
Pre- Application Consultation

Complete Application Package Guide

Planning Department

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For the purposes of the following Development Planning Applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Site Development, subject to the City's Site Plan Review Process (s.1.2)
- Draft Plan of Condominium (Vacant Land/Common Element Only)

This package includes the following:

1. Guide for Applicants
2. Chart 1: Development Planning Application Process
Official Plan, Zoning By-law and Draft Plan of Subdivision and Condominium
3. Chart 2: Development Planning Application Process Site Plan
4. Pre-Application Consultation [PAC] Understanding
5. Appendix 'A': Glossary

Purpose of Pre-Application Consultation Meetings

Pursuant to Bill 51 changes to the *Planning Act*, the City of Vaughan implemented OPA #705 and By-law 278-2009, which requires Pre-Application Consultation (PAC) meetings prior to the submission of Development Planning applications.

The purpose of this meeting is for the applicant to present a development proposal on which the City would on a preliminary basis **only** identify required materials for a full and complete submission of the development application(s). PAC is helpful to both the applicant and the City as it ensures applications are processed efficiently and establishes the requirements for the submission of a complete application.

For additional information, please contact the Planning Department at (905) 832-8585 or by email at developmentplanning@vaughan.ca, or visit our website: <http://www.vaughan.ca>.

SUMMARY OF PURPOSE:

The PAC meeting is to only identify the requirements and materials 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 Planning Department.

The applicant is advised that any discussion on the merit or the design of the development proposal(s) may require a separate meeting.

1.0 Introduction

1.1 This guide is developed to assist in the preparation of the following development applications:

- 1.1.1 Official Plan Amendment
- 1.1.2 Zoning By-law Amendment
- 1.1.3 Site Development (site plan)
- 1.1.4 Draft Plan of Subdivision
- 1.1.5 Draft Plan of Condominium (vacant land and common element)

- 1.2 In accordance with the City's Site Plan Review Process, the following classes of development exempt from a PAC meeting are:
 - 1.2.1 Street townhouse dwellings within an approved Draft Plan of Subdivision or a registered Plan of Subdivision
 - 1.2.2 Minor additions to an existing building or site alterations
 - 1.2.3 Minor changes to existing or approved building elevations or site plan
 - 1.2.4 Proposals for new signage or changes to existing signage
- 1.3 Please contact a member of the Planning Department should you require clarification on paragraph 1.2 above.
- 1.4 This PAC Document is subject to review and change without notice.

2.0 Planning Application Process

- 2.1 The City's planning application approval process for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium is summarized on Chart 1. The application process for Site Development approval is summarized on Chart 2. The required forms and related background information to prepare for the mandatory PAC meeting are provided in this package. The application form is not part of this package.

3.0 Pre-Application Consultation Meeting Request

- 3.1 The City requires all applicants to attend a PAC meeting before submitting a development planning application. PAC meetings are hosted by the Planning Department and may include representatives from other City departments involved in the evaluation of planning applications (e.g. Building Standards, Development Finance and Investments, Economic Development, Parks Development, Public Works Department, and Engineering Services). Please contact your Area Planner in the Planning Department to arrange a PAC meeting or for further information.

4.0 Preparation for Pre-Application Consultation Meeting

- 4.1 The applicant is required to provide the Planning Department with the following in order to schedule a PAC meeting:
 - 4.1.1 the site address and legal description

- 4.1.2 a written summary of the development proposal
- 4.1.3 information on any known encumbrances on the property, such as easements
- 4.1.4 Digital copies (PDF/TIFF) and/or 8 copies of the following materials:

MATERIALS	Official Plan	Zoning By-law	Site Plan	Sub	Condo
Concept Plan	✓				
Architectural Site Plan		✓	✓		
Preliminary Building Elevations		✓	✓		
Draft Plan of Subdivision				✓	
Draft Plan of Condominium (Vacant Land/Common Element)					✓

- 4.1.4.a Please note that if the above information is not submitted in its entirety, a PAC meeting **will not be held**
- 4.1.4.b For further information on the above materials, please refer to the Appendix 'A', Glossary

5.0 Complete Application requirements

5.1 The City has established submission requirements for complete applications in the Official Plan. An application for Official Plan Amendment, Zoning By-law Amendment, Site Development, Draft Plan of Subdivision and/or Draft Plan of Condominium (vacant land and common element) will be considered complete under the *Planning Act* only when all of the following items have been provided to the City:

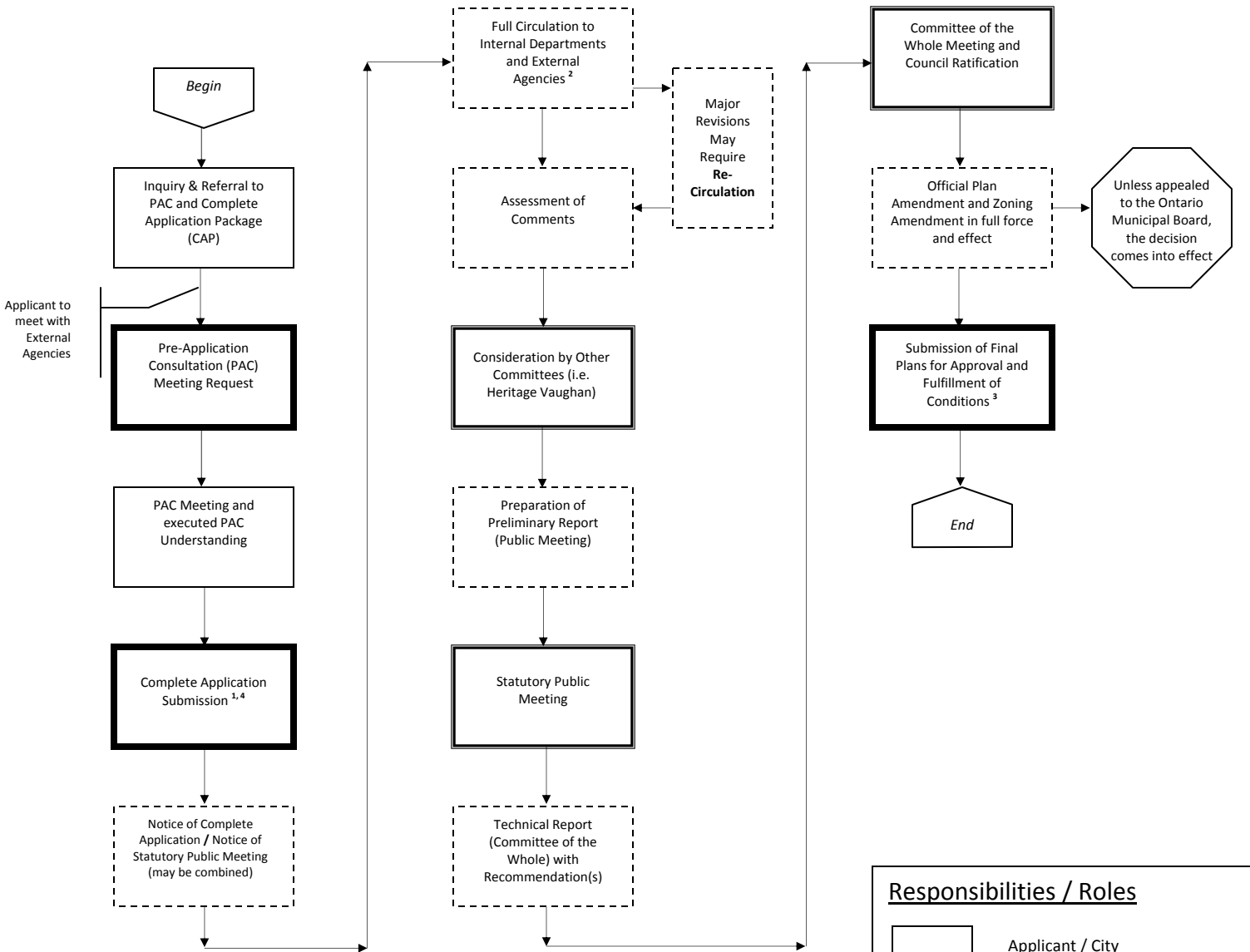
- 5.1.1 a complete application form
- 5.1.2 all information or materials prescribed by statute
- 5.1.3 an executed PAC Understanding
- 5.1.4 all supporting information and materials required to be provided with the initial submission pursuant to the PAC Understanding
- 5.1.5 the prescribed application fee(s)
- 5.1.6 external agency preliminary review acknowledgement (as required)
 - 5.1.6.a A preliminary acknowledgement is a letter from an external agency on their letterhead acknowledging that they met the applicant on a preliminary basis and that additional requirements for a complete application were identified

6.0 Other Fees and Approvals

- 6.1 Please note that there may be additional financial requirements arising from the application to be paid by the applicant, including, but not limited to:
- 6.1.1 parkland dedication
 - 6.1.2 development charges
 - 6.1.3 payment of outstanding taxes
 - 6.1.4 peer review of technical reports
 - 6.1.5 agreements and associated fees
 - 6.1.6 securities
 - 6.1.7 retrieval from archives
 - 6.1.8 Ontario Municipal Board (OMB) appeals
- 6.2 Additional applications to the other agencies, including federal, provincial, regional and/or other City Departments, may be necessary depending on the nature of the application. The applicant is advised to consult with other agencies identified at the PAC meeting.

7.0 Requirement for Additional Meeting(s)






- 7.1 Policies and regulations are continually changing in the Development Planning industry, i.e. changes to parking standards, fees and tariffs, provincial policies. As a result, and to the benefit of the applicant, an additional PAC meeting shall be required under the following circumstances:
- 7.1.1 a complete application submission has not been submitted to the Development Planning Department following **180 days**, or at an extended date up to 1 year upon the review of the Development Planning Department, after the date of the execution of the PAC Understanding by the owner/applicant/agent and the Planning Department; and/or,
 - 7.1.2 if the development proposal has been changed from the initial PAC meeting.
- 7.2 The applicant can arrange for subsequent meetings through the Planning Department.

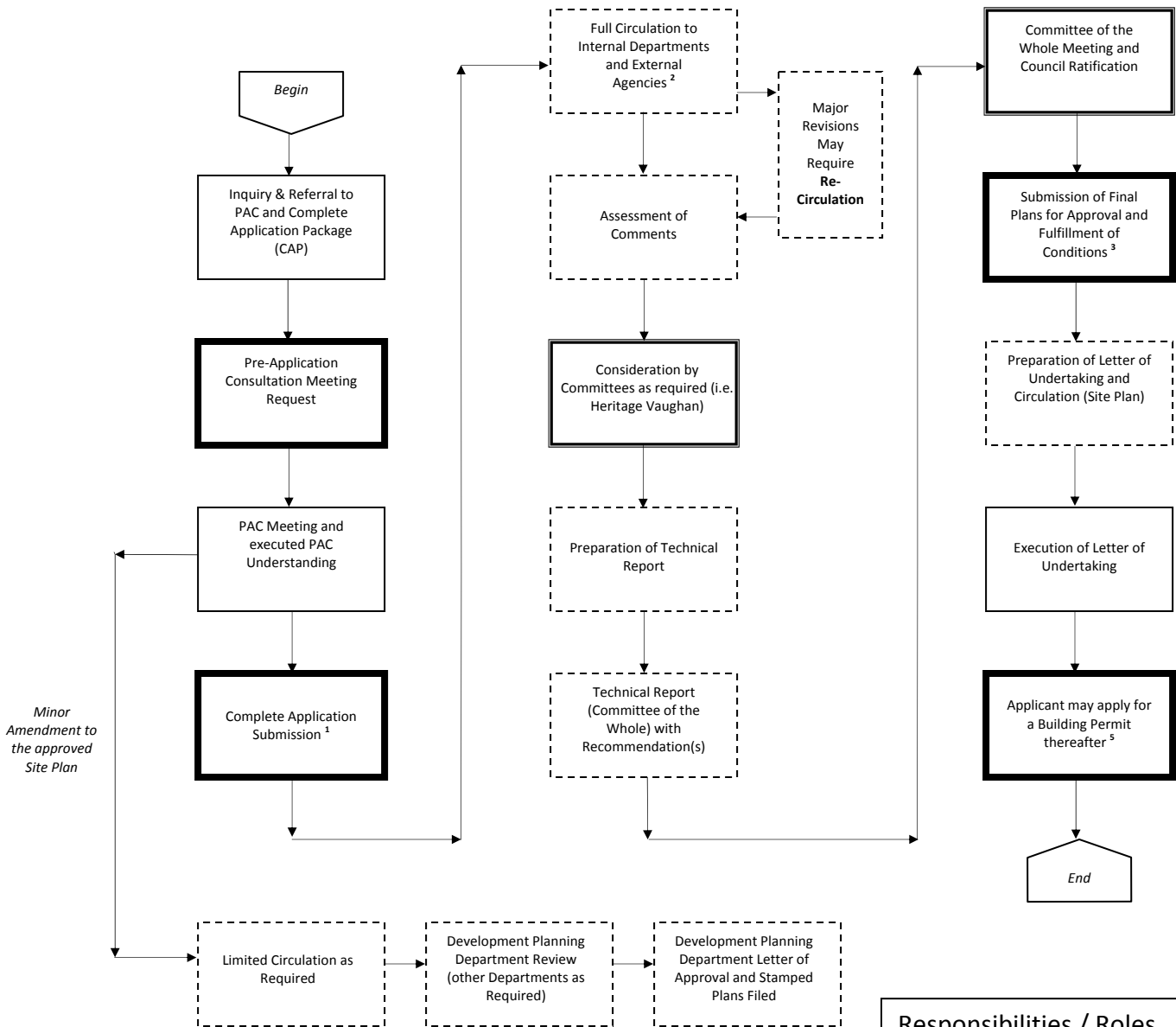


IMPORTANT:

1. Ensure all supporting documents are submitted with the application to facilitate its review.
2. It is recommended that the applicant maintain close contact with external agencies to assist in facilitating the application.
3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.
4. It is noted that Official Plan Amendments are approved by the Region of York. However, the Applicant may apply for an exemption to Region of York approval, which must be granted PRIOR TO the statutory Public Meeting. Please contact the Region of York Planning Department for details and applicable fees.





Responsibilities / Roles

	Applicant / City
	Applicant
	City
	Public Meeting
	Other



IMPORTANT:

1. Ensure all supporting documents are submitted with the application to facilitate its review.
2. It is recommended that the applicant maintain close contact with external agencies to assist in facilitating the application.
3. It is the responsibility of the applicant to meet the “Conditions of Approval” as imposed by the City and other Agencies.
4. It is noted that the Applicant may be required to enter into a Site Plan Agreement with the Region of York. Please confirm with the Region of York.
5. A Regional Site Plan Agreement may be required prior to the release of a Building Permit.

<u>Responsibilities / Roles</u>	
	Applicant / City
	Applicant
	City
	Public Meeting

Office Use Only	Assigned PAC No.	
	Date of PAC Meeting	
	PAC Expiration Date	
	Planner	
	Applicant	
	Site Location	
	Proposal	
	<input type="radio"/> Official Plan Amendment	<input type="radio"/> Site Development
	<input type="radio"/> Zoning By-law Amendment	<input type="radio"/> Draft Plan of Condominium (vacant land/common element only)
	<input type="radio"/> Draft Plan of Subdivision	

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 with Planning Staff at a PAC meeting and will form part of a complete application.
- 1.3 The PAC 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 Expiration

- 2.1 The Understanding expires **180 days** from the date of signing, or at an extended date up to 1 year upon the review of the Planning Department.
- 2.2 In the event that the Understanding expires prior to the complete application being accepted by the City, another Understanding shall be required.

3.0 Initial Requirements and Notes

- 3.1 All AutoCAD drawings must be Geo-Referenced and be tied to UTM NAD 83, Zone 17.
- 3.2 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 copy and

signed and/or stamped, where required, by a qualified professional, in AutoCAD and PDF formats on a CD or USB device.

- 3.3 All required fees are required to be submitted in accordance with the Tariff of Fees for Vaughan Planning Applications at the time of submission.
- 3.4 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.
- 3.5 If the lands subject to a Planning application is located abutting a Regional Road, Provincial Highway, railway line, an adjacent municipality (if required), and/or special study areas (e.g. the GTA West Corridor), include 3 additional copies of all Drawings and Reports.
- 3.6 Where rental housing is to be converted to condominium status, condominium approval authority is assigned by the Rental Housing Protection Act to local Councils.

4.0 Site Walks

- 4.1 With the exception of Plan of Condominium Planning applications, 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.
- 4.2 Site walks typically includes staff from the City, Conservation Authority, and/or the Region of York.
- 4.3 If a site walk is required, the application(s) will not be considered complete until it has taken place.

5.0 Subsequent Environmental Impact Assessments

- 5.1 Phase 2 and/or Phase 3 Environmental Impact Assessments (ESA) may be required by the Vaughan Engineering and Infrastructure Planning Services Department after the review of the Phase 1 ESA.
- 5.2 Prior to any approval, the City requires documented proof of registration of the Record of Site Condition (RSC) with the Environmental Site Registry (ESR) of the Ministry of Environment and Climate Change (MOECC), which includes the RSC signed by a Qualified Person. The acknowledgement from the MOECC is required by the City for review and approval.

6.0 NavCanada and Bombardier

- 6.1 For development proposals 6 storeys or greater, the coordinates (in longitude and latitude) and the geodetic building heights are required for NavCanada and/or Bombardier to commence their respective reviews.

7.0 Vaughan Design Review Panel

- 7.1 For development proposals within intensification and/or heritage areas or as deemed appropriate, the development proposal may be considered by the Vaughan Design Review Panel prior to formal submission of any development planning application(s).

More information about the Vaughan Design Review Panel is available at www.vaughan.ca.

- 7.2 Further to 7.1, should the 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.

8.0 Ontario Municipal Board

- 8.1 In the event of an Ontario Municipal Board (OMB) appeal, the applicant will be required to submit additional hard copies of all documents submitted in support of a Planning application(s), consistent with the OMB requirements.

9.0 Other Parties

- 9.1 If the lands subject to the development proposal are within or adjacent to the Toronto and Region Conservation Authority (TRCA) screening area, members of the TRCA will be invited to the PAC meeting.
- 9.2 If the lands subject to the development proposal are within or adjacent to lands owned by or have interest by the Region of York, members of the Region of York will be invited to the PAC meeting.
- 9.3 If the lands subject to the development proposal are within the Toronto Transit Commission's (TTC) area of interest, members of the TTC will be invited to the PAC meeting.

10.0 Local Representation

- 10.1 Applicants 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 or high-rise mixed use, as defined by the Vaughan Official Plan 2010 (VOP 2010).

11.0 Acknowledgement and Acceptance of all of the above

Owner/Agent (Print)

Owner/Agent (Initial)

Witness by Planner (Print)

Witness by Planner (Initial)

Requirements (Planner to confirm if not required)

Submission Requirements Matrix							
Drawings and Reports		OPA	ZBL	DA	SUB	CONDO	Copies
Planning	1. Description of Development Proposal	✓	✓	✓	✓	✓	3
	2. Application Form	✓	✓	✓	✓	✓	3
	3. Aerial Orthophotograph(s) - Colour	✓	✓	✓	✓	✓	6
	4. Planning Justification Report	✓					10
	5. Parcel Abstract (within last 30 days)			✓			3
	6. Draft Official Plan Amendment	✓					4
	7. Draft Zoning By-law Amendment		✓				3
	8. Legal Survey Plan	✓	✓	✓	✓	✓	3
	9. Concept Plan	✓					20
	10. Draft Plan of Subdivision				✓		45
	11. Draft Plan of Condominium					✓	25
	12. Site Plan		✓	✓			25
	13. Reductions of Plans (Legal Size 8 -1/2 x 14)	✓	✓	✓	✓	✓	3
	14. Market Impact Study	✓					3
	15. Internal Floor Plans			✓			8
	16. Parking Level Plans		✓	✓			8
	17. Comprehensive Development Plan						3
	18. Digital Drawing Documents (UTM NAD 83, Zone 17)	✓	✓	✓	✓	✓	1 CD/USB
	19. Digital Supporting Documents (Reports, Studies, etc.)	✓	✓	✓	✓	✓	2 CD/USB
	20. Real Estate Appraisal Report						3
	21. NAV Canada (6-Storeys or Greater)	✓	✓	✓	✓	✓	PDF Only
	22. Bombardier (Within Downsview Flight Path)	✓	✓	✓	✓	✓	PDF Only
	23. Community Services & Facilities Study	✓	✓	✓	✓		8
	24. Site Plan Accessibility Impacts Checklist			✓			3
	25. Waste Collection Design Standards (on behalf of Public Works)			✓			3
	26. Sustainability Metrics	✓	✓	✓	✓	✓	3
	27. Oak Ridges Moraine Conformity Report / Greenbelt Conformity Report						
	28. Special Policy Area Studies (Woodbridge)						
	29. Valley Policy Area 1 to 4 (Kleinburg)						

Submission Requirements Matrix							
Drawings and Reports		OPA	ZBL	DA	SUB	CONDO	Copies
Urban Design and Cultural Heritage	1. Context Map	✓	✓	✓	✓		4
	2. Environmental Features Checklist						
	3. Urban Design and Sustainability Guidelines	✓	✓		✓		4
	4. Urban Design and Sustainability Brief			✓	✓		4
	5. Architectural Control Architect Approved Drawings (where applicable)			✓	✓		2
	6. Architectural Guidelines			✓	✓		4
	7. Site and Building Elevations		✓	✓			9
	8. 1:50 to 1:100 Scale Detailed Colour Building Elevations (6 storeys or greater)			✓			4
	9. Site and Building Cross Sections		✓	✓			6
	10. Colour Rendered Perspective Drawings		✓	✓			17
	11. Landscape Master Plan	✓	✓		✓		4
	12. Landscape Plans and Details (Including Exterior Lighting)			✓			9
	13. Landscape Cost Estimate			✓	✓		3
	14. Pedestrian Level Wind Study (6 storeys or greater)		✓	✓			3
	15. Detailed Wind Tunnel Model Analysis (6 storeys or greater)			✓			
	16. Sun/Shadow Study (6 storeys or greater)	✓	✓	✓			3
	17. Demarcation of physical and stable top of bank, areas regulated by TRCA, and/or limits of natural heritage systems, wetlands, and/or natural hazards	✓	✓	✓	✓		8
	18. Tree Inventory and Preservation Study/Arborist Report/Edge Management/Restoration Plans	✓	✓	✓	✓		6
	19. Pedestrian and Bicycle Circulation Plan	✓	✓	✓	✓		6
	20. Computer Generated Building Mass Model	✓	✓				6
	21. Digital 3D Model			✓			6
	22. Architectural Materials Board or High-Quality Photos (as determined)			✓			1
	23. Signage Design and Lighting Plan			✓			5
	24. Exterior Photometric Lighting Plan			✓			6
	25. Public Utilities Plan (Intensification Areas)			✓	✓		4
	26. Archaeological Assessment	✓	✓	✓	✓		3
	27. Heritage Conservation District Conformity Report						
	28. Cultural Heritage Impact Assessment	✓	✓	✓	✓		3
	29. Conservation Plan for Heritage Resources						

Submission Requirements Matrix

Drawings and Reports		OPA	ZBL	DA	SUB	CONDO	Copies
Engineering and Infrastructure Planning	1. Master Environmental Servicing Plan (MESP)	✓			✓		6
	2. Stormwater Management Report			✓			6
	3. Functional Servicing Report			✓	✓		6
	4. Phase I Environmental Site Assessment (ESA)	✓	✓	✓	✓	✓	6
	5. Transportation Study or Traffic Impact Study	✓			✓		12
	6. Noise and Vibration Report	✓	✓	✓	✓		8
	7. Geotechnical/Soils Report				✓		6
	8. Parking Study	✓					4
	9. Site Servicing and Grading Plan			✓			6
	10. Erosion and Sediment Control Plan			✓			4
	11. Environmental Site Screening Checklist	✓	✓	✓	✓	✓	3
	12. Transit Facilities Plan						3
	13. Environmental Impact Study/Report	✓	✓	✓	✓		6
	14. Waste Collection Design Standards	✓	✓				3
	15.						

Others to be Contacted by Applicant	Region of York	<input type="checkbox"/>	PowerStream	<input type="checkbox"/>
	Toronto and Region Conservation Authority	<input type="checkbox"/>	City of Toronto	<input type="checkbox"/>
	Toronto Transit Commission (TTC)	<input type="checkbox"/>	Region of Peel	<input type="checkbox"/>
	Go Transit/Metrolinx	<input type="checkbox"/>	City of Brampton	<input type="checkbox"/>
	TransCanada Pipeline	<input type="checkbox"/>	Township of King	<input type="checkbox"/>
	Enbridge Gas	<input type="checkbox"/>	Town of Richmond Hill	<input type="checkbox"/>
	Industry Canada (Telecommunication towers)	<input type="checkbox"/>	Conseil Scolaire de District Catholique Centre – Sud	<input type="checkbox"/>
	VIVA	<input type="checkbox"/>	York Region Catholic School Board	<input type="checkbox"/>
	Canada Post	<input type="checkbox"/>	York Region District School Board	<input type="checkbox"/>
	Hydro One	<input type="checkbox"/>	Canadian National Railway	<input type="checkbox"/>
	Telecommunication Companies	<input type="checkbox"/>	Canadian Pacific Railway	<input type="checkbox"/>
	NavCanada	<input type="checkbox"/>	Bombardier	<input type="checkbox"/>
	Ministry of Transportation (i.e. GTA West Corridor)	<input type="checkbox"/>	Ministry of Municipal Affairs and Housing (i.e. GTA West Corridor)	<input type="checkbox"/>
	Ministry of Environment and Climate Change	<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) 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? _____

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 Plan? Yes No N/A

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

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

Compliance with the Architectural/Urban Design Guidelines? Yes No N/A



**PRE-APPLICATION CONSULTATION
UNDERSTANDING**

Compliance with the following additional policies:

_____	Yes <input type="radio"/>	No <input type="radio"/>
_____	Yes <input type="radio"/>	No <input type="radio"/>

6. Related File No(s): _____

7. Additional Information: _____

Acknowledgement of Public Information

The applicant 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 applicant 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 applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

Vaughan Planning Staff
(Print)

Vaughan Planning Staff
(Signature)

Date

Applicant Signature

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

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.

Owner/Agent
(Print)

Owner/Agent
(Signature)

Date

1:50 to 1:100 Scale Detailed Colour Building Elevations (6 Storeys or greater)

Architectural drawings required for buildings 6 storeys or greater 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 site to the extent of one urban block on every direction.

Application Form

A development planning application form in accordance with the Ontario *Planning Act* and includes applications 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.

Archaeological Assessment

An Archaeological Assessment is an assessment in accordance with Provincial and municipal requirements in or near areas of archaeological potential.

Architectural Control Architect Approved Drawings

Where mandated by the Urban Design Guidelines, Block Plans, or the City's other official documents, 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 abovementioned documents' requirements.

Architectural Guidelines

The intent of the architectural guidelines is to provide architects and designers direction on the character and standards of future buildings and ancillary structures.

Architectural Materials Board or High-Quality Photos

A board including samples of exterior finish materials with labels. 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 will be required.

Colour Rendered Perspective Drawings

Rendered drawings to illustrate the proposed development from critical and important parts of the project, normally from surrounding public areas, viewed at the height of a pedestrian. Renderings should present realistic views of the proposed development, showing the buildings, major building entrances, landscape, and include all finishing material texture, colour, shadow, etc.

Community Services & Facilities Study

A community services and facility study is a report providing specific information about demographics, community services and facilities that exist in a study area surrounding the subject lands. Such studies assist in identifying the levels of necessary infrastructure required to support health, safety and the well-being of local and area residents.

Comprehensive Development Plan

A plan that illustrates the subject lands in context with abutting properties and land uses in the surrounding area.

Computer Generated Building Mass Model

An analysis of the distribution of density, height transition, and scale of the development. Include massing of adjacent blocks surrounding the development. The extent of massing will be determined at the PAC meeting through discussion with Urban Design. The digital model needs to be completed in DWG format or other software supported by the City, i.e. Sketch-Up.

Concept Plan

A Concept plan shows the proposed development in context of the adjacent lands to the extent of one urban block on all directions. The 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

A document prepared by a professional that specializes in the conservation of heritage resources for the purpose of describing in detail the work proposed to the heritage resources in order to ensure its longevity. The professional preparing the material must have the 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 drawing that illustrates the location of the development in relation to the surrounding context. The Context Plan may be included in the Planning Justification Report or Planning Rationale.

Cultural Heritage Impact Assessment

A report that identifies and evaluates 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 report will also recommend an appropriate intervention approach to the heritage resources. The professional preparing the material must have the 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.

Demarcation of physical and stable top of bank, areas regulated by the Toronto and Region Conservation Authority, and/or limits of natural heritage systems, wetlands, and/or natural hazards

A recent plan of survey showing the staked limits of natural features (e.g. physical top-of-bank, stable top-of-bank, natural heritages system limit, natural hazards and/or lands regulated by the TRCA) to the satisfaction of the TRCA and the City of Vaughan.

Description of Development Proposal

A formal letter addressed to the Planning Department that provides a detailed description of the development proposal.

Detailed Wind Tunnel Model Analysis (6 Storeys or Greater)

A pedestrian wind model analysis is required for all six-storey or taller buildings. The submission requirements are different for Official Plan or Zoning By-Law amendments from Site Plan approval applications.

- a) For Official Plan and Zoning By-Law application the following study types are required:
 - i) a preliminary "Wind Impact Statement" by a qualified, registered Professional Engineer, to professional standards if a single-tower development is proposed

- ii) a computational fluid dynamics (CFD) study if complex and a multi-tower development is proposed
- b) For Site Plan application 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.

Digital 3D Model

All 3D digital models 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 Drawing Documents

All digital drawing files are to be compatible with the City's current software requirements as follows:

- d) AutoCAD drawings must be geo-referenced and be tied to UTM NAD 83, Zone 17
- e) digital vector files copies of the provided drawings in DWG or DXF formats
- c) raster base image files in JPG format
- d) illustrated graphic files in AL or PDF formats

Digital Supporting Documents

Digital supporting documents, which are to be prepared and signed and/or stamped by a qualified professional, include, but are not limited to reports, studies and briefs, along with all subsequent submissions in support of a Planning application(s) are to be submitted in a PDF format and on a CD or other devices (e.g. USB).

Draft Official Plan Amendment

A draft official plan amendment includes all text, maps and appendices required by the City.

Draft Plan of Condominium

The information required on plans is 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 information required on plans is 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 land forms 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) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the land proposed to be subdivided
- h) the availability and nature of domestic water supplies
- i) the nature and porosity of the soil
- j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land
- k) the municipal services available or to be available to the land proposed to be subdivided
- l) 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.

Environmental Impact Study/Report

A report that addresses among other things and contains a description of the proposal, a description of the natural environment, and assessment of environmental effects, a description of mitigating measures and recommendations.

Environmental Features Checklist

A checklist used to ensure that the applicant identifies each feature or policy area of relevance to the development application and demonstrates actions, as appropriate, to maintain or enhance the feature. The environmental feature or policy is of relevance when the application (a) includes or is in proximity to the feature or (b) is either in or adjacent to a policy area (e.g. Oak Ridges Moraine or Greenbelt Plan area).

In most cases, the feature or policy area has been considered at the Block Plan stage and through an Environmental Impact Study and related reports. The applicant should demonstrate consistency with these past studies or recommend changes if new information is available.

Environmental Site Screening Checklist

A copy of the Environmental Site Screening Checklist is found in the respective application form. In accordance with the protocol for contaminated sites, the possibility of site contamination may result in a required Phase 1 Environmental Assessment, Phase 2 Environmental Assessment and/or Record of Site Condition.

Erosion and Sediment Control Plan

An erosion and sediment control plan is a plan that details the measures to control sediment and erosion. The plan shall be prepared by a qualified engineer.

Exterior Photometric Lighting Plan

The Photometric Lighting 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. Illustrate no light spill onto adjacent properties.

Functional Servicing Report

The report must address and ensure that the proposed development may be serviced in accordance with all City of Vaughan Engineering Department Design Standards and Criteria. 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.

Geotechnical/Soils Report

This report analyses soil composition to determine its structural stability and its ability to accommodate development.

Greenbelt Conformity Report

A report required in accordance with the Greenbelt Plan for developments on any lands located within the Greenbelt. Applicants are advised to seek advice from City staff regarding the nature and scope of a conformity report. Applications for development or site alteration shall be supported by a natural heritage and/or hydrological evaluation as detailed in the Greenbelt Plan if it occurs:

- a) within 120 metres of a key natural heritage feature within the Natural Heritage System of the Protected Countryside of the Greenbelt Plan; or,
- b) within 120 metres of a key hydrologic feature anywhere within the Protected Countryside of the Greenbelt Plan.

Heritage Conservation District Conformity Report

A report prepared for development on any lands located within a designated Heritage Conservation District in the City's Official Plan to ensure that any development on these lands are in conformance with the Heritage Conservation District Guidelines referred to in the City's Official Plan. This report must be prepared by a Certified Heritage Consultant. The professional preparing the material must have the 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.

Internal Floor Plans

Floor plans 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). The 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 (for more information visit the City of Vaughan's website at www.vaughan.ca).

Landscape Cost Estimate

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. The landscape cost estimate shall be provided by a fully certified landscape architect.

Landscape Master Plan

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

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.

Market Impact Study

The purpose of a Market Impact Study is to define the trade area, the current and future market supports, identify the area and measure the existing competition, evaluate the sales impact implications for existing and planned retail facilities, and address the existing market and potential impacts of an application. These studies will be evaluated by the City on the basis of a peer review to be undertaken at the applicant's expense.

Master Environmental Servicing Plan (MESP)

A plan to address environmental and servicing considerations in regards to a development application.

NavCanada (6-storeys or Greater)

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.

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

A noise and/or vibration study determines the impact on adjacent developments and recommends mitigation measures.

Oak Ridges Moraine Conformity Report

A report required in accordance with the Oak Ridges Moraine Conservation Plan (ORMCP) for developments on any lands located on the Oak Ridges Moraine for the purpose of ensuring that the proposed development conforms to the Plan's 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 Oak Ridges Moraine Conservation Plan. 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 Oak Ridges Moraine Conservation Plan 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

An up-to-date (within the last 30 days) parcel abstract obtained from the Ontario Land Registry Office to verify the ownership and legal description of the subject property.

Parking Level Plans

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

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

Parking Study

A study typically prepared when a development proposal that does not meet the minimum parking standards prescribed by the City's zoning by-law. The study shall be prepared by a qualified transportation engineer and provide a basis in support of the reduced parking standard.

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 Plan demonstrates conformity with the City's approved pedestrian and bicycle circulation master plan or a proposed alternative with justification. The Plan 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 (6 Storeys or Greater)

A wind study will determine the wind impact on adjacent developments and public realm areas at the pedestrian level for existing and after construction of the proposed development conditions. The study is to provide solutions and recommends 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.

Phase I Environmental Site Assessment (ESA)

The first phase of the systematic identification and evaluation of the potential impacts (effects) of proposed developments relative to the physical, chemical and biological components of the environment. Please note that a Phase II or III Environmental Report may be required pending the recommendations of the Phase 1 Report.

Please Note: Prior to any approval, the City requires documented proof of registration of the Record of Site Condition (RSC) with the Environmental Site Registry (ESR) of the Ministry of Environment and Climate Change (MOECC), which includes the RSC signed by a Qualified Person. The acknowledgement from MOECC is required by the City for review and approval.

Planning Justification Report

Prepared and provided by a land use planner or other related qualified professional, a planning justification report must address the development proposal's 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.

Real Estate Appraisal Report

An appraisal prepared by a certified member of the Ontario Association of the Appraisal Institute of Canada (OA-AIC) to establish the current market value of the lands.

Reduction of Plans

Legal size (8.5" x 14") reductions of all original plans or surveys submitted in support of the application.

Signage Design and Lighting Plan

A sign design 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

An architectural drawing to represent a vertical plane cut through the object(s). Sections describe the existing and proposed relationship between the building and the surrounding context, including how it relates and interconnects with the landscape. 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 equipments and rooms are not visible from any abutting public areas. The plan shall include details of all screening materials (heights, finishing materials, dimensions, and colours);
- c) proposed grading matches into existing grades along boundaries;

Site and Building Elevations

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 to 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 gravelled area, parking space breakdown; a legible chart on the plan summarizing the total area of the property (m²)
- c) boundary lines of property with dimensions
- d) 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
- e) abutting road allowances and their widths (existing and future)
- f) curbs, parking facilities, driveways with dimensions and widths, including proposed direction of traffic flow (including emergency vehicle routes)
- g) parking and loading spaces
- h) existing and proposed sidewalks, walkways and bikeways (identify surface type)
- i) existing and proposed grades
- j) exterior lighting: show location and height of all parking lot, walkway and wall fixtures, luminaire specifications and sustainability measures
- k) access to interior refuse and recyclable collection areas
- l) proposed and existing use(s) on the lands
- m) location and detailed drawings of fences and retaining walls
- n) freestanding sign locations and setback dimensions
- o) 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
- p) municipal address, names of adjacent streets, project name, applicant's name, and name of firm preparing the plans
- q) drawing title and number, preparation date, dates of any revisions
- r) 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 (AODA), City of Vaughan Accessibility Policy (2012) and City of Vaughan Accessibility Plan (2012). Below is a Site Plan Accessibility Impacts Checklist that covers seven specific target areas:

- a) Parking Areas
- b) Entrance Areas
- c) Walkways and Pedestrian Circulation
- d) Ramps and Stairways
- e) Signage
- f) Lighting
- g) Outdoor Furniture

Special Policy Area Studies (Woodbridge)

Studies carried out in relation to a proposed development in the Woodbridge Special Policy Area. The nature of these studies as well as the geographical boundaries of the Special Policy Areas is explained in Subsection 6.3.3 of OPA 240, the Woodbridge Community Plan, as amended by OPA 440 and OPA 597. These studies 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 Special Policy Area must be approved by both the Minister of Municipal Affairs and Housing and the Minister of Natural Resources as noted in the Provincial Policy Statement.

Proposed changes to the policies and boundaries pertaining to the Woodbridge Special Policy Area are currently being prepared as part of the Woodbridge Centre Secondary Plan and will be provided for review by the Province in 2011. Once approved by the Province (Minister of Municipal Affairs and Housing and the Minister of Natural Resources), the City will seek approval from the Region for the SPA policies and boundaries as described in the Woodbridge Centre Secondary Plan.

Site Servicing and Grading Plan

A site servicing and grading plan is a plan that details the water and sanitary servicing, hydro, lighting, and other infrastructure, and grading to facilitate the development of a specific site. The plan shall be prepared by a qualified engineer.

Storm Water Management Report

A report that presents the data, methods, procedures and predicted results associated with the design of drainage works and erosion protection measures related to a development application. Such a report shall be prepared by a qualified engineer and provide details on the following: techniques used to control storm runoff to allowable runoff rate; and method and volume of storm water storage.

Sun/Shadow Study (6 Storeys or Greater)

A study showing the effects of the development on sunlight reaching surrounding properties, buildings, and adjacent public realm areas 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. The Study may also be required for developments that are lower than 20 metres near shadow sensitive areas.

Sun/Shadow tests should be done for March 21 and September 21 at the following hours: 9:18am; 10:18am; 11:18am; 12:18pm; 3:18pm; 4:18pm; 5:18pm; 6:18pm. These times allow for the measuring of hours of sunlight windows. The Sun/Shadow diagram should identify permanently shaded areas between the beginnings of December to the end of February.

Development with potential shadow impacts on adjacent parks or public open spaces will require Sun/Shadow tests at hourly increments for both June 21 and December 21 to provide additional information to measure the effects on these shadow sensitive areas.

Sustainability Metrics

The Sustainability Metrics comprise of 44 metrics (Site Plan scale) or 34 metrics (Draft Plan 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 Sustainability Metrics determine 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.

The following tools are available on for download on the Vaughan Planning website to calculate the sustainability score for a planning application.

a) *Metrics Tables*

The metrics tables identify the metrics for Site Plan applications and Draft Plan of Subdivision applications. The Site Plan Metrics also differentiate select metrics by use, i.e. single detached, multi-family buildings, Commercial, Retail, and Institutional.

b) *Sustainability Scoring Tool*

The Excel-based scoring tool provides an interface for applicants to submit as part of the planning application the metrics outlined in the static tables as a result of a series of *Yes*, *No*, and *Not Applicable (N/A)* choices. By entering information about the nature of the application, the sustainability scoring tool filters out and highlights those sustainability metrics applicable to the proposed development.

c) *Guidebook*

The sustainability scoring tool and metrics tables are supported by a guidebook (including a glossary) that explains how to enter information into the spreadsheet, the intent of the metric, and the type of document required to demonstrate compliance.

d) *Sustainability Metrics Summary*

The sustainability metrics summary (SMS) is a document prepared in Excel that allows the applicant to select the metrics for which enhanced performance targets are achieved and the required document where the information is provided. The SMS acts as a cover page or checklist for the Planning Department to ensure the proper circulation of materials and tracking of the sustainability score.

Transit Facilities Plan

The Transit Facilities Plan addresses transit facilities in the planning of the proposed development and their integration into the transit network.

Transportation Study or Traffic Impact Study

These can be required by City or Regional Staff. Contact the City's Engineering Department and/or the Regional Transportation Services Department for detailed information on study requirements. The prescribed format for this study can be obtained from the Region of York website at www.york.ca.

Tree Inventory and Preservation Study/Arborist Report/Edge Management/Restoration Plans

A tree survey must be prepared by a certified arborist or qualified professional, identifying all existing trees, their type, size and condition, those trees proposed to be removed and retained, and the methods to be used to ensure preservation of those trees to be retained. The report shall have regard for the Regional and City Tree By-laws.

Edge management/restoration plans must be prepared by a qualified professional, which will identify how vegetation at the fringes of a development will be maintained and/or restored to its original state.

Urban Design and Sustainability Brief

A shorter version of Urban Design and Sustainability Guideline, a sustainability brief report is provided by the applicant for larger scale developments that have a great impact on the surrounding neighbourhoods and urban environments, such as high-density residential and large mixed-used or commercial proposals.

Urban Design and Sustainability Guidelines

Urban Design and Sustainability Guidelines provide a detailed design framework for the implementation of built form and public realm projects. Guidelines provide design direction to ensure that new development proposals meet the design goals and objectives of the Plan for the local area and the city as a whole. The Urban Design and Sustainability Guidelines are used as a reference tool for the City's review of development proposals.

Valley Policy Area 1 to 4 (Kleinburg/Nashville)

Studies to be carried out in relation to a proposed development in the Kleinburg/Nashville Valley Policy Area - the nature of these studies as well as the geographical boundaries of the Valley Policy Area are explained in s.4.10.10.1 15) of OPA 601, as amended by OPA 610. The purpose of these studies will be to identify the appropriate, primarily low intensity land uses, while also addressing issues regarding the following: the environmental function of the area, including integration of a trail system, transportation impacts on the functioning of Regional Road 27, servicing options, urban design, etc. The studies will include consultation with the TRCA, affected landowners, York Region, and area residents, and shall be carried out by qualified professionals in the relevant fields.

Waste Collection Design Standards

Applicant must complete the Waste Collection Design Standards form in accordance with City policy.