bollards or other type barrier(s) on either side of loading door	2.2.6		Bollards or other type barriers are to be installed on either side of the loading door(s).		
WASTE STORAGE FACILITY(S)					
15. Show ventilation requirements meet Ontario Building Code minimum standards	4.1.4 or 5.1.2		Responsibility of Owner to meet no less than minimum standards pursuant to Ontario Building Code and appropriate odour controls requirements for Waste Storage Facility.		
16. Show location & dimension of internal waste storage facility	4.3 or 5.3		Refer to appropriate section to determine options. If compactor is used, a separate waste storage room must be shown.		
OTHER					
17. Show Collection Method and Container Requirements	3.2 or 4.2 or 5.2		Include type, size and number of waste containers required for all waste streams. This information is to be consistent with the information on the Waste Servicing Details Form (Appendix A – Part 1).		
18. Show Waste Management Site Plan is stamped and signed	1.3.1		Waste Management Site Plan must be stamped and signed by Professional Engineer or an Architect licensed in Ontario.		
ADDITIONAL REQUIREMENTS FOR MULTI UNIT RESIDENTIAL OR MIXED USE DEVELOPMENTS					
Note: This section is to be completed <i>only</i> if the development is residential or mixed use. Please indicate whether the development is residential or mixed use.					
18. Show number of units	3.1.2 or 4.1.2		Indicate number of residential dwelling and commercial units (where applicable).		
19. Show three stream system	4.1.3		Provide a typical floor plan showing the chute system on every floor.		
			Provide a 'plan' view of multi-sort system and layout of containers in waste storage area. <i>(As additional supporting information, the City may require the manufacturer's brochure of the chute system be provided with the submission).</i>		
20. Provide letter certified by a qualified Engineer that affected support structures can support 35,000 kg	2.1.7		If a waste collection vehicle must pass over a support structure(s), show support structure(s) and indicate whether support structure(s) can support a minimum of 35,000 kg.		

Fee Calculation Worksheet

This form must be accurately completed for the Calculation of Fees, pursuant to By-law 224-2023.

Office Use Only	File Name:	
	File Number(s):	
	Total Fees Calculated and Verified:	
	Verified By (Planner's Name):	
	Date:	

2024 Calculations (Check applicable "○" and Refer to General Notes and Notes Below)			Amount (\$)
OFFICIAL PLAN AMENDMENT APPLICATION (and COMMUNITY INFRASTRUCTURE AND HOUSING ACCELERATOR ORDER APPLICATION) ¹⁷			
<input type="radio"/>	Major Official Plan Amendment (OPA) Base Fee ⁷	\$47,050	
	AND Major OPA Surcharge (If application is approved by Council or OLT and prior to adoption of OPA)	\$7,181	
<input type="radio"/>	Minor Official Plan Amendment Base Fee ⁸	\$29,189	
	AND Minor OPA Surcharge (if application is approved by Council or OLT and prior to adoption of OPA)	\$4,882	
<input type="radio"/>	Revision to Official Plan application requiring recirculation ⁹	\$5,661	
<input type="radio"/>	Additional Public Meeting and/or Report resulting from change to the Application by the Applicant or more than two 2 years since initial Public Meeting ¹⁴	\$8,947	
<input type="radio"/>	Additional Committee of the Whole report resulting from a change to the Application by the Applicant ¹⁴	\$8,947	
<input type="radio"/>	Community Infrastructure and Housing Accelerator (CIHA) Order ¹⁷	Per Application	
Official Plan Amendment or Community Infrastructure and Housing Accelerator Order Subtotal			

ZONING BY-LAW AMENDMENT APPLICATION (and CIHA Order Application) ¹⁷			
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Unit		
	<input type="radio"/>	Base Fee	\$10,658
	Per Unit Fee ¹²		
	<input type="radio"/>	For the first 0-25 units	units @ \$742/unit
	<input type="radio"/>	For the next 26-100 units	units @ \$276/unit
	<input type="radio"/>	For the next 101-200 units	units @ \$84/unit
<input type="radio"/>	For each unit above 200	units @ \$37/unit	
<input type="radio"/>	Maximum Fee Per Application	\$90,177	
Non-Residential	<input type="radio"/>	Base Fee	\$10,658
	<input type="radio"/>	Non-Residential	hectare or m ² \$4,498/ha or \$0.45/m ²
	<input type="radio"/>	Maximum Fee Per Application	\$90,177
Mixed-Use	<input type="radio"/>	Base Fee	\$10,658
	<input type="radio"/>	Mixed-Use Blocks ^{5,6} (If Residential use is proposed, the residential Per Unit Fee applies)	hectare or m ² \$4,498/ha or \$0.45/m ²
	<input type="radio"/>	Maximum Fee Per Application	\$90,177
Other	<input type="radio"/>	Private Open Spaces	\$4,211/ha
	<input type="radio"/>	Zoning By-law Surcharge (if Zoning Amendment Application is Approved by Council or the Ontario Land Tribunal) ¹⁷	\$4,487
	<input type="radio"/>	Community Infrastructure and Housing Accelerator (CIHA) Order ¹⁷	Per Application
	<input type="radio"/>	Revision to Zoning Amendment Application Requiring Recirculation ⁹	\$5,661
	<input type="radio"/>	By-law to remove Holding Symbol (H)	\$7,119
	<input type="radio"/>	Interim Control By-law Amendment	\$3,044
	<input type="radio"/>	Part Lot Control By-law Per Application	\$4,000 + \$708/lot being created
	<input type="radio"/>	Extension of Part Lot Control Application	\$4,543
	<input type="radio"/>	Section 37 & 45(9)/Community Benefit Agreement Surcharge	\$39,925
	<input type="radio"/>	Stratified Title Agreement Surcharge	\$21,630
	<input type="radio"/>	Cash-in-Lieu of Parking Surcharge	\$2,172
	<input type="radio"/>	Public Art Agreement	\$35,754
	<input type="radio"/>	Class 4 Designation Surcharge	\$28,606
	<input type="radio"/>	Additional Public Meeting and/or Report resulting from change to the Application by Applicant or more than 2 years since initial Public Meeting ¹⁵	\$8,947
<input type="radio"/>	Additional Committee of the Whole report resulting from a change to the Application by Applicant ¹⁴	\$8,947	
Zoning By-law Amendment or Community Infrastructure and Housing Accelerator Order Subtotal			

SITE DEVELOPMENT APPLICATION					
Residential	Singles, Semis, Townhouses (includes street, common element, stacked, back-to-back), Apartment, and Condominium Unit				
	<input type="radio"/>	Base Fee			\$15,914
	Per Unit Fee ¹³				
	<input type="radio"/>	For the first 0-25 units		units	@ \$455/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$227/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$159/unit
<input type="radio"/>	For each unit above 200 units		units	@ \$95/unit	
<input type="radio"/>	Maximum Fee Per Application			\$127,308	
Residential (Already Paid Subdivision Fee)	<input type="radio"/>	Base Fee			\$15,914
	Per Unit Fee ¹³				
	<input type="radio"/>	For the first 0-25 units		units	@ \$302/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$152/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$106/unit
	<input type="radio"/>	For each unit above 200 units		units	@ \$54/unit
<input type="radio"/>	Maximum Fee Per Application			\$127,308	
Non-Residential	<input type="radio"/>	Base Fee			\$15,914
	<input type="radio"/>	Industrial/Office/Private Institutional		Per m ²	@ \$13.20/m ²
	<input type="radio"/>	Industrial/Office/Private Institutional: Portions over 4,500 m ² GFA		Per m ²	@ \$3.96/m ²
	<input type="radio"/>	Commercial (Service, Retail Warehouse)		Per m ²	@ \$13.20/m ²
	<input type="radio"/>	Commercial (Service, Retail Warehouse): Portions over 4,500 m ² GFA		Per m ²	@ \$3.96/m ²
	<input type="radio"/>	Maximum Fee Per Application			\$127,308
Mixed-Use	<input type="radio"/>	Base Fee			\$15,914
	<input type="radio"/>	For the first 0-25 units		Units	@ \$455/unit
	<input type="radio"/>	For the next 26-100 units		Units	@ \$227/unit
	<input type="radio"/>	For the next 101-200 units		Units	@ \$159/unit
	<input type="radio"/>	For each unit above 200 units		Units	@ \$96/unit
	<input type="radio"/>	Industrial/Office/Private Institutional		Per m ²	@ \$13.20/m ²
	<input type="radio"/>	Industrial/Office/Private Institutional: Portions over 4,500 m ² GFA		Per m ²	@ \$3.96/m ²
	<input type="radio"/>	Commercial (Service, Retail Warehouse)		Per m ²	@ \$13.20/m ²
	<input type="radio"/>	Commercial (Service, Retail Warehouse): Portions over 4,500 m ² GFA		Per m ²	@ \$3.96/m ²
<input type="radio"/>	Maximum Fee Per Application			\$127,308	
Other	<input type="radio"/>	Minor revision to in progress Site Development Application requiring recirculation prior to Council ⁹			\$5,661
	<input type="radio"/>	Minor amendment to an approved Site Development Application not requiring Council Approval (plus any additional GFA proposed) ⁵			\$5,295
	<input type="radio"/>	Landscape Inspection Fee ¹¹ (Surcharge)			\$547
	<input type="radio"/>	Stratified Title Agreement			\$21,630
	<input type="radio"/>	Telecommunication (Cell) Tower Application			\$44,564
	<input type="radio"/>	Tree Protection Fee (Agreement) ¹³			\$4,505
<input type="radio"/>	Heritage Review Fee			\$2,034	
Site Development Subtotal					

DRAFT PLAN OF CONDOMINIUM APPLICATION					
Includes Standard, Common Element, Vacant Land, Leasehold, Amalgamated and Phased, and Condominium Conversion					
<input type="radio"/>	Base Fee				\$45,474
<input type="radio"/>	Revision to a Draft Plan of Condominium				\$18,612
Draft Plan of Condominium Subtotal					

DRAFT PLAN OF SUBDIVISION APPLICATION					
Residential	<input type="radio"/>	Base Fee			\$58,350
	Per Unit Fee ¹³				
	<input type="radio"/>	For the first 0-25 units		units	@ \$829/unit
	<input type="radio"/>	For the first 26-100 units		units	@ \$415/unit
	<input type="radio"/>	For the first next 101-200 units		units	@ \$125/unit
	<input type="radio"/>	For each unit above 200		units	@ \$37/unit
	<input type="radio"/>	Part Lot / Part Block		units	50% of per unit fee/ Lot or Block
	<input type="radio"/>	Maximum Fee Per Application			\$159,135

DRAFT PLAN OF SUBDIVISION APPLICATION con't					
Non-Residential	<input type="radio"/>	Base Fee			\$58,350
	<input type="radio"/>	Non-Residential Blocks in Subdivision (fee applies on per hectare basis)		Per ha	\$2,656/ha
	<input type="radio"/>	Maximum Fee Per Application			\$159,135
Mixed-Use	<input type="radio"/>	Base Fee			\$58,350
	Per Unit Fee ¹³				
	<input type="radio"/>	For the first 0-25 units		units	@ \$829/unit
	<input type="radio"/>	For the next 26-100 units		units	@ \$415/unit
	<input type="radio"/>	For the next 101-200 units		units	@ \$125/unit
	<input type="radio"/>	For each unit above 200		units	@ \$37/unit
	<input type="radio"/>	Mixed-Use Blocks in Subdivision ^{5,6} (fee applies on per hectare basis)		Per ha	\$2,656/ha
<input type="radio"/>	Maximum Fee Per Application			\$159,135	
Other	<input type="radio"/>	Revision to Draft Approved Plan of Subdivision requiring recirculation ⁹			\$9,585
	<input type="radio"/>	Revision to Conditions of Draft Plan of Subdivision Approval			\$5,661
	<input type="radio"/>	Extension of Draft Plan of Subdivision Approval			\$2,826
	<input type="radio"/>	Reinstatement of a Lapsed Plan of Subdivision ¹⁶			\$2,826
	<input type="radio"/>	Registration of Each Additional Phase of a Subdivision Plan			\$22,639
	<input type="radio"/>	Landscape Review ¹²			\$27,503
	<input type="radio"/>	Landscape Inspection ¹²			\$547
	<input type="radio"/>	Additional Public Meeting and/or Report resulting from change of Application by the Applicant or more than 2 years since initial Public Meeting ¹⁵			\$8,934
	<input type="radio"/>	Additional Committee of the Whole report resulting from change of Application by the Applicant ¹⁵			\$8,934
	<input type="radio"/>	Tree Protection Fee (Agreement) ¹⁴			\$4,504
<input type="radio"/>	Heritage Review Fee			\$2,034	
Draft Plan of Subdivision Total					
BLOCK PLAN AND SECONDARY PLAN					
<input type="radio"/>	Block Plan and Secondary Plan			\$785/ha	
<input type="radio"/>	Revision for Application requiring recirculation ⁹			\$5,497	
Block Plan and Secondary Plan Subtotal					
HERITAGE REVIEW					
<input type="radio"/>	Heritage Review (For Developments that are not subject to review process under the Z <i>Planning Act</i>)			\$2,034	
<input type="radio"/>	Heritage Permit			\$678	
<input type="radio"/>	Heritage Status Letter			\$102	
Heritage Review Subtotal					
Total Development Application Fees					

Notes – Applicable to All Development Planning Applications

1. Any application fees paid prior to the date this By-law comes into force, shall be credited to the amount(s) due under this By-law.
2. If an application is withdrawn in writing by the Applicant:
 - a) prior to a technical report proceeding to Committee of the Whole, 25% of the fee may be refunded; or
 - b) prior to a Public Meeting, 50% of the fee may be refunded.
3. Should the Applicant request that a Public Meeting be cancelled (after Notices have been mailed out) and held at a later date, the total cost incurred for the second mailing of a Public Meeting Notice shall be borne by the applicant.
4. An appeal of any of the Planning Applications identified in this By-law to the Ontario Land Tribunal shall be subject to a \$902.00 Planning Department Administrative fee for each application appealed, to be paid by the Appellant.
5. Site Development applications for new individual (excluding new detached residential dwelling developments) proceeding through the plan of subdivision approval process) detached dwellings that are to be constructed within any Heritage Conservation District Study and Plan, as defined by Vaughan Official Plan 2010, are subject only to the Simple Revision fee for Site Development Applications. The Heritage Review fee shall also apply.
6. For a Mixed-Use development, where more than one use is proposed on a site, the applicable Site Development application fee shall be the Base fee, plus the total of the fees for each individual use/units added together. For a Zoning By-law Amendment Application, Site Development Application and Draft Plan of Subdivision Application, where residential uses are proposed, the per unit residential fee shall apply to each unit for each application type.
7. Major Official Plan Amendment: A "Major" Official Plan amendment is an Official Plan amendment that:
 - a) any proposed re-designation or change in land use for a property(ies);
 - b) requires many changes to the policies and schedules of the Official Plan;
 - c) is more significant in scale and scope than a minor Official Plan amendment, and which may have greater impact or policy implications beyond the subject lands. Applications relating to more than one property would normally be in this category;
 - d) a site-specific application representing a large-scale development/redevelopment or a change in use. An application

involving significant changes to the text or policies of the Official Plan would also fall in this category; and
e) an Official Plan amendment within a Heritage Conservation District.

8. Minor Official Plan Amendment: A "Minor" Official Plan amendment is an Official Plan amendment that:
 - a) proposes a small-scale exception to a specific Official Plan standard (e.g., minor variations (maximum 10%) to numerical values, such as, the number of permitted units, building height, and gross floor area; or to add a site-specific use limited in scale, excluding outside/open storage and environmental standards);
 - b) proposes a minor change to a specific policy that is limited in scope to one property;
 - c) maintains the intent and purpose of the Official Plan; and
 - d) shall have limited impact or policy implications beyond the subject lands.
9. Official Plan, Zoning By-law Amendment, Site Development, Block Plan and Secondary Plan Applications – Recirculation fee applicable when substantial changes are initiated by the applicant that requires a full recirculation for review and comment prior to Council approval. When more than one related application (e.g., Official Plan and Zoning By-law Amendment) is filed, the fee shall only be applied for one of the related applications.
10. OTHER GENERAL FEES:
\$1061.00 per year Maintenance Fee charged to files inactive for over 1 year (where the Applicant prefers not to close the file). The Development Planning Department may close a file if the Applicant does not pay the above within 30 days of written notice from the City.
11. Fees for Landscape Inspection and Landscape Review are subject to HST.
12. Per unit fee charge is based on a decreasing per unit rate. For example, a Zoning By-law Amendment application for a proposed residential development with 1,130 units, the fee is calculated as follows:

For the first 25 Units = 25 Units x \$742	= \$18,550
For the next 26-100 Units = 75 Units \$276	= \$20,700
For the next 101-200 Units = 100 Units x \$84	= \$8,400
For each Unit above 200 = 930 Units x \$37	= \$34,410
Total Per Unit Fee	= \$82,060
13. Tree Protection Fee paid only one time either at Draft Plan of Subdivision or Site Development Application as applicable. The payment of this fee is subject to HST (13%).
14. Where more than one application type requires an additional Public Meeting or Committee of the Whole Report for a development, only one surcharge fee shall apply.
15. The fee is a one-time reinstatement fee of a Draft Plan of Subdivision for which the approval has lapsed within the past 5 years.
16. Official Plan and Zoning By-law surcharge fees shall be paid prior to the item being enacted by Council and/or paid within 30 days of a Decision issued by the Ontario Land Tribunal (OLT).
17. A Community Infrastructure and Housing Accelerator (CIHA) Order request application fee is equivalent to the combined fees charged for the processing of an Official Plan and Zoning By-law Amendment. Staff retain the ability to determine whether the fee for an Official Plan and/or Zoning By-law Amendment is deemed major or minor in nature.
18. This fee shall not apply to any private open space that is being conveyed to a public authority. If such lands are being retained in private ownership, this fee shall apply.
19. This fee shall be paid to a Committee of the Whole meeting.