



Development Planning Department

PRE-APPLICATION CONSULTATION [PAC] & COMPLETE APPLICATION PACKAGE [CAP]

Official Plan ■ Zoning By-law ■ Draft Plan of Subdivision ■ Site Development ■ 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

City of Vaughan
Development Planning Department
2141 Major Mackenzie Drive
Vaughan, Ontario L6A 1T1 Canada

T: (905) 832-8585
F: (905) 832-6080

April 2012

Purpose of Pre-Application Consultation Meetings

Pursuant to Bill 51 changes to the *Planning Act*, the City of Vaughan has implemented OPA #705 and By-law 278-2009, which requires Pre-Application Consultation (PAC) meetings prior to the submission of all 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). Pre-Application consultation 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 Development Planning Department at (905) 832-8585 or visit our website: <http://www.vaughan.ca>.

PLEASE NOTE:

- 1. The intent of the PAC meeting is to only identify the requirements and materials to assist the applicant in their submission of a complete planning application.**
- 2. The comments generated from the PAC meeting do not constitute an approval nor does it reflect the position of the Development Planning Department.**
- 3. The applicant is advised that any discussion on the merit or the design of the development proposal(s) may require a separate meeting.**

1. Introduction

This guide has been developed to assist in the preparation of the following development applications: Official Plan Amendment, Zoning By-law Amendment, Site Development, Draft Plan of Subdivision, and/or Draft Plan of Condominium (vacant land and common element).

2. Planning Application Process

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. Pre-Application Consultation Meeting Request

The City requires all applicants to attend a PAC meeting before submitting a development planning application. PAC meetings are hosted by the Development Planning Department and may include representatives from various other City departments involved in the evaluation of planning applications (e.g. Building Standards, Finance, Parks Development, Public Works Department, and Engineering Services). Please contact your Area Planner in the Development Planning Department at (905) 832-8585 to arrange for a PAC meeting or for further information.

4. Preparation for Pre-Application Consultation Meeting

The applicant is required to provide the Development Planning Department with the following in order to schedule a PAC meeting:

- a) the site address and legal description;
- b) a written summary of the development proposal;
- c) information on any known encumbrances on the property (e.g. easements); and,

MATERIALS 8 Copies + digital form (PDF/Tiff)	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)					✓

PLEASE NOTE: *If the above noted information is not submitted in its entirety, a Pre-Application Consultation meeting will not be held.*

5. Complete Application requirements

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:

- a complete application form;
- all information or materials prescribed by statute;
- an executed Pre-Application Understanding;
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-Application Understanding;
- the prescribed application fee(s); and,
- external agency preliminary review acknowledgement*¹ (as required).

Note ¹: 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. Other Fees & Approvals

Please note that there may be additional financial requirements arising from the application to be paid by the applicant, including, but not limited to: parkland dedication; development charges; payment of outstanding taxes; peer review of technical reports; agreements and associated fees; securities; retrieval from archives; and/or, Ontario Municipal Board appeals.

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. Requirement for Additional Meeting(s)

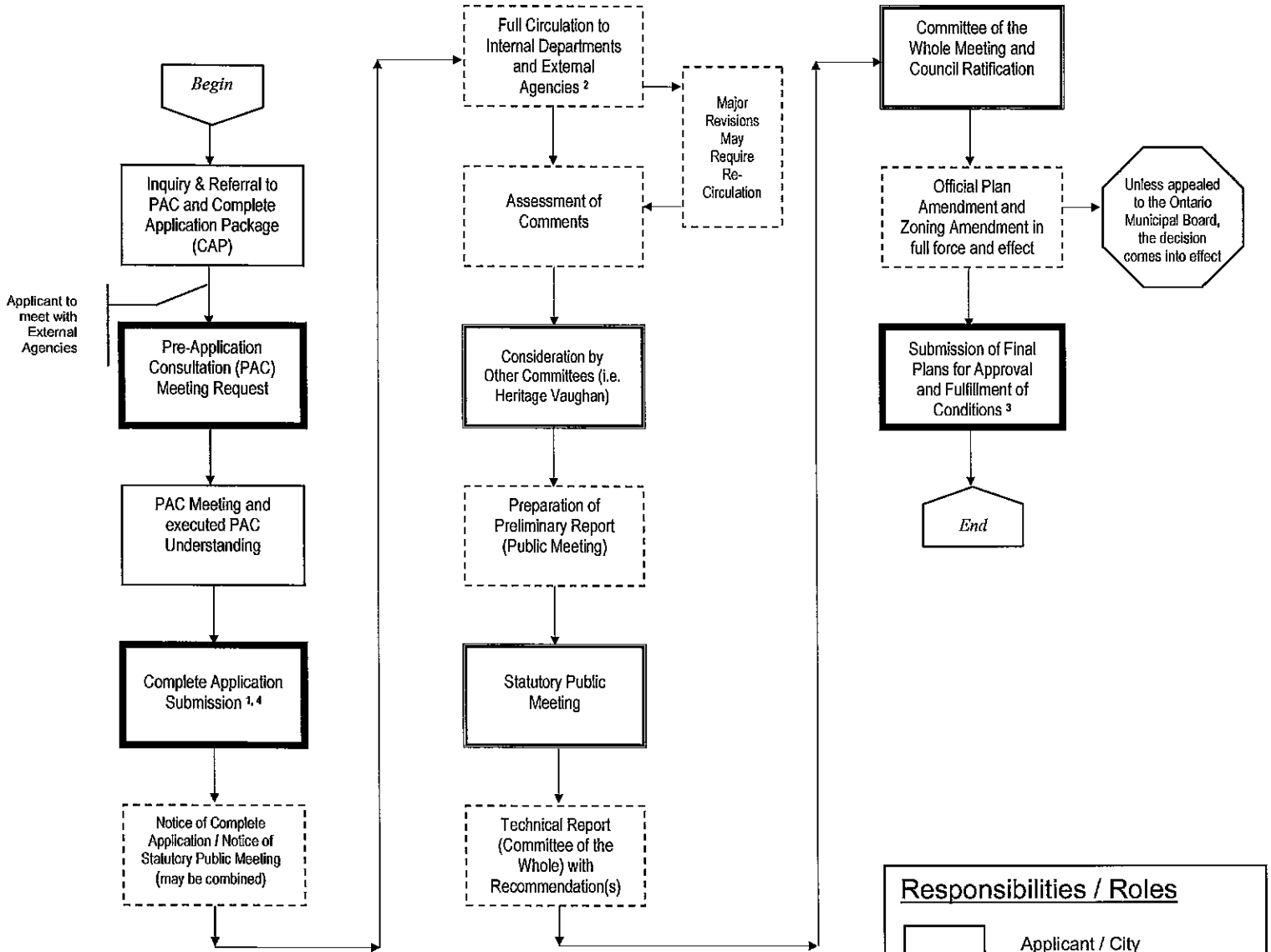
Policies and regulations are continually changing in the Development Planning industry, i.e. changes to parking standards, fees and tariffs, provincial policies. As a result, and to the benefit of the applicant, an additional PAC meeting shall be required under the following circumstances:

- a) a complete application submission has not been submitted to the Development Planning Department following **180 days** after the date of the execution of the Pre-Application Consultation Understanding by the owner/applicant/agent and the Development Planning Department; and/or,
- b) if the development proposal has been changed from the initial Pre-Application Consultation meeting.

The applicant can arrange for subsequent meetings through the Development Planning Department.

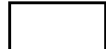

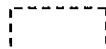


Chart 1 Development Planning Application Process

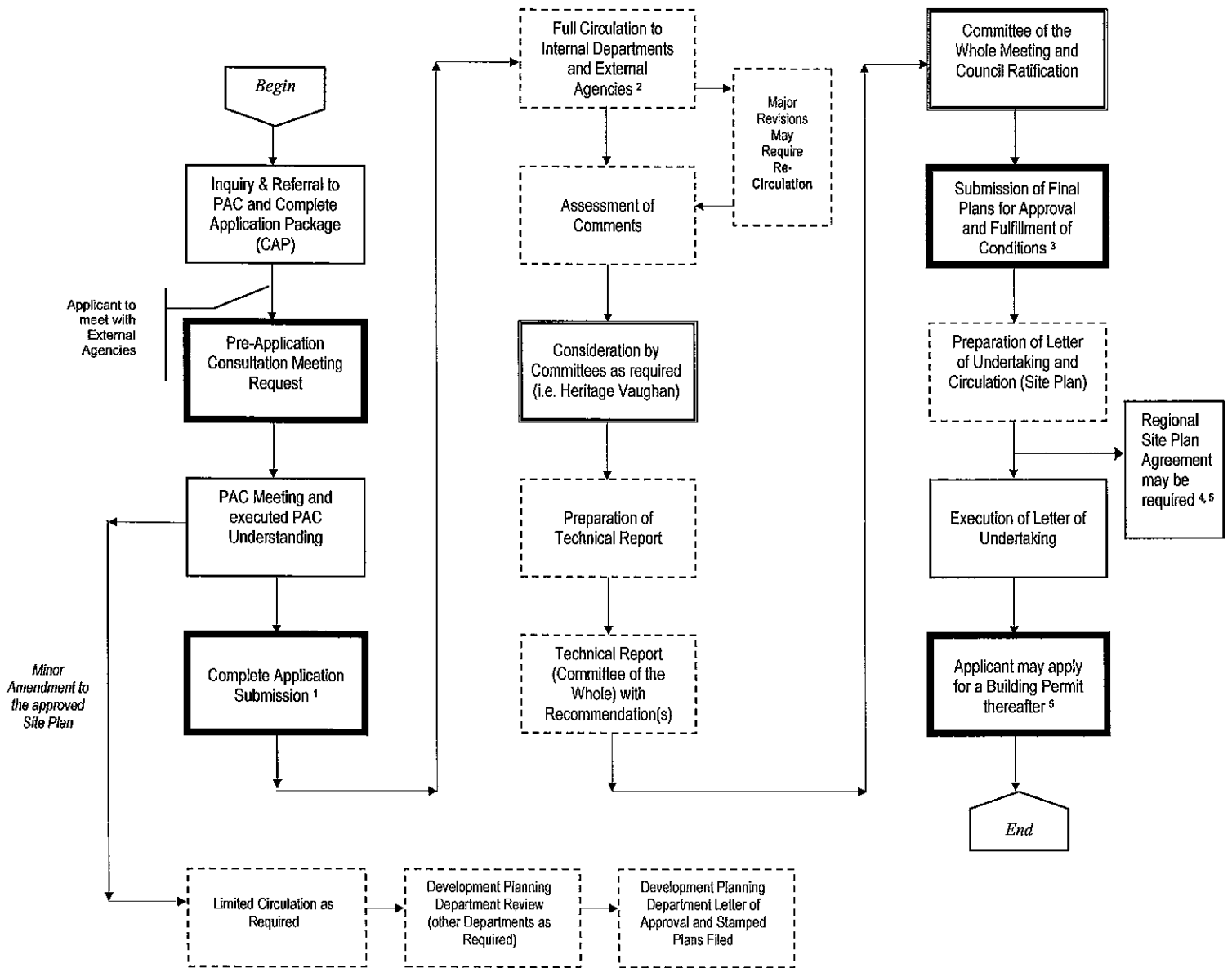
Official Plan Amendment
Zoning By-law Amendment
Draft Plan of Subdivision
Draft Plan of Condominium



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 Regional Municipality 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 Regional Municipality 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.

Responsibilities / Roles	
	Applicant / City
	Applicant
	City
	Public Meeting

Office Use Only	Assigned PAC No.:	
	Date of PAC Meeting:	
	PAC Expiration Date:	
	Planner's Name:	

IMPORTANT:

1. This form will be completed with Development Planning Department Staff at a PAC meeting and will form part of a complete application;
2. All AutoCAD drawings must be Geo-Referenced and be tied to UTM NAD 83, Zone 17;
3. All reports, documents and drawings must be submitted in hard copy and digital form (i.e. AutoCAD and PDF);
4. All submitted drawings and reports, including subsequent drawings and reports, must be prepared and signed and/or stamped by a qualified professional; and,
5. 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. This typically includes staff from the City, Conservation Authority, and/or the Region of York.

Applicant: _____

Site Location: _____

 Proposal: _____

Check the Required Applications

- Official Plan Amendment
 Plan of Subdivision ^{Note 1}
 Site Development
- Zoning By-law Amendment
 Plan of Condominium ^{Note 1,2}
 (Vacant Land/Common Element only)

Requirements (Planner to confirm if not required)

Submission Requirements						
Drawings and Reports	OPA	ZBL	DA	SUB	CONDO	# of Copies
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 ^{Note 3}				✓		45
11. Draft Plan of Condominium					✓	25
12. Reductions of Plans (Legal Size 8 -1/2 x 14)	✓	✓	✓	✓	✓	3
13. Heritage Impact Assessment						
14. Archaeological Assessment				✓		3
15. Market Impact Study	✓					3
16. Architectural Site Plan ^{Note 3}		✓	✓			20
17. Internal Floor Plans			✓			6
18. Cross Sections (Building)			✓			3
19. Sign Design ^{Note 3}			✓			5
20. Comprehensive Development Plan						
21. Digital Documents (Geo-ref. UTM NAD 83, Zone 17)	✓	✓	✓	✓	✓	1
22. Real Estate Appraisal Report						
Engineering Requirements:						
1. Master Environmental Servicing Plan (MESP) ^{Note 3}	✓			✓		6
2. Stormwater Management Report ^{Note 3}			✓			6
3. Functional Servicing Report ^{Note 3}			✓	✓		6
4. Phase I Environmental Site Assessment (ESA) ^{Note 4}	✓ ⁵	✓	✓	✓	✓	6
5. Transportation Study or Traffic Impact Study ^{Note 3}	✓			✓		12
6. Noise and Vibration Report ^{Note 3}	✓			✓		8

Submission Requirements						
Drawings and Reports	OPA	ZBL	DA	SUB	CONDO	# of Copies
7. Geotechnical/Soils Report ^{Note 3}				✓		6
8. Parking Study	✓					3
9. Site Servicing and Grading Plan ^{Note 3}			✓			6
10. Erosion and Sediment Control Plan ^{Note 3}			✓			4
11. Environmental Site Screening Checklist	✓	✓	✓	✓	✓	3
12. Transit Facilities Plan ^{Note 3}						
13. Environmental Impact Study/Report ^{Note 3}	✓					6
Urban Design Requirements:						
1. Urban Design and Sustainable Design Guidelines	✓			✓		4
2. Urban Design and Sustainable Design Brief			✓			4
3. Landscape Cost Estimate			✓	✓		3
4. Landscape Plans and Landscape Details ^{Note 3}	✓ ⁵		✓	✓		8
5. Landscape Master Plan	✓			✓		4
6. Elevations (Black and White) ^{Note 3}		✓	✓			6
7. Colour Rendered Drawings and Perspectives		✓	✓			16
8. Architectural Control Architect Approved Drawings						1
9. Architectural Guidelines				✓		4
10. Pedestrian Level Wind Impact Study		✓	✓			3
11. Sun/Shadow Study	✓			✓		3
12. 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		✓		✓		8
13. Tree Inventory and Preservation Study/Arborist Report/Edge Management/Restoration Plans	✓ ⁵		✓	✓		6
14. Pedestrian and Bicycle Circulation Plan	✓			✓		6
15. Computer Generated Building Mass Model	✓					6
16. Architectural Materials Board or High-Quality Photos			✓			1
17. Exterior Photometric Lighting Plan			✓			6
Public Works Requirement						
1. Waste Collection Design Standards			✓			3

Submission Requirements						
Drawings and Reports	OPA	ZBL	DA	SUB	CONDO	# of Copies
Specific Area Requirements:						
1. Oak Ridges Moraine Conformity Report						
2. Greenbelt Conformity Report						
3. Environmental Features Checklist						
4. Special Policy Area Studies (Woodbridge)						
5. Valley Policy Area 1 to 4 (Kleinburg)						
6. Heritage District Conformity Report						

Notes:

1. Circulation of a new application will not be undertaken unless the proposal conforms to the Official Plan or is subject of an Official Plan Amendment application, if required.
2. Where rental housing is to be converted to condominium status, condominium approval authority is assigned by the Rental Housing Protection Act to local Councils.
3. If the lands subject to an application is located abutting a Regional Road, Provincial Highway, railway line, an adjacent municipality (if required), and/or special study areas (for example, but not limited to, the GTA West Corridor), include 3 additional copies of all Drawings and Reports.
4. Phase 2 and/or Phase 3 Environmental Impact Reports may be required by the Engineering Department after the review of the Phase 1 Report. 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 (MOE), which includes the RSC signed by a Qualified Person. The acknowledgement from MOE is required by the City for review and approval.
5. If the Site Location is adjacent to a Regional Right-of-way, provide 2 additional copies.

Other Agencies to be Contacted by Applicant (Check the Required Agency(ies))			
Region of York		PowerStream	
Toronto and Region Conservation Authority		City of Toronto	
Toronto Transit Commission		Region of Peel	
Go Transit/Metrolinx		City of Brampton	
TransCanada Pipeline		Township of King	
Enbridge Gas		Town of Richmond Hill	
Industry Canada (Telecommunication towers)		Conseil Scolaire de District Catholique Centre – Sud	
VIVA		York Region Catholic School Board	
Canada Post		York Region District School Board	
Hydro One		Canadian National Railway	
Telecommunication Companies		Canadian Pacific Railway	
Affected Provincial Ministries (e.g. Ministry of Municipal Affairs and Housing, Ministry of Transportation, Ministry of Environment, Ministry of Culture, Ministry of Consumer and Commercial Relations)			
Other:		Other:	

1. Conformity with Regional Official Plan land use designation? (www.region.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. Existing 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? _____

3. City of Vaughan Official Plan (VOP) 2010 designation: _____

Conformity with VOP 2010 land use designation? Yes No

If "No", provide an explanation. _____

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

Compliance with the following additional policies:

_____ Yes No

_____ Yes No

6. Related File No(s): _____

Reminders:

- a) The purpose of this agreement 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. Pre-Application Consultation 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).
- b) This agreement expires **180 days** from the date of signing. In the event that this Pre-Application Consultation Understanding expires prior to the complete application being accepted by the City, another agreement shall be required.
- c) An application submitted without the information identified in this Pre-Application Consultation Understanding will not be considered a complete application. If a site walk is required, the application will not be considered complete until it has taken place.
- d) All reports, documents and drawings must be submitted in hard copy and digital (i.e. AutoCAD and PDF) form.
- e) All AutoCAD drawings must be Geo-Referenced and be tied to UTM NAD 83, Zone 17.



**PRE-APPLICATION CONSULTATION
UNDERSTANDING**

- f) 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.
- g) All required fees are required to be submitted in accordance with the Tariff of Fees for Vaughan Planning Applications at the time of submission.
- h) 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.

Development Planning Staff (Please Print)	Development 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 agreement, I acknowledge that, subject to any appeals, the drawings, report(s) and other requirements indicated in the above table must be submitted along with a completed application form, any information or materials prescribed by statute, the required planning application fees and this executed Pre-Application Consultation Understanding to be considered complete. In addition, I have read, understood, and agreed to all the notes listed in this Understanding.

Owner/Agent (Please Print)	Owner/Agent (Signature)	Date
--------------------------------------	-----------------------------------	-------------

R:\SER\SHARED\BILL51\DOCUMENTS\Pre-Application Package\Final\Final 2012\5 - PAC Understanding.doc

Drawings and Reports:

- 1. Description of Development Proposal**
A formal letter addressed to the Development Planning Department that provides a detailed description of the development proposal.
- 2. 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.
- 3. Aerial Orthophotograph(s)**
A recent high-resolution colour aerial photo, showing the context of the subject site to the extent of one urban block on every direction.
- 4. 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.
- 5. 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.
- 6. Draft Official Plan Amendment**
A draft official plan amendment includes all text, maps and appendices required by the City.
- 7. Draft Zoning By-law Amendment**
A draft zoning by-law amendment includes all text, maps and appendices required by the City.
- 8. Legal Survey Plan**
Current legal survey plan prepared by a licensed member of the Ontario Land Surveyor Association that includes the location and nature of any easement affecting the subject lands.
- 9. Concept Plan**
A Concept plan showing 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.
- 10. 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; and,
- 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.

Every municipality may enter into a subdivision agreement imposed as a condition of draft plan approval by the Minister, regional, district or municipality.

The Minister, regional, 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, regional, 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, regional, 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.

11. 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; and,
- b) Roadways and pedestrian access to proposed private units.

12. Reduction of Plans

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

13. Heritage Impact Assessment

A Heritage Impact Assessment demonstrates how new development involving a heritage resource will preserve, revitalize, improve, and manage the heritage components.

14. Archaeological Assessment

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

15. 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.

16. Architectural 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; and,
- r) municipal reference file name (e.g. DA.11.111).

For more information, please see the Urban Design Submission Requirements.

17. 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).

18. Cross Sections (Building)

Cross-sections of the building are to ensure that:

- a) 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); and,
- b) underground parking ceiling level is not higher than adjacent public sidewalks and streets.

19. Sign Design

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; and,
- d) colour elevations with Pantone colour index reference numbers.

20. Comprehensive Development Plan

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

21. Digital Documents

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

- a) AutoCAD drawings must be geo-referenced and be tied to UTM NAD 83, Zone 17;

AND

- b) digital vector files copies of the provided drawings in DWG or DXF formats;
- c) raster base image files in JPG format; and,
- d) illustrated graphic files in AL or PDF formats.

22. 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.

Engineering Requirements:

1. Master Environmental Servicing Plan (MESP)

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

2. 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.

3. Functional Servicing Study

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.

4. 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 (MOE), which includes the RSC signed by a Qualified Person. The acknowledgement from MOE is required by the City for review and approval.

5. 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.

6. Noise and Vibration Report

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

7. Geotechnical/Soils Report

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

8. 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.

9. Site Servicing and Grading Plan

A plan detailing 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.

10. Erosion and Sediment Control Plan

A plan detailing the measures that will be taken to control sediment and erosion. The plan shall be prepared by a qualified engineer.

11. 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.

12. Transit Facilities Plan

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

13. 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.

Urban Design Requirements:**1. Urban Design and Sustainable Design Guidelines**

The purpose of the Urban Design and Sustainable Design Guidelines is to provide designers with detailed knowledge of the City's current urban design and sustainable communities policies and directions, as well as design tools to organize and optimize development proposals. The design guidelines assist City staff as a reference document to examine all development proposals for different development types.

2. Urban Design and Sustainable Design Brief

A shorter version of Urban Design and Sustainable Design Guidelines, a design 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.

3. 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.

4. Landscape Plans and Landscape Details

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 (overhead, underground, light standards, etc.), 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; and,
- s) planting details should conform with the City of Vaughan standards.

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.

5. 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.

6. Elevations (Black and White)

Architectural drawings presenting the external makeup of all proposed structures within the site building, including, retaining walls, fences, signs, and loading and garbage collection doors. The elevations shall include 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 (e.g., brick, stucco, vinyl siding, and metal siding).

7. Colour Rendered Drawings and Perspectives

All rendered drawings and illustrations should present realistic views of the proposed building(s), featuring all finishing material texture, colour, shades, shadows, landscaping, etc. Perspectives are to be presented from critical and important parts of the project, normally from surrounding public areas, viewed from human eye level.

8. 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.

9. 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.

10. Pedestrian Level Wind Impact Study

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.

11. Sun/Shadow Study

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.

12. 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.

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

A tree survey must be prepared by a certified arborist, 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.

14. Pedestrian and Bicycle Circulation Plan

If required, the plan is to demonstrate conformity with the City's approved pedestrian and bicycle circulation master plan or a proposed alternative with justification.

15. Computer Generated Building Mass Model

The digital model needs to be completed in DWG format or other software supported by the City, i.e. Sketch-Up.

16. Architectural Materials Board or High-Quality Photos

A board including samples of exterior finish materials with labels. High-quality photos are acceptable showing the exterior finish materials are acceptable.

17. 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 dispersment by each lighting fixture. Illustrate no light spill onto adjacent properties.

Public Works Requirement:

1. Waste Collection Design Standards

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

Specific Area Requirements:**1. 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; and,
- 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).

2. Greenbelt Conformity Report

A report required in accordance with the Greenbelt Plan for developments on any lands located within the Greenbelt. 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.

Applicants are advised to seek advice from City staff regarding the nature and scope of a conformity report.

3. 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.

4. 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.

5. 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.

6. Heritage District Conformity Report

A report prepared for development on any lands located within a designated Heritage District in the City's Official Plan to ensure that any development on these lands are in conformance with the Heritage District designation and do not result in a change in the factors that led to the decision to designate the property as part of a Heritage District. This report must be prepared by a Certified Heritage Consultant.

R:\SER\SHARED\BILL51\DOCUMENTS\Pre-Application Package\Final\Final 2012\6 - Appendix A.doc