

**SITE PLAN CONTROL PROCESS REVIEW
CITY OF VAUGHAN
FILE 12.28**

Recommendation

The Commissioner of Planning recommends:

1. THAT Council provide direction as to which is the preferred Site Plan Control Process Option to be implemented by the Development Planning Department, as identified in this report as follows:
 - a) Option #1: Minor Modification Model (Attachment #18)
 - b) Option #2: Major Modification Model (Attachment #19)
 - c) Option #3: Partial Delegation Model (Attachment #20)
 - d) Option #4: Full Delegation Model (Attachment #21)

2. THAT upon a decision by Council respecting the preferred Site Plan Control Process Option to be implemented, direction be given to hold a Public Hearing to consider amendments to OPA #200 and Site Plan Control By-law 228-2005 as amended by By-law 237-2007. The amendments to Official Plan and Site Plan control by-law would be required to implement the following changes to the Site Plan Control Process:
 - a) Option #3 - Partial Delegation of site plan approval to the Development Planning Department, if adopted;
 - b) Option #4 - Full Delegation of site plan approval to the Development Planning Department, if adopted;
 - c) apply Site Plan Control to freehold townhouse development on public streets.

3. THAT the Letter of Credit for a Site Plan Application be calculated as follows:
 - a) the Landscaping component be based on 100% of the landscape cost estimate, with no maximum ceiling on the overall Letter of Credit amount. The minimum LC amount will continue to be \$50,000.

4. THAT the following changes to the Site Plan Letter of Credit Process be implemented:
 - a) require the first inspections for the release of the Letter of Credit by each of the Development Planning and Engineering Departments to commence within 18 months of the issuance of a Building Permit;
 - b) upon successful inspections, a two stage Letter of Credit release for the Landscaping component, based on:
 - i) a First stage release of 80% of the Landscaping component upon completion of all soft and hard landscaping works being constructed; and,
 - ii) a Second stage release of the remaining 20% holdback of the Landscape component upon completion of a 12 month warranty period (following the First stage release) for the hard and soft landscaping.

5. THAT the duplication of review of site plan applications by Non-Statutory Advisory Committees (eg. Maple Streetscape Community Advisory Committee) be eliminated.

Economic Impact

N/A

Communications Plan

The Development Planning Department has consulted with relevant stakeholders including City Departments, the Region of York Transportation and Works Department, the Toronto and Region Conservation Authority (TRCA), and representatives from the development industry.

If Council selects either of the proposed site plan approval delegation models identified as Option #3 (Partial Delegation - Attachment #20) or Option #4 (Full Delegation - Attachment #21), a Public Hearing will be required to amend the Site Plan Control delegation provisions in OPA #200 and Site Plan Control By-law's 228-2005 as amended by 237-2007, which will require the placement of a news ad in the local newspapers.

Purpose

This report has been prepared in response to Council's request that the Development Planning Department review and evaluate the current Site Plan Control Process, to provide a more efficient and streamlined process resulting in increased time savings.

Background - Analysis and Options

a) Vaughan Site Plan Control Process

i) Current Process

In the City of Vaughan, the Site Plan Control process is governed through an Official Plan (OPA #200, as amended by OPA #553 and #658) and By-law (228-2005 as amended by 237-2007), which designates the City as an area under site plan control, in accordance with Section 41 of the Planning Act. These documents set out the appropriate provisions for the use of site plan control within the municipality, including identifying the types of development that require the submission of a site plan application for approval by the City, or identifying the types of development that are exempt from the site plan approval process, and delegation of approval authority. Currently, all commercial, institutional, residential apartment and block development, and employment abutting arterial roads and highways, require site plan approval.

The current Site Plan Control process in Vaughan is shown on Attachment #17. A site plan application currently takes on average 46.5 weeks or 10.7 months to complete (based on consecutive calendar days). Generally, this process includes the Development Planning Department accepting, documenting and circulating the application; reviewing the comments received from internal City and external public agencies, and for the applicant to respond to any comments through resubmissions; staff report preparation and consideration of the report by the Committee of the Whole/Council; the applicant finalizing the site plan drawings and supporting consultant reports for Department/Agency approvals; and, preparation, circulation, execution and registration of the site plan agreement.

Since 2002, the number of site plan applications submitted each year has ranged between 70 to 97 applications, with an average of 83 applications. With each passing year, site plan applications have become more complex (eg. proposals requiring approvals by multiple government jurisdictions and high density residential) with a range of issues that need to be reviewed and resolved by the various participants in the site plan process, thereby increasing site plan approval times. Furthermore, recently there is more Provincial involvement in the Planning process with the introduction of additional legislation (ie. Places to Grow, Greenbelt, Oak Ridges Moraine, and Bill 51 – New Planning Act), thereby requiring additional review of development proposals to ensure all Provincial requirements are met.

ii) History - Amendments

The site plan control process has been reviewed and amended several times within the past ten years. These changes have ranged from revisions to the manner in which Letters of Credit are calculated; delegation of approval authority between Council and the Development Planning Department; residential exemptions; the manner in which employment development is reported to the Committee of the Whole; creation of the City Staff lead Site Plan Review Team; and, elimination of the Building Standards Department's Simple Site Plan Process. Many of these changes in procedure have required amendments to the Site Plan Control Official Plan and By-law, which are documented on Attachment #1.

iii) Current Review

In early 2007, Council requested the Development Planning Department to review the site plan control process with the goal of streamlining the process and reducing approval times.

To initiate the current Site Plan Control review process, the Development Planning Department prepared a Terms of Reference and Work Plan that set out the scope of work to be performed and timelines completion (Attachment #2). The Development Planning Department then established a Working Group, which included the Commissioner of Planning and senior members of the Development Planning Department, and representatives of the Building Standards, Reserves and Investments, Engineering, Legal, Clerk's, Economic Development, Public Works, and Parks Development Departments.

The Working Group met four times beginning on June 1, and subsequently on June 26, July 12 and August 9, 2007, as well as, meeting independently with the Region of York Transportation and Works Department, the Toronto and Region Conservation Authority, and representatives of the development industry, in an effort to review and discuss the data collected and to identify preferred options and recommendations, with the goal to have a staff report at a Committee of the Whole Working Session meeting in Fall 2007.

b) Random Sample Survey of Site Plan Applications

1. The Sample

To obtain a better understanding of how long each step in the site plan process actually takes to complete by each City Department, external public agency and the applicant and/or their consultants, the Development Planning Department

undertook a step-by-step procedural review of a random sample survey of 25 recent (2002-2006) site plan applications. The purpose of the survey was to determine the breakdown (in days) of processing times for each step in a typical site development application. The sample size is small, but is sufficient for the purposes of a better understanding the site plan process.

The applications surveyed ranged in complexity, and involved various land uses including industrial, commercial, high rise residential, mixed use, and institutional. The study was broken down into three groups: Internal processing, External processing, and Owner/Applicant response times. Various survey assumptions are identified in Attachment #3, to clarify the following survey results.

2. Survey Results

a) Application Processing Time

The random sample survey results (Attachments #4 to #9) identify the following statistics with respect to the various application processing times:

- i) The average processing time for a commercial application was 245 days (8 months).
- ii) The average processing time for industrial, residential and institutional applications was 345 days (11 months).
- iii) The average processing time for a typical site plan application was determined to be 10.7 months.

b) Internal City Department Processing Time

The random sample survey results (Attachments #4 and #5) indicate that the internal City Departments generally met the *initial* 3 week (ie. 21 consecutive calendar days) application circulation period, however, the more active participants in the process slightly exceeded the turnaround time, as follows:

1. Engineering (30.1 days).
2. Building Standards (Zoning Section) (27.3 days).
3. Development Planning (Urban Design Section) (22.8 days).

On average, the review period for the various City Departments shortens with each subsequent resubmission. Typical commenting periods for subsequent resubmissions ranges between 7 to 14 days (based on consecutive calendar days), and the graphs depict that City Departments are generally meeting these time lines.

The survey also showed that the review of the draft site plan agreement by City Departments takes on average 7 to 9 days (based on consecutive calendar days), which is generally meeting the one week commenting period.

The survey also showed that the lesser involved City Departments generally reviewed one resubmission (Attachment #8), whereas the average number of resubmissions for the core reviewing City Departments was between 2-3.

c) External Public Agency Processing Time

The random sample survey results (Attachment #6) indicate that the majority of the site plan processing time is taken by external commenting agencies (ie. Region of York Transportation and Works Department, TRCA, and MTO), and

the response times by the Owner/Agent, the latter which will be discussed in the next section of this report. These average process times are beyond the control of the City and are as follows:

1. Region of York Transportation & Works Department (63.6 days).
2. Toronto and Region Conservation Authority (54.8 days).
3. Ministry of Transportation Ontario (39.2 days)
4. PowerStream (17.8 days)

The survey shows that on average the review periods for the second resubmission increases with the MTO (71 days) and the Region of York (91.9 days), and then declines slightly with the third resubmission (MTO – 57 days and Region of York – 65.4 days), the latter which is considered to be a long turn around time to provide comments. The TRCA's second and third response times on resubmissions declined to 26.8 and 29 days, respectively, which can be improved upon in light of the Development Planning Department's discussion with the TRCA, as noted later in this report.

The survey also showed that the review of the draft site plan agreement takes on average 20.7 days for the Region of York, and 10 days for PowerStream. The TRCA and MTO do not review and are not party to the City's site plan agreement.

The survey also showed that on average, the MTO receives the most resubmissions (3.0) compared to City Departments and other external public agencies, followed by 1.9 for the Region of York, 1.7 for the TRCA, and 1.6 for PowerStream (Attachment #8).

d) Owner/Agent Response Time

The random sample survey results (Attachment #7) show that the Owner/Agent response times to address the comments of City Departments and external public agencies contribute to lengthening the overall site plan review process, which is beyond the control of the City. It takes the Owner/Agent, a low of 22 days (MTO) to a high of 76.3 days (Public Works) to respond to initial Department/Agency comments. The average response time for any resubmission by the Owner/Agent to a City Department or external public agency is 48.6 days.

Too often, the Development Planning Department receives an incomplete site plan application that is missing required plans and supporting documentation. The initial one month circulation typically yields comments indicating there is insufficient information to review the proposal, and that additional information is required. This subsequently results in the applicant taking 1 to 2 months (ie. 48.6 days as noted above) to prepare and submit the required information to the City, which is then followed by a subsequent recirculation. In this common scenario, the first 4 to 5 months has been consumed by circulation and recirculation periods and the applicant's preparation of documents, and is reflective of the survey results, which depicts 10.7 months to process a typical site plan application in Vaughan.

The requirement for mandatory pre-consultation and a submission of a complete site plan application, to reduce the overall number of resubmissions by the Owner/Agent, will have the effect of reducing City Department and external public agency review times and will be addressed later in this report.

c) Consultation with External Public Agencies

1. Toronto and Region Conservation Authority (TRCA)

The Development Planning Department met with the TRCA on July 5, 2007, to discuss the proposed changes to Vaughan's site plan control process. At the meeting, the TRCA was supportive of any changes to streamline the process and reduce commenting times and the number of circulations. In particular, the TRCA is supportive of pre-screening applications and pre-consultation, and suggests that the following additional measures that they have recently implemented or are in the process of implementing, will reduce TRCA review time:

- i) Provide Conditions of Approval, when appropriate, to keep the Planning process moving along (has been implemented). The TRCA acknowledges that this may just defer matters to the back end of the process, and if the applicant does not act upon the outstanding TRCA matters, it will cause delays later on.
- ii) Accept plans directly from the applicant (rather than from the municipality), provided the City Planner is aware and has given permission to do this (has been implemented), and is provided with a copy of all materials forwarded to the TRCA.
- iii) Ensure that all issues pertaining to the TRCA's jurisdiction are identified and resolved through the Block Plan and subdivision processes, to minimize or eliminate issues at the site plan stage.

In addition:

- i) The TRCA is updating their 1998 Site Screening Map, which they will be providing to the City shortly, to advise which applications need to be circulated to the TRCA and those that do not.
- ii) The TRCA strongly supports that all applicants participate in a pre-consultation meeting with the TRCA, which also includes any staking of the top-of-bank, prior to submitting an application, which they estimate could save months in review time.

2. Region of York Transportation and Works Department

The Development Planning Department met with the Region of York Transportation and Works Department on September 24, 2007. At the meeting, the Region was supportive of any changes to streamline the process. In particular, the Region is supportive of pre-consultation with the applicant, in which they discuss and then provide a letter with preliminary comments and submission requirements to the Owner, with the goal of having the applicant address all of the Region's requirements including the submission of the necessary consultant studies with the initial application to the City for circulation and subsequent review by the Region. The Region acknowledges that pre-consultation should reduce the number of resubmissions for review, and facilitate obtaining approvals from the Region much faster, with the goal of moving forward with the execution of the current tri-party site plan agreement between the City, Region and the Owner, or alternative means of securing the approved development (ie. Letter of Undertaking, to be discussed later in this report).

- a) The Region has implemented or has initiated the following measures to streamline the site plan process:
- i) Assigned two full-time Regional staff members to process site plan applications in Vaughan, whereas other York Region municipalities are assigned one staff member (southern municipalities), or a staff member is assigned to multiple municipalities (northern municipalities).
 - ii) Placed their application submission requirements on their web-page, which identifies the types of plans and documents and the number of copies of each that the Region requires for review purposes, which will be confirmed through pre-consultation.
 - iii) Initiated meetings with all York Region municipalities in an effort to streamline the site plan approvals process uniformly across the Region. The Region will be consulting with the development industry through a questionnaire to be sent out in September/October 2007. The Region will also be creating several typologies of Regional requirements depending on particular development scenarios. The Region will then be summarizing its findings, and organize a joint meeting involving all York Region Planning Departments in November 2007 to discuss implementation. This is an ongoing process, and any efficiencies realized will assist to further reduce the site plan approvals process time lines.
- b) The Region also indicated the following:
- i) Suggests that all York Region municipalities utilize a tri-party site plan agreement that is registered on title (to secure access, inter-connected driveways, and other matters of Regional interest, on title). The site plan agreement ensures that the applicant continues to work with the Region and that the Region receives its required Letter of Credit and securities prior to the applicant receiving a building permit from the City. Currently, all York Region municipalities use the tri-party site plan agreement, except for Whitchurch-Stouffville and Newmarket. The Region indicated that Newmarket will soon be going back to using the tri-party agreement. The Region has asked Vaughan staff to reconsider proposing the use of a Letter of Undertaking, in favour of maintaining the current tri-party site plan agreement.
 - ii) The Region has its own Regional site plan agreement, which it uses to secure its interests in Whitchurch-Stouffville and Newmarket. If Vaughan adopts the proposed Letter of Undertaking that does not append Regional conditions of approval or require Regional signatures, the Region will secure its interests through their site plan agreement.
 - iii) The Region supports any initiatives by the City to implement electronic circulation of applications between the municipality and the Region, which will allow for faster communication and potentially response times on development applications. The Region currently has an internal system in place to electronically circulate applications amongst Regional Departments.
- c) The following explanation is provided by the Region for their commenting times as identified in the Development Planning Department's random sample site plan survey:

- i) The City's survey was based on site plan applications received between 2002 to 2006, when the Region had a high staff turn-over rate, which significantly affected processing times. Since the beginning of 2007, the Region of York Transportation and Works Department has experienced stability in its staffing, and has also initiated an internal system to track how long they take to comment on each site plan submission/circulation, which they report to Regional Council. The Region advises that in 2007, initial comments are provided within 4-5 weeks of the receipt of a submission.
- ii) The 3 week commenting period is insufficient for the Region to review and provide comments back to the municipality. The first week of the circulation period is often consumed by the time it takes to mail an application submission from the municipality to the person reviewing the application at the Region. Also, other sections within the Transportation and Works Department need to be circulated for comments, which requires additional time. The comments are then compiled, together with any red-lined plans, and mailed back to the municipality, unless the response is in a state to be e-mailed or faxed. As noted earlier, the Region is supportive of any City initiatives to implement electronic circulation of applications to streamline the site plan approvals process.

On November 7, 2007 the Region of York Transportation Works Department arranged a meeting with all area municipalities to discuss the site plan process. The Region committed to continue working with its area municipalities for the purpose of establishing a consistent and streamlined site plan review process across the Region.

The Development Planning Department will continue to dialogue and meet with the Region of York Transportation and Works Department in an effort to streamline the Region's commenting and approval time frames. In light of the Region's current efforts to improve their own commenting times in 2007, and to streamline and provide a consistent site plan process throughout York Region, there should soon be a more noticeable difference in efficiency by the Region. However, if the Region's commenting and approval times do not change substantially, there will likely be minimal difference to the overall processing of site plan applications in Vaughan, as identified in the results of the recent random sample survey.

3. Ministry of Transportation Ontario (MTO)

The Ministry of Transportation (MTO) was not contacted, since it has been consistent in applying their regulations and guidelines, in their review of site plan applications. Given the relatively low number of applications reviewed by the MTO, the Development Planning Department has instead concentrated on the TRCA and Region of York, where real time savings can be achieved. Therefore, it is necessary that applicants pre-consult with the MTO to ensure their requirements and concerns are addressed prior to and as part of the initial site plan application submission.

d) Consultation with Development Industry

On October 16, 2007, the Working Group met with representatives from the development industry (ZZEN Group, History Hill, Remington Group, Arista

Homes, TACC Construction, MAM Group, Metrus Development, A. Baldassara Architects, and Solmar Development) to obtain preliminary feedback on the proposed changes to Vaughan's site plan control process, as identified later in this report. At this meeting, the members of the development industry expressed the following comments:

- acknowledged that the City Departments had reasonable commenting times;
- acknowledged that the Region of York Transportation and Works Department, TRCA and MTO took longer to comment, and must improve their review times in order to realize time savings;
- eliminate the site plan agreement and replacing it using a Letter of Undertaking and Letter of Credit as security.
- support delegation of site plan approval to the Development Planning Department;
- support pre-consultation prior to formally submitting a site plan application, provided they receive written confirmation of the items discussed at the meeting from the City Departments and external agencies they consulted with, and that there are no significant changes requested once an application is submitted;
- a few individuals expressed keeping the SPRT process and allowing a partial submission (site plan and elevations only), rather than submitting a "complete" application; they were concerned that with a "complete" application, a few changes could require revisions to all of their plans, which is costly; in response, the development industry was advised that the onus is on their consultants to compile and co-ordinate comments, and to incorporate into their initial submission;
- consider issuing a Foundation Permit or Conditional Permit, prior to final site plan approval; and,
- City Departments are understaffed to process applications and perform inspections; need to increase budget to hire additional staff resources.

e) Site Plan Approval Process Comparison: Mississauga and Brampton

A comparison of Vaughan's process with Mississauga and Brampton was conducted, which is summarized on Attachment # 10. A brief summary of the main points are provided below.

i) City of Vaughan Site Plan Process

1. Council approves Site Plan Applications for properties abutting highways and arterial roads (industrial proposals within the interior of employment subdivisions proceed directly to the Building Department for Permit). A staff report with a recommendation is prepared by the Development Planning Department for Council's consideration.
2. Pre-consultation is recommended, but not mandatory.
3. The applicant can submit an application to receive preliminary comments from select City Departments on the site plan and building elevations by way of Site Plan Review Team Meetings (SPRT) held every two weeks. Written preliminary comments are forwarded to the applicant within a few days after the meeting for the applicant to address and resubmit a full submission of drawings (site plan, building elevations, landscape plan, engineering plans, and consultant reports). The SPRT process takes approximately 4 weeks. Alternatively, the applicant can submit a full submission

package for circulation to all City Departments and external public agencies.

4. The Planner, Senior Planner, Urban Designer and Senior Urban Designer stamp approve and sign the Site Plan, Landscape Plan, and Building Elevations, and the Engineering Department stamps and signs the engineering plans (site servicing, grading, and stormwater management), based on clearances received from City Departments and external public agencies.
5. A Site Plan Agreement is used, which is prepared by the Development Planning Department (standard template), and incorporates various internal and external agency conditions, and is registered on title. The Region of York is usually party to the Agreement. The Agreement is circulated for a week to City Departments for approval, prior to its release to the applicant for signature. The Agreement includes reductions of the final approved plans showing the approved stamp and signatures.
6. The Letter of Credit is based on the greater of Engineering Costs (ie. based on \$40,000/ha – minimum \$50,000 and maximum \$120,000) or 50% of the Landscape Cost Estimate. (Note: prior to the 1996 Site Plan Process Change, the LC was based on the above Engineering Costs plus 100% of the Landscape Cost Estimate).
7. A Certificate of Liability Insurance is required in the amount of \$2,000,000.00.
8. The Site Plan Agreement is executed by the Mayor and City Clerk and then registered on title.
9. The site plan process in Vaughan can take on average: 10.7 months for industrial; 8 months for commercial; and, 10.7 months for residential.

ii) Mississauga Site Plan Process

1. Site Plan Approval has been delegated to Staff. No staff reports to Council.
2. Pre-consultation is recommended, but will soon be mandatory.
3. Currently there is a Development Application Review Committee (DARC) comprised of Managers and Staff that review Zoning, Subdivision and Site Plan applications.
4. If an applicant does not agree with comments or changes requested by staff, an additional meeting between staff and Directors/Commissioners can be held at a "Partnership Meeting", to discuss the proposed development before they meet with the applicant.
5. A site plan agreement is not used in Mississauga. Instead, the Planning Department prepares a one page Letter of Undertaking (standard template – Attachment #11), to be signed by the applicant. The Letter of Undertaking is not registered. There are no conditions appended to the Letter of Undertaking, and all departmental and agency requirements are incorporated onto the approved drawings as notes or drawing revisions.
6. All drawings are stamped and signed by the Planner once they receive an electronic clearance from appropriate City Departments and external public agencies through their electronic mailbox (all circulations, correspondence and clearances are performed through computer interaction).
7. All drawings are finalized before the Letter of Undertaking is released to the applicant/owner.

8. The Letter of Credit (LC) consists of 100% of the landscaping cost, and a \$10,000.00 tree preservation LC for residential infill development. A Landscape Cost Estimate is required.
9. They do not require Certificate of Liability Insurance; however, they collect a Municipal Services Protection Deposit which is 100% of the dollar value of the municipal works on site (engineering component). The applicant submits a certified cheque as a security deposit.
10. A By-law designates site plan approval to the Commissioner of Planning and/or designate. The Commissioner has delegated the authority to the Director of Planning, who signs the Letter of Undertaking.
11. The site plan process in Mississauga can take on average: 2-4 months for industrial; 4-5 months for neighbourhood commercial; and, 12 months for high density residential (up to 18 months in the City Centre).

iii) City of Brampton Site Plan Process

1. Site Plan Approval has been delegated to Staff. No staff reports to Council.
2. Pre-consultation is recommended, but not mandatory.
3. Site Plan Team Meetings (SPTM) are held weekly. Staff from various Departments attend the meetings and provide their comments. The Planner prepares a formal report that includes all departmental comments, which is forwarded to the applicant within three weeks. The applicant is expected to revise their drawings and resubmit.
4. If the applicant does not agree with the staff comments, an additional meeting is held amongst staff.
5. A Site Plan Agreement is used, which is prepared by the Legal Department, and incorporates various internal and external agency conditions, and is registered on title. The Region of Peel may also be party to the Agreement.
6. The Letter of Credit is based on 100% of the cost of the landscape works (a Landscape Cost Estimate is required); plus Engineering component: \$25/linear metre of frontage; plus, \$15,000 lot grading deposit for sites 2 ha or less, or \$20,000 lot grading deposit for sites greater than 2 ha; and, \$300/m² of retaining wall or toe wall face, if applicable.
7. A Certificate of Liability Insurance is required in the amount of \$3,000,000.00.
8. A By-law designates site plan approval directly to the "Director of Planning". The Director approves the site plan application in consultation with Planning staff.
9. The Planner stamps all approved drawings based on clearances received from City Departments and external public agencies.
10. The Planner adds a Schedule "B" (Schedule of Approved Plans) to the Site Plan Agreement (the actual approved drawings are not appended).
11. The Site Plan Agreement is executed by the Mayor and City Clerk.
12. The site plan process in Brampton can take on average: 3-4 months for industrial; 3-5 months for neighbourhood commercial; and, 6-12 months for high density residential.

f) Proposed Changes to Vaughan's Site Plan Control Process

In light of the data collected and analyzed through the review, the Development Planning Department has summarized the Pros and Cons of the proposed changes to the current site plan process on Attachment #12. There are 11 changes being proposed by the Development Planning Department, to streamline the current site plan process. As discussed later in this report, these recommended changes may be implemented in whole or in part, and are reflected in 4 proposed Options, with varying degrees of change and time savings expected to the site plan approval process. The 11 recommended changes are as follows:

1. Implement Mandatory Pre-Consultation – The applicant will be required to meet independently with the City and the external public agencies, prior to a Site Plan Application being filed. This will facilitate the applicants obtaining all necessary information to finalize their site plan submission and supporting documents, and to undertake any necessary actions (such as top-of-bank site walk), which will allow for a thorough and complete initial application submission (Attachment #13), and therefore, minimize the number of submissions and circulations/commenting periods, which can reduce the length of the site plan process.

A site plan pre-submission checklist (Attachment #14) has been created by the Development Planning Department for the applicant's use, and will specify the items that should be considered and submitted by the applicant, prior to filing a complete site plan application. Both the pre-submission checklist and complete site plan checklist will be appended to the site plan application form, and the exact City Departments and external agencies to meet with, and supporting documents and actions will be confirmed through the pre-consultation meetings.

The applicant should request and/or promptly receive written correspondence acknowledging each pre-consultation meeting with City Departments and external public agencies, and include the items discussed at the meeting, as confirmation that pre-consultation has occurred. The confirmation letters should then be submitted with the site plan application, in order to verify that the applicant is submitting a complete application.

2. Eliminate the Site Plan Review Team (SPRT) Process – The proposal for mandatory pre-consultation will eliminate the need for the current SPRT process, as the first submission should include and address the requirements identified earlier by the City Departments and external public agencies. This will eliminate a minimum of 4 weeks that are currently allocated to the SPRT process for identifying preliminary comments to improve the site plan proposal, prior to the applicant submitting a full set of drawings for internal and external circulation.

Many applicants are by-passing the SPRT process because the perceived benefits are considered minimal, and are using pre-consultation instead.

3. Eliminate the Site Plan Agreement (and registration on title) and Implement a Letter of Undertaking (not registered on title) – The Letter of Undertaking is being used successfully in Mississauga and Hamilton,

and can be executed by the applicant within a few days, as it is a one page document, signed by the applicant and Commissioner and/or Director of Planning, and is not registered on title. The Letter of Undertaking will require the applicant to undertake all site plan works in accordance with the approved site plan drawings, and will be accompanied by a larger Letter of Credit amount to ensure that the approved site works are completed. Unlike Mississauga, the Development Planning Department will be appending necessary conditions and a list of approved drawings to the Letter of Undertaking. A Building Permit Application will only be accepted by the Building Standards Department, once the Letter of Undertaking has been signed by the applicant and they have posted securities in the form of a Letter of Credit and Liability Insurance Certificate.

4. Delegate Site Plan Approval Authority to Staff (no staff reports) through the Commissioner of Planning and/or his designate (ie. Director of Development Planning or his designate - Manager of Development Planning) for all or some classes of development – Delegation of site plan approval to the Planning Department is being used successfully in Mississauga, Brampton and Hamilton. Delegation can reduce processing times associated with report preparation, Committee and Council schedules, and review and consideration by the Committee of the Whole and Council.

Delegation to staff can occur either partially (certain types of development) or in full (all types), as will be discussed later in this report through the proposed options for change. Council is being asked to choose a Site Plan Control Process that either contains no delegation, or partial or full delegation of site plan approval authority to staff. Any efficiencies realized through partial or full delegation will expedite the overall process.

5. Implement the Expiration of Site Plan Approval after 18 months – In Vaughan, site plan approval is indefinite, unlike Mississauga (12 months) and Brampton (18 months), which have expiry dates. The implementation of an expiry date (eg. when a Building Permit has not been issued within 18 months of the signing of the Letter of Undertaking) will prevent older approved site plans that were never constructed, and which may now be inconsistent with existing surrounding development or current policies, from being constructed.

An expiry date will also ensure that all securities filed with the City are up to date and sufficient in dollar amount to address current costs. The expiry date could also be used to trigger a revocation of Building Permit that as issued but not constructed. This would assist in ensuring that any Building Code changes enhancing public safety are addressed through resubmission.

6. Continue to Dialogue with the Region of York to Reduce Commenting and Approval Times, with the view of having the Region provide essential comments on the site development to the City, to be followed-up by their approval/clearance – At the meeting held on September 24, 2007, the Development Planning Department clearly indicated to the Region that they should focus on sending key comments to the City that directly relate to the overall site design (ie. access locations, road widenings, traffic, lay-by parking, etc.), which is information that the City

needs to review the appropriateness of an application proposal. Other information of Regional interest such as the submission of Regional processing fees and construction drawing information can be addressed in a separate letter, directly to the applicant, so that it does not delay timely receipt of comments and the City's further processing or approval of the application. The Region responded that this may be feasible and would be considered further in their site plan process review.

The Region was also advised that the Development Planning Department is supportive of working with the Region with the goal of obtaining timely comments and approvals/clearances from them, but is not supportive of waiting for the Region to secure its interests by withholding comments or approvals. Accordingly, the Region was advised of the Development Planning Department's proposal to replace the tri-party site plan agreement with a Letter of Undertaking that would not be registered on title, and would not be signed by the Region or have Regional conditions appended to it, which could increase time savings by 1-2 months. Although the Region preferred to maintain the current tri-party site plan agreement, they acknowledged that they could use their existing Regional site plan agreement (currently used in Newmarket and Whitchurch-Stouffville), as an alternative means to secure their interests.

The Development Planning Department's proposal for mandatory pre-consultation and a complete initial site plan submission will facilitate time savings by having the applicant address the Region's concerns prior to and as part of the submission thereby facilitating quicker approvals from the Region. Through pre-consultation, the Region and the applicant can discuss detailed site plan issues that are of interest to the Development Planning Department, as well as, other issues of Regional interest (ie. financial, construction drawings, etc.), which they can deal directly with each other.

The random sample survey analysis identified that the Region takes on average, 63 days to respond to the City's initial circulation, 92 days on a second circulation, 65.4 days for a third circulation, and 20.7 days to provide final approvals and execution of the site plan agreement. In order to expedite the site plan approval process and realize time savings from the changes being recommended by the Development Planning Department, the Regional approval process together with other external public agencies and the applicant/agent, must achieve better efficiencies.

7. Require a "Complete Application" with the intent of not accepting a site plan application until the application is considered to be "complete" and all required supporting documentation is submitted and all required actions (eg. mandatory pre-consultation, top-of-bank walk, etc.) have been undertaken. The Development Planning Department has created a "complete application" checklist (Attachment #13), and a "Pre-Submission Site Plan Checklist" (Attachment #14), which will be appended to the site plan application - The goal is to receive a complete application with all the required information in order to review the application, and to minimize the number of submissions and the number of circulations/commenting periods, which extend the length of the site plan process. A site plan pre-submission checklist has been created (Attachment #14) by the Development Planning Department for the applicant's use, and will specify all of the items and/or actions that must be undertaken and submitted by the applicant (including written

confirmation from the external public agency that pre-consultation has occurred with the applicant, and identifying any issues or actions to be addressed, and the required materials to be submitted with the initial submission), to constitute a complete site plan application.

8. Eliminate duplication of review of a site plan application by Non-Statutory Advisory Committees (eg. Maple Streetscape Community Advisory Committee) – One such Non-Statutory Advisory Committee is the Maple Streetscape Community Advisory Committee (MSCAC). The official mandate of MSCAC as provided by the City Clerk's Department is as follows:

"The Maple Streetscape Community Advisory Committee shall provide input to the Implementation Committee on matters relating to the public realm of the Maple Streetscape Area using the Maple Streetscape and Urban Design Guidelines, December 9, 1996, as a reference and guiding document.

1. Foster community awareness and interest in streetscape improvements in Maple.
2. Promote co-operation and communication among organizations, agencies and individuals in advancing improvements to the public realm.
3. Pursue alternative sources of funding for streetscape improvement initiatives through public and private organizations.
4. Consult with and encourage, where feasible and appropriate, the participation and collaboration of the corporate sector and community service groups in streetscape improvement projects.
5. Assist in prioritizing streetscape improvement projects to be recommended to Vaughan Council for inclusion in the City's budget and five-year capital projects."

The mandate of MSCAC is clearly defined to promote communication in advancing improvements to the "public realm", and not to review and provide comments to the Development Planning Department on the "private realm", which periodically occurs. MSCAC's consideration is limited to streetscape issues within the public right-of-way of the Maple Streetscape Area (ie. Major Mackenzie Drive between Jane Street and the GO Rail Line; MacNaughton Road; and, Keele Street between Rutherford Road and Teston Road), including but not limited to street lighting, sidewalk materials, banners, and public landscaping, and do not include issues related to the private internal site, landscaping and building design, and massing and scale of buildings, where appropriate guidelines and review processes exist.

The Council approved "Maple Streetscape and Urban Design Guidelines" document provides the basis and implementation details for the review and approval of the public realm area associated with development applications in the Maple Streetscape Area. Accordingly, there is no need for MSCAC to provide further review of site plan applications, as there is already sufficient review of the private realm by professionals and experts including Planners and Urban Designers in the Development Planning Department, Cultural Services Staff, Heritage Vaughan Committee (a Statutory Advisory Committee), and by the

required licensed architect (for the applicant) who is a member of the Canadian Association of Heritage Professional Consultants and must confirm in writing that the proposed development conforms to the intent of the policies and design guidelines of the Council approved "Village of Maple Heritage Conservation District Plan". There are also sufficient policies and guidelines in place through the Maple Community Official Plan, Maple Heritage Conservation District Plan, and through Architectural, Urban Design and Streetscape Guidelines, to sufficiently review the public and private realms associated with development proposals.

The proposal to eliminate the MSCAC from considering site plan applications would eliminate the time delays inherent in the schedule of this Committee, which meets once a month (ie. last Wednesday of the month), and recesses in July and August, thereby expediting the site plan review process. It would also eliminate the potential for comments that conflict with City staff and expert review, and would ensure a uniform approval process and consistent time lines across the City. The goal is to eliminate unnecessary duplication of application review, resulting in time savings, which could be achieved through the proposed elimination of having MSCAC review site plan applications.

9. Accept minor red-line revisions on the final site plans being approved by the Development Planning Department, where appropriate. These changes will reduce the number of resubmissions by the applicant, and expedite the approvals process. A copy of the final red-lined and/or revised approved plan will be forwarded to appropriate City Departments for their records.
10. Investigate the feasibility to enhance the existing Development Tracking Applications (DTA) System to permit Electronic Circulation and Receipt of Comments/Approvals from all City Departments, External Public Agencies, and the Applicant/Agent, and to identify any budget implications - The DTA (internal system) and DTA Web (external internet system) have the capability to allow for electronic circulation of applications, which can allow for instant circulation of applications, and faster receipt of comments and approvals from all involved parties. Time and financial savings could be realized through electronic communication. It will be necessary for the Development Planning and IT Departments to meet with internal City Departments, external public agencies, and frequent applicant/agents to investigate the implementation details including security features and passwords to allow access to the City's system by external public agencies and the applicant/agent, and to identify any budget implications in doing so. The electronic circulation process has been implemented in Mississauga, and appears to work well.
11. Amend the Site Plan Control By-law and Official Plan to apply Site Plan Control to freehold street townhouse development located on public roads - The proposed re-instatement of site plan control for freehold street townhouse development located on public roads will assist to ensure that this multiple-unit housing form can develop and interface with the streetscape in terms of appropriate and co-ordinated placement of garages, driveways, landscaping and utilities, and to ensure attractive building facades in accordance with the approved architectural design guidelines for each community. Through site plan review, the City can

ensure that townhouse designs incorporate a variation in roof lines, materials, window and door treatment, and use approved colours, that will provide for a more interesting streetscape, and variations within and between adjacent street townhouse blocks. In addition, the Development Planning Department will require applicants to submit a landscape package for approval, to ensure that there will be sufficient and appropriate planting in front of each dwelling unit, and to adequately screen utilities (ie. meters) attached to the front building facade. Review and approval by the Control Architect for each Block Plan area will still apply, and complement the City's review and approval of this housing form through Site Plan Control.

g) Letter of Credit Process Comparison: Mississauga and Brampton

The Development Planning Department has reviewed and evaluated Vaughan's existing Letter of Credit process against the process in place for Mississauga and Brampton. The Letter of Credit administration, landscape inspection procedures and fees charged for that service vary with each municipality. The detailed comparison chart provided on Attachment #10 describes the similarities and differences between each municipality's respective Letter of Credit process. A brief summary of each municipality's process is provided below:

i) Current City of Vaughan Letter of Credit Process

1. A Letter of Credit for engineering and landscape works is calculated based on the greater of \$40,000.00 per hectare (minimum of \$50,000.00 to a maximum \$120,000.00), or 50% of the approved landscape cost estimate.
2. The Finance Department circulates a request form for Letter of Credit release to the Engineering, Building Standards and Development Planning Departments.
3. Prior to any landscape inspection by staff, the Owner must submit a Certificate of Landscape Completion signed and sealed by a landscape architect.
4. Once the Owner completes the landscape and engineering works to the satisfaction of the City, 100% of the total Letter of Credit is released back to the Owner with no holdback for any specified hard and soft landscape warranty period.
5. The City does not specify a time period following the registration of the site plan agreement when the engineering and landscape works must be completed by.
6. The City does not charge a fee for conducting the first two Letter of Credit release inspections under a site plan agreement; however, a non-refundable fee of \$200.00 must be paid to the Finance Department prior to each additional inspection by any department.
7. The City does not conduct Letter of Credit inspections between the months of November and March, as the health of landscape plantings cannot be confirmed during these months.
8. In the event that the Owner does not complete the landscape works as shown on the approved drawings, the City may draw upon the Letter of Credit and complete the works, however, there is no time frame specified that triggers this action.

ii) City of Mississauga Letter of Credit Process

1. Once a final Letter of Undertaking has been released, signed inspection dates are posted 18 months from the time of release of the Letter of Undertaking.
2. A Letter of Credit is taken based on 100% of the cost of the approved landscape works (based on an approved landscape cost estimate), plus there is a separate Municipal Services Protection Deposit (for engineering works) as described earlier in Section (e)(ii) of this report.
3. If an inspection request has not been sent in after 18 months, a reminder letter is sent to the property owner advising them that the City has their securities and requires a Landscape Completion Certificate and inspection fee to be sent in to initiate an inspection. The City has the option to extend the 18 month deadline, provided the work is in progress.
4. Final approval of the landscape site works and release of the Letter of Credit are performed between the months of May to October (growing season).
5. If an inspection is conducted and deficiencies are noted, an inspection report is completed that identifies the deficient works and provides a time frame when the works are to be completed by the Owner. An inspection fee is always required to be paid prior to any inspection being conducted by staff. Typically a 3 week turn-around time frame is required from the initial request to the actual completion of inspection depending on the staff workload.
6. A second reminder letter will go out 3 to 6 months after the initial inspection depending on what was outstanding and the time of the year. An inspection fee is collected prior to an additional inspection being conducted.
7. After six months, a third reminder letter is sent to the Owner that outlines the outstanding deficiencies and a date that the works must be completed by, in addition to an inspection fee. After the third reminder letter, the City has the option to draw upon the Letter of Credit to complete the works in accordance with the terms stipulated in the Letter of Undertaking.
8. After the landscape works have been completed to the satisfaction of the City, the Letter of Credit is reduced to 20% of the total amount, which is held for a minimum 12 month warranty period during which all deficient soft and hard landscape works are to be replaced to the satisfaction of the City.
9. Inspection fees currently charged are \$338.00 for the first inspection, and \$130.00 for each subsequent inspection.

iii) City of Brampton Letter of Credit Process

1. The Letter of Credit is based on 100% of the cost of the approved landscape works (based on an approved landscape cost estimate), plus an engineering component as described in Section (e)(iii) of this report.
2. The Owner initiates a request for inspection by the City inspector only when a Certificate of Landscape Completion is provided, signed and sealed by a landscape architect.
3. Once the engineering and landscape works have been completed to the satisfaction of the City, the full engineering component and 90% of the landscape component are returned, with the remaining 10%

landscape component being held for a minimum 12 month warranty period in which all deficient landscape works are to be replaced to the satisfaction of the City.

4. At the end of the one year warranty period, the Owner will request a final inspection for release of the remaining 10% landscape component of the Letter of Credit.
5. The fees for inspection related to the Letter of Credit release are collected at the initial site plan application stage in accordance with the City's Fee By-law.
6. Final inspections are not conducted during winter months as the health of new landscape plantings cannot be ascertained.
7. In the event that the Owner does not complete the works within 18 months from registration of the site plan agreement, a registered notice is sent to the Owner advising that the City may draw upon the Letter of Credit to complete the works, in accordance with the terms of the registered site plan agreement. Any work completed by the City is subject to a 15% administration fee and the non-compliance is registered on title of the subject property.

h) Proposed Changes to Vaughan's Site Plan Letter of Credit Process

Based on the results of the survey and evaluation of the City of Mississauga's and the City of Brampton's Letter of Credit policies (Attachment #10), the Development Planning Department recommends that the City of Vaughan's current Letter of Credit process be revised to better address issues related to landscape/streetscape works and warranty periods. It has become evident that current site plan applications are becoming more complex with regard to urban design and landscape architecture, and this results in the Development Planning Department (Urban Design Section) dedicating more staff resources to perform Letter of Credit inspections (approximately 120 annually). As such, the Development Planning Department is proposing 3 changes to the current Letter of Credit process as follows:

1. Maintain a combined Letter of Credit (LC) for Landscaping and Engineering works, however, the calculation method would differ by increasing the landscape component to 100% - The Engineering component of the LC will be calculated the same (ie. \$40,000/ha (minimum \$50,000; maximum \$120,000), however, the Landscaping component will be based on 100% of the approved cost estimate (rather than 50%), and the two components will be added together, rather than taking the greater of the Engineering or Landscaping (50%) components. Accordingly, the following LC calculation is proposed:
 - a) the Engineering component to be based on \$40,000/ha (minimum of \$50,000 to a maximum of \$120,000), plus the Landscaping component to be based on 100% of the landscape cost estimate, with no maximum ceiling on the overall LC amount. The minimum LC amount will continue to be \$50,000.

The provision of an LC based on 100% of the estimated hard and soft landscape works will better secure the City against deficient landscape works in case the applicant defaults in fulfilling all landscape obligations as identified on the approved landscape plan and as stipulated in the Letter of Undertaking.

2. Implement the following changes to the Site Plan Letter of Credit Release and Inspections Process:
- a) require the first inspections for the release of the Letter of Credit by each of the Development Planning and Engineering Departments to commence within 18 months of the issuance of a Building Permit;
 - b) upon successful inspections, a 100% Letter of Credit release for the Engineering component upon completion of all required servicing works being constructed;
 - c) upon successful inspections, a two stage Letter of Credit release for the Landscaping component, based on:
 - i. a First stage release of 80% of the Landscaping component upon completion of all soft and hard landscaping works being constructed; and,
 - ii. a Second stage release of the remaining 20% holdback of the Landscape component upon completion of a 12 month warranty period (following the First stage release) for the hard and soft landscaping.

The proposed procedure for release of the LC is as follows:

- a) The City would require each development application to include a section located on the drawings that reads "Letter of Credit Release Conditions", and indicate the conditions for the release of the Letter of Credit below the title.
- b) The Letter of Undertaking would include a section that requires the first inspections for the release of the Letter of Credit by the Development Planning and Engineering Departments to commence within 18 months of the issuance of a Building Permit.
- c) The inspections request would be initiated by the applicant through a request to the Finance Department. If after 18 months following the issuance of the Building Permit for the first required inspections, or following the 12 month warranty period for the second landscape inspection, the applicant has not applied to the Finance Department to initiate these inspections, a letter will be sent to the applicant by the Development Planning Department to contact the Finance Department to initiate the required inspections by the Development Planning and Engineering Departments. It will be necessary for the Development Planning and IT Departments to meet to discuss the implementation details for flagging inspection time limits within the Development Tracking Application (DTA) system for each new site plan application, and to identify if there are any budget and resource implications in doing so.
- d) The Development Planning Department has created a standard Letter of Credit Calculation Worksheet (Attachment #15) that it will use to breakdown the respective Engineering and Landscape

component dollar amounts of the LC, and the 20% warranty holdback dollar amount of the Landscape component, which it will then forward to the Finance Department as reference for the later release of the respective LC amounts.

The inspection of the landscape works following a 12 month warranty period (after the First stage release) for the hard and soft landscaping will allow the City to require that all deficient work is satisfactorily completed. Also, the provision of a time limit for the completion of the engineering and landscape works will provide an appropriate monitoring system to ensure that the works are completed within a specified time frame.

3. The Development Planning Department will also investigate the feasibility of introducing inspection fees as a further implementation change to administer the Letter of Credit inspections process, and identify any budget and resource implications in doing so, in a subsequent report to Budget Committee – There should no longer be free inspections (development must pay for development), which should be accounted for to recover costs. The Development Planning Department will be consulting with the Finance Department to investigate amending Schedule “A” (“Inspections”) to the City’s Consolidated Fees and Charges By-law 396-2002, as amended by By-law 195-2007, to propose the following inspection fee amounts:

- \$350 for the first inspection for the release of the Letter of Credit by the Engineering Department;
- \$475 for the first inspection for the release of the Letter of Credit by the Development Planning Department, and this fee will also include the second landscaping inspection for the release of the 20% landscape warranty holdback; and,
- \$125 for each additional inspection to be performed by these respective Departments, to address deficiencies.

i) Urban Design Assessment Checklist

The Development Planning Department is committed to achieving a high standard of urban design for site plan applications, to guide and assist the applicant and their consultants in the implementation of the City’s urban design policies. The Development Planning Department has created an Urban Design Assessment Checklist (Attachment #16), which will be appended to the City’s site plan application form, and is to be completed by the applicant and submitted with the initial application submission for review by the Urban Design Section of the Development Planning Department, to confirm the urban design elements that have been incorporated into the overall development.

The Urban Design Assessment Checklist represents a framework to implement Vaughan’s future urban form, and it sets out a number of positive design requirements which should be followed and incorporated in the design of new buildings and site layouts. This checklist establishes urban design requirements to ensure that new development consistently achieves and implements the City’s long term vision as established in the City’s various Official Plans. The checklist is intended to be flexible and is not intended to prescribe specific design

solutions, but rather to express preferred design objectives that can be consistently applied throughout the City.

The development process is viewed as a co-operative venture between the City and the development industry, and a successful site development can achieve the City's urban design vision while still meeting the individual needs of the applicant. There may be instances where physical site conditions or unique circumstances may require a different approach to urban design in order to provide a successful resolution to a site plan issue. In all cases, the development proponent is encouraged to discuss these issues with the appropriate City Departments through the pre-consultation process.

j) Urban Design Guidelines Manual

Over the next 12 months, the Development Planning Department (Urban Design Section) in consultation with appropriate City Departments, the development industry and external public agencies, will be developing an Urban Design Manual for Vaughan Council's consideration and endorsement. The design manual will include comprehensive urban design guidelines for "Community and Neighbourhood Design" - urban design at the community and neighbourhood scale; "Site Design" - detailed site planning issues; and, "Building Massing and Design" - specific building design and streetscape issues. The development and design of new communities and individual sites plays a vital role in the realization of the City's future urban vision, and accordingly, the Urban Design Manual document will set out to:

1. To facilitate the planning and urban design of new communities and individual development applications in accordance with the City's vision and urban design objectives.
2. Consolidate in one document approved design guidelines, standards and criteria to guide the development industry through the development design process.
3. Outline specific design guidelines and requirements to promote a consistent high level of quality in the design of new developments and their interface with existing communities.

k) Liability Insurance

Through the site plan control process review, the Working Group decided that the City should maintain and continue to require an applicant to submit a Certificate of Liability Insurance naming the City of Vaughan as a co-insured in an amount of not less than \$2 million dollars. This form of security and amount is considered to afford the City with the required level of liability protection.

l) Site Plan Control Process: Proposed Options For Implementation

4 site plan approval process options (Attachments #18, #19, #20 and #21) are presented for the Committee of the Whole's consideration and choice. These options range in the degree of change from an implementation of a few administrative changes to full implementation of all recommendations, and include varying degrees of delegation of site plan approval (ie. from no delegation, to partial or full delegation).

i) Existing Site Plan Approval Process

The existing site plan approval process is illustrated on Attachment #17. Through the random sample survey of 25 site plan applications, it was determined that the site plan approval process currently takes 46.5 weeks or 10.7 months on average for industrial, residential and institutional applications, and 8 months for commercial applications.

The existing process includes optional pre-consultation; the option to submit a partial application and proceed to a Site Plan Review Team Meeting to receive preliminary comments, or full application submission for circulation (sometimes submitted incomplete); preparation of a staff report for consideration by the Committee of the Whole and Council; the preparation and circulation of a site plan agreement with execution by the Mayor and City Clerk; and submission of a Building Permit application following execution and registration of the Agreement.

The flow chart also shows a Minor Amendment Process, which is administered on a staff level, whereby the Development Planning Department reviews, circulates the application to select internal City Departments and external public agencies (only when necessary), and approves minor site plan revisions or building additions by way of an approval letter sent to the applicant, and copied to the Building Standards, Engineering and Finance Departments for their records. This process can take 1-3 weeks or less, and serves its purpose by allowing Development Planning Staff to approve minor site plan changes quickly, without proceeding to Council with a report. The Commissioner of Planning, or the Director of Development Planning or his designate, has been granted approval authority for minor site plan amendments under the City's Site Plan Control By-law, and this approvals process will continue to function with no changes on each of the proposed option flow charts.

ii) Option #1: Minor Modification Model

The proposed Minor Modification Model option is provided on a flow chart, which is shown on Attachment #18. This option is relatively the same as the existing process, in that, it retains the site plan review team and the requirement of a Planning report to Council and Committee's approval of the site application with the following changes:

1. require a complete application submission; and,
2. utilize a Letter of Undertaking similar to that shown on Attachment #11, instead of a site plan agreement. A Building Permit Application may only be submitted to the Building Standards Department, once the Letter of Undertaking has been signed by the applicant.

This Option Model is expected to take approximately 37.5 weeks, and can save up to 9 weeks from the existing site plan process. The time savings will be realized at the back end of the process by utilizing a Letter of Undertaking, which is expected to take 1 week, and will require Development Planning Staff to fill in applicant, locational and letter of credit amount information on a one page template (and append any conditions), and then for the applicant to sign the Letter of Undertaking and return to the City, together with the Letter of Credit and Certificate of

Liability Insurance. The applicant can then apply for their Building Permit application.

This Option could be implemented within a few months.

iii) Option #2: Major Modification Model

The proposed Major Modification Model option is provided on a flow chart, which is shown on Attachment #19. This option is similar to Option #1 except for the following additional changes:

1. mandatory pre-consultation with the City and external public agencies prior to a complete application submission;
2. elimination of the Site Plan Review Team (SPRT) process; and,
3. utilize a shorter 1-1/2 page staff report (Attachment #23) with emphasis on clear visual report attachments.

This Model is expected to take approximately 31.5-32.5 weeks, and can save up to 15-16 weeks from the existing site plan process. The time savings will be achieved throughout the process. The proposed mandatory pre-consultation will ensure that an applicant meets with City staff and external public agencies to identify issues to be addressed and actions to be taken (such as a top-of-bank walk with the TRCA), supporting studies to be undertaken and submitted, and to make the appropriate changes to the site plan to facilitate a better proposal, which would have the desired effect to reduce the number of submissions to be reviewed through the site plan approval process and improve efficiency in time savings. Pre-consultation promotes and reinforces the applicant's submission of a complete application at the start of each site plan process, thereby allowing the elimination of the SPRT process, which would no longer be necessary.

Also, moving towards shorter staff reports that are 1-1/2 pages in length and contain only pertinent information with reliance on clear attachments to provide visual information, should facilitate staff time savings that can be used to process applications. Although the staff report preparation and review and Committee of the Whole/Council consideration period remains the same, the shorter report format should allow reports to be completed earlier so that staff time can be spent productively elsewhere.

This Option could be implemented within a few months.

iv) Option #3: Partial Delegation Model

The proposed Partial Delegation Model option is provided on a flow chart, which is shown on Attachment #20. This option includes the Major Modification Model, (Option #2) and includes:

1. Delegation authority for site plan approval for certain classes of development; and
2. Not requiring staff planning reports for Council approval for those delegated classes of development.

This model provides for the delegation of site plan approval authority to Staff for specified classes of development, thereby determining whether

or not staff reports are prepared. Council may choose to delegate partial site plan approval authority to staff – ie. the Commissioner of Planning and/or his designate (ie. Director of Development Planning or his designate – ie. Manager of Development Planning), to approve certain classes of development (such as industrial; office; and, commercial other than in the Vaughan Corporate Centre, historical districts (ie. Kleinburg, Maple, Woodbridge and Thornhill), with the other classes (such as residential; institutional; and mixed use) requiring a staff report (ie. condensed as per Option #2) for Council's consideration.

For those classes of development that are delegated to staff, this Option Model is expected to take 26.5-27.5 weeks, and save up to 19-20 weeks from the existing site plan process, with the time savings coming throughout the process. The classes of development that are not delegated approval authority, will require staff reports and have overall processing times and time savings that are consistent with Option #2 (ie. take approximately 31.5-32.5 weeks, and save up to 15-16 weeks).

A Public Hearing must be held to consider amendments to OPA #200 and Site Plan Control By-laws 237-2007 and 228-2005, to reflect the recommended changes to the Site Plan Control Process, if partial delegation is chosen.

If site plan approval is partially delegated to staff, it is proposed that a member of Council may request that a specific delegated application proceed with a report to the Committee of the Whole.

This Option could be implemented within 6 months.

v) Option #4: Full Delegation Model

The proposed Full Delegation Model option is provided on a flow chart, which is shown on Attachment #21. This option further expands upon the Partial Delegation Model, and includes:

1. Full delegation authority to staff for site plan approval of all classes of development; and
2. No Staff reports required to be prepared for Council approval.

This model provides further full delegation authority to staff – ie. the Commissioner of Planning and/or his designate (ie. Director of Development Planning or his designate – ie. Manager of Development Planning), for site plan approval of all classes of development (industrial, office, commercial, residential, institutional, and mixed use), thereby not requiring staff reports to be prepared.

This Option Model is expected to take 26.5-27.5 weeks, and save up to 19-20 weeks from the existing site plan process, with the time savings being achieved throughout the process.

A Public Hearing must be held to consider amendments to OPA #200 and Site Plan Control By-law's 237-2007 and 228-2005, to reflect the recommended changes to the Site Plan Control Process, if full delegation is chosen.

If site plan approval is delegated to staff, it is proposed that a member of Council may request that a specific delegated application proceed with a report to the Committee of the Whole.

This Option could be implemented within 6 months.

vi) Summary of Site Plan Control Option Models

A chart (Attachment #24) is provided which summarizes the steps in the existing site plan process compared with the proposed options.

The Development Planning Department is requesting that Council provide direction with respect to the preferred Site Plan Control Process option to be implemented. A comparison of the time savings based on all of the Option Models proposed is shown on Attachment #22. It is recommended that the changes be implemented immediately, where possible, including that a Public Hearing be held to consider amendments to OPA #200 and Site Plan Control By-laws 237-2007 and 228-2005, to reflect any recommended changes to the Site Plan Control Process respecting delegation of site plan approval, if partial or full delegation is chosen.

Also, the Development Planning Department will be moving forward immediately to investigate the feasibility of implementing full electronic circulation and receipt of comments between City Departments, external public agencies, and the applicant/agent, through the DTA, which will result in further additional time savings (undetermined and not reflected in any of the 4 options), and identify any budget and resource implications in doing so, in a subsequent report to Budget Committee.

n) Process Implementation and Public Involvement

Bill 51 (New Planning Act) requires each municipality to identify what constitutes a "complete application" in its Official Plan, and to also enact a by-law to facilitate "pre-consultation". The Development Planning Department will be preparing a report this Fall, to consider amendments to the City's Official Plan and By-law in regards to implementing these and other requirements of Bill 51. Until there is effective legislation in place, a site plan application pre-submission checklist (Attachment #14) has been created by the Development Planning Department for the applicant's use, and will specify all of the items that must be undertaken and submitted by the applicant, to constitute a complete site plan application (Attachment #13).

Relationship to Vaughan Vision 2007

This report is consistent with the priorities set forth in Vaughan Vision 2007, particularly 'A-1', "Pursue Excellence in the Delivery of Core Services".

Regional Implications

The Development Planning Department will be continuing to dialogue with the Region of York's Transportation and Works Department in an effort to streamline the Region's commenting and approval time frames. The Region is currently meeting with all York Region municipalities in an effort to streamline the site plan approvals process uniformly across the Region. This will be an ongoing process, and any time savings that materialize will assist to further reduce the site plan approvals process time lines. If

the Region's current commenting and approval times do not change substantially, there will likely be minimal difference to the overall processing of site plan applications in Vaughan, as identified in the results of the recent random sample survey.

Conclusion

The Development Planning Department, in consultation with the Working Group consisting of the Building Standards, Engineering, Public Works, Parks Development, Economic Development, Clerk's, Reserves and Investments, and Legal Services Departments, are proposing substantial changes to the City's Site Plan Control and Letter of Credit processes. It will be necessary for Council to identify an option that in its' opinion will best serve the residents and businesses in Vaughan in achieving a site plan approval process that is streamlined and efficient, and that will protect the interests of the Corporation. Some of the suggested changes, if desired by Council, can be implemented relatively soon, while others, if selected by Council, will require a Public Hearing or other further action. Partial and Full Delegation Options #3 and #4, respectively, have the greatest degree of changes and could require up to 6 months to implement, with Options #1 and #2 to be implemented within a few months.

The Development Planning Department in consultation with select internal City Departments and external public agencies, has undertaken a comprehensive review of the existing Site Plan Control process, with the goal of proposing appropriate changes to provide a more efficient and streamlined site plan approval process. The Development Planning Department has reviewed a random sample of 25 recent site plan applications to better understand how long each step in the site plan process actually takes to complete by City Departments, external public agencies, and the applicant and/or their consultants, to determine where the fast and slow areas are in the overall process.

The survey results indicated that on average, the site plan process is typically taking 10.7 months, with commercial applications averaging slightly less at 8 months. With respect to the initial 21 day circulation period (based on consecutive calendar days), the City Departments generally responded with comments within a reasonable time frame (23-30 days), whereas the external public agencies, particularly the Region of York Transportation and Works Department (63 days) and the Toronto and Region Conservation Authority (TRCA – 52 days), took longer to respond. The survey also indicated that the applicant and/or their consultants took on average 48.6 days to respond to comments provided to them by the City Departments or external public agencies, which contributed to lengthening the overall site plan processing times. Unless there is co-operation and noticeable effort on the part of the external public agencies and the applicant/consultants in providing greater turn-around times, the possibility exists for minimal overall time savings being realized through the initiatives being implemented and time savings being realized by the City Departments.

The Development Planning Department has consulted with the Region of York and the TRCA, as well as, having undertaken a detailed comparison of the site plan process in Mississauga and Brampton. These external public agencies will continue to dialogue and work with the City to streamline and make the existing process more efficient, which will take time and effort to implement, however, there is a commitment towards moving forward with responsible change. Both Mississauga, Brampton and Hamilton have similar and yet different site plan approval processes in place, parts of which Vaughan can incorporate into its' approval process in order to realize efficiencies. Of particular interest is the use of delegation of site plan approval authority from Council to the Commissioner of Planning or Director of Development Planning in both Mississauga and Brampton, which reduces the site plan process times as there are no staff reports prepared for Council, no time delays resulting from Committee or Council meeting schedules, and staff can allocate their time to complete or process other applications in the system. Also,

Mississauga and Hamilton's use of a one page Letter of Undertaking that is not registered on title assists to reduce the overall processing time, in comparison to preparing, executing and registering a site plan agreement on title. Both delegation to staff and the use of a Letter of Undertaking are being proposed by the Development Planning Department.

Other proposed measures that are being recommended include mandatory pre-consultation, the submission of a complete application, the elimination of the staff lead Site Plan Review Team meetings, movement towards implementing electronic circulation and receipt of comments through modifications to the City's existing Development Tracking Application (DTA) system, red-lining minor revisions to site plans without the need to recirculate plans, and eliminating duplication of review by Non-Statutory Advisory Committees, all of which will assist to streamline the site plan process times.

The Development Planning Department is proposing an expiration date for site plan approvals, in which building permits must be issued within 18 months of the signing of a Letter of Undertaking. It is also being proposed that upon successful inspections, there be a 100% Letter of Credit release for the Engineering component upon completion of all required servicing works being constructed. There would also be a two stage Letter of Credit release for the Landscaping component, based on a first stage release of 80% of the Landscaping component upon completion of all soft and hard landscaping works being constructed; and, a second stage release of the remaining 20% holdback of the Landscape component upon completion of a 12 month warranty period (following the first stage release) for the hard and soft landscaping.

There will also be changes in how Letters of Credit will be calculated, which will increase, and include 100% of the cost of the estimated landscaping works plus engineering costs, with the amounts to be substantially high enough as a security to the City to ensure that all site plan works are completed by the applicant, and that sufficient funds are available for the City to undertake any work defaulted by the applicant.

Attachments

1. Recent History of Amendments to the Site Plan Control Process
2. Terms of Reference and Detailed Work Plan
3. Random Sample Survey of Site Plan Applications - Assumptions
4. Graph: Internal Group 1 - Average Processing Time Per Process
5. Graph: Internal Group 2 - Average Processing Time Per Process
6. Graph: External Group - Average Processing Time Per Process
7. Graph: Owner/Applicant - Average Response Time Per Process
8. Graph: Average Number of Resubmissions Per Department/Commenting Agency
9. Graph: Average Processing Time Per Use
10. Comparison Chart: Vaughan, Mississauga and Brampton
11. Sample Template of Mississauga's Letter of Undertaking
12. Suggested Site Plan Procedures Options (Pro and Cons) for Consideration
13. Proposed Site Plan Complete Application List
14. Proposed Site Plan Application Pre-Submission Checklist
15. Proposed Letter of Credit Calculation Worksheet
16. Proposed Urban Design Assessment Checklist
17. Flow Chart: Existing Site Plan Process
18. Flow Chart: Option #1 (Minor Modification Model)
19. Flow Chart: Option #2 (Major Modification Model)
20. Flow Chart: Option #3 (Partial Delegation Model)
21. Flow Chart: Option #4 (Full Delegation Model)
22. Graph: Time Savings Comparison
23. Proposed Simplified Staff Report

24. Comparison Chart – Existing Site Plan Process and Options #1 to #4

Report prepared by:

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Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

MARCO RAMUNNO
Director of Development Planning

/LG

ATTACHMENT #1

Recent History of Amendments to the Site Plan Control Process

1. Letter of Credit and Delegation - 1996

The site plan control process was reviewed by the Development Planning Department and Council on February 26, 1996, in light of comments voiced by the development industry at a Council meeting held on October 23, 1995, regarding letters of credit and the site plan process. At the February 1996 meeting, Council resolved that the method of calculating letters of credit be changed (Landscape Component to be lower – from 100% to 50% of the Landscape Cost Estimate; and to take the greater of the Engineering versus Landscaping components, rather than the sum of the two amounts), and that the City's site plan control by-law be amended to delegate authority to the Commissioner of Planning and the Director of Development Planning to approve the following additional types of complex site plan applications:

- a) industrial buildings greater than 10,000 m² (100,000 ft²) GFA, in order to expedite industrial development (buildings less than 10,000 m² were approved by the Development Planning Department); and,
- b) street townhouse units, and single and semi-detached units having less than 9m frontage (this was not implemented at the time, as an amendment to the Site Plan Control Official Plan was later deemed to be necessary).

2. Residential Exemptions – 2001 & 2007

On October 11, 2001, Council adopted OPA #553 and enacted By-law 210-2001, to amend the Site Plan Control Official Plan and By-law to exempt residential detached, semi-detached and street townhouse dwellings with frontages less than 9m from having to obtain site plan approval, given that there are architectural design guidelines approved by Council and in place through the subdivision approvals process, and a Design Control Architect reviewing and approving the house designs prior to building permit submission.

On May 7, 2007, Council adopted OPA #658 (approved by the Region of York on June 28, 2007) and enacted By-law 134-2007 to amend the Site Plan Control Official Plan and By-law, respectively, to require site plan approval for all new single detached dwellings (not within a subdivision) located within the Kleinburg-Nashville Heritage Conservation District.

3. Employment Lands – 1999 to 2007

On July 12, 1999, Council requested a report from the Development Planning Department, which was considered on August 30, 1999, in which it was resolved that Council approve elevations for all industrial buildings located adjacent to Regional roads and major highways, and that Council receive coloured elevations when considering the staff reports. The information required to be included in a staff report was a description of the building's massing, exterior building materials and colour, and signage.

Over the last few years, Council has requested additional information to be provided in the industrial elevation reports, including Official Plan designation and conformity, Zoning By-law category and compliance, and discussion of landscaping and inclusion of a landscape plan in the staff report.

The process has evolved from full staff delegation of site plan approval for industrial development (in 1996, as noted in #1 above) to requiring a staff report initially reporting

on building elevations and which has since been lengthened by adding more details pertaining to the development.

4. Site Plan Review Team (SPRT) - 2002

In January 2002, the Development Planning Department implemented a new review feature into the site plan process, in response to comments made by the development industry. In an effort to streamline the site plan review process, a Site Plan Review Team (SPRT) consisting of staff from the Department's of Development Planning, Building Standards, Economic Development, Parks Development, Engineering, and Public Works, was created. The SPRT currently meets every two weeks and prepares preliminary comments on the site plan and elevation drawings for new site plan applications, which are then forwarded to the applicant within a few days after the meeting. The intent was to ensure that the preliminary comments were reflected in the full application submission, in order to avoid redesign and several resubmissions of plans, which lengthens the site plan process.

The SPRT process typically takes 4 weeks. The applicant subsequently makes any necessary revisions and submits a complete set of drawings (Site Plan, Landscape Plan, Elevation Plans, Engineering Plans, and supporting consultant reports) for full circulation and review by all appropriate City Departments and external public agencies. The applicant is encouraged to initiate pre-consultation meetings prior to the submission of the site plan application, including any relevant external agencies such as the Region of York, and Toronto and Region Conservation Authority (TRCA).

Recently, applicants have been by-passing the SPRT process (approximately 50% decline) in favour of a full submission and circulation.

5. Elimination of Simple Site Plan Process - 2005

On June 27, 2005, Council enacted Site Plan Control By-law 228-2005 to eliminate the Simple Site Plan process for industrial development located within the interior of an employment area in response to Bill 124 (New Building Code Act), whereby the circulation of site plan applications by the Building Standards Department to the Development Planning Department for review and comments was eliminated. An applicant for development would instead file a Building Permit application to the Building Standards Department, and provided the proposal met all zoning requirements and any other requirements such as architectural and urban design guidelines, if applicable, a building permit was issued.

The elimination of the Simple Site Plan process has reduced the Permit processing time and freed up valuable staff resources in both the Building Standards and Development Planning Department's.

ATTACHMENT #2



TERMS OF REFERENCE
AND WORK PLAN

SITE PLAN CONTROL PROCESS REVIEW

JUNE 2007

DEVELOPMENT PLANNING DEPARTMENT

TERMS OF REFERENCE

CITY SITE PLAN REVIEW PROCESS

INTRODUCTION AND BACKGROUND

During the past two years the City of Vaughan has experienced extraordinary growth, and this has resulted in City staff processing more site plan development applications on a yearly basis, than all the other 8 Region of York municipalities combined. The Development Planning Department has been directed to review and evaluate the current Site Plan Review Process, and recommend changes and/or modifications to better streamline and be more efficient on the site plan review processes. This evaluation is needed to address some of the issues raised by the development industry with regard to improving and streamlining the current City's site plan review procedures.

SCOPE OF WORK

The following sections are intended to give an overview of the review and evaluation process and are not intended to be an exhaustive listing of the work activities required in each phase of the review. The Development Planning Department will be responsible to establish a working group to include representatives from various City departments and external agencies that are involved in the review of site plan applications. This working group will review and evaluate the City's current process against the processes used by the other GTA neighbouring municipalities specifically, Mississauga, Brampton and Markham. Staff will commence this review and evaluation process in early June thru the summer and report back to Council in the Fall on findings and recommendations.

REVIEW AND EVALUATION PROCESS

The work related to the evaluation and review of the current City of Vaughan site plan review process shall include but not be limited to:

- **Project Organization:** A working group to be established by Development Planning Department and include representatives from Planning, Engineering, Building Standards, Region of York and TRCA.
- **Review Background Material:** Development Planning staff to compile all material related to the existing site plan review process such as existing process flow chart, circulation list, consultation time, response time, preparation of report for Committee/Council consideration, and subsequent preparation and execution of agreement. (Based on an average of 20 separate site plan applications)
- **Review and Evaluate Other Municipalities Processes:** Staff to review the site plan processes used by Mississauga, Brampton, Richmond Hill, Toronto and Markham, then develop a comparison chart that clearly identify the similarities and differences between each municipality and Vaughan's.
- **Agency Consultation:** Staff to meet with appropriate authorities, including but not limited to the Regional Municipality of York, Toronto and Region Conservation

Authority and other regulatory agencies as required, to obtain their input and requirements for the site plan review process.

- Stakeholder Consultation: Staff to consult with representatives from the development industry to review and evaluate existing City site plan review processes and consider options on how to better streamline the process.
- Final Report For Council Consideration: Development Planning Department to prepare a final report that will present the findings of the working group, and recommend changes or modifications to the City's existing site plan review process to better streamline and address the needs of the development industry.

WORK SCHEDULE

The Development Planning Department has prepared a detailed Work Plan (Attachment 1) that details the required works and time allocation required to complete a review and evaluation of the City's Site Plan Review Process, and provide Council with recommendations for consideration.

Attachment 1: Work Plan

DETAILED WORK PLAN

Project Organization

- establish a working group comprised of the main development related Departments (i.e. Development Planning, Engineering, Building Standards)
- identify project requirements
- review, adjust & confirm work plan details
- assign project tasks to appropriate staff

Review Background Material

- review of City's Site Plan Control Official Plan Amendment (OPA #200, as amended) and Zoning By-law #228-2005
- detailed review of internal procedures of City Departments involved in the Site Development process
- review of the Site Plan Review Team (SPRT) process
- detailed review of Development Planning Department's processes including application requirements, circulation, reporting, commenting procedures, staff reports, implementation (i.e. site plan agreements) etc. and opportunities for streamlining
- discussion with internal Development Planning, Engineering and Building Department Staff identifying issues with the process, if any
- review Planning Act enabling legislation, authority, time frames etc. & Bill 51 changes
- review Bill 124 (Building Code Act) and the impact on the Site Plan process (i.e. no building permit application accepted unless the site plan agreement has been executed & registered)
- review of more recent Official plan Amendments (i.e. Carville & Vellore) and the impact of detailed design policies being included in the Official Plan on the Site Plan process

Review Other Municipal Site Plan Processes

- detailed review and assessment of other selected municipal site plan process in the GTA area (i.e. Markham, Richmond Hill, Brampton, Mississauga & Toronto)
- may require visits to each chosen municipality

Agency Consultation

- meet with the Region of York and the Toronto and Region Conservation Authority, the two main external agencies that impact on site development applications in Vaughan
- develop an understanding for their application review processes
- ascertain potential areas or requirements for efficiencies

Stakeholder Consultation

- meeting with selected stakeholders (i.e. Councillor(s), development industry) to identify any perceived issues and concerns with Vaughan's site plan process
- receive suggestion for creating a process that meets the needs of the City and developers

Preparation and Analysis of Options for Consideration

- review new options available under the Planning Act (i.e. Development Permits)
- review other options available for processing (i.e. Council delegation to Development Planning Department of additional classes of development, reporting to Council earlier in the process, etc.)
- undertake an analysis of all the information and formulate options for possible amendments to the process
- discussion of options internally
- develop each option identified
- options available to facilitate building permits (i.e. foundation permits)

Stakeholder Consultation

- subsequent meeting with stakeholders to review options for consideration
- seek additional input as required

Preparation of Draft Staff Report

- prepare draft report based on analysis, findings and discussions, etc.

Review of Draft Staff Report by Working Group

- review of draft report by the working group
- revise draft report as required

Final Report For Council's Consideration

- prepare and finalize a report for Council's consideration incorporating comments received from the working group

Implementation of Recommended Changes, If approved

- amend applications, processes, site plan control by-law, etc. as may be required to implement Council's decision

ATTACHMENT #3

Random Sample Survey of Applications - Assumptions

1.0 Study Assumptions

On average, it is assumed that a 21 consecutive calendar day (3 week) circulation turnaround time for comments is given to the City Departments by the Development Planning Department for the first circulation. Subsequent circulation deadlines are at the discretion of the Planner and the nature of the application, and can range from 7 to 14 days (1 to 2 weeks).

The following is a list of assumptions for the attached charts (Attachments #4 to #9 inclusive) that provide a better understanding of the data collected:

1.1 Internal Group 1 - Average Processing Time Per Process (Attachment #4):

The higher processing times for the Development Planning Department can be attributed to the Planner being the keeper of the file and being consistently and continually involved in the processing of the application.

1.2 Internal Group 2 - Average Processing Time Per Process (Attachment #5):

The Development Planning Department requests clearances for the draft site plan agreement within 5 days of circulation. This criteria also applies to Internal Group 1.

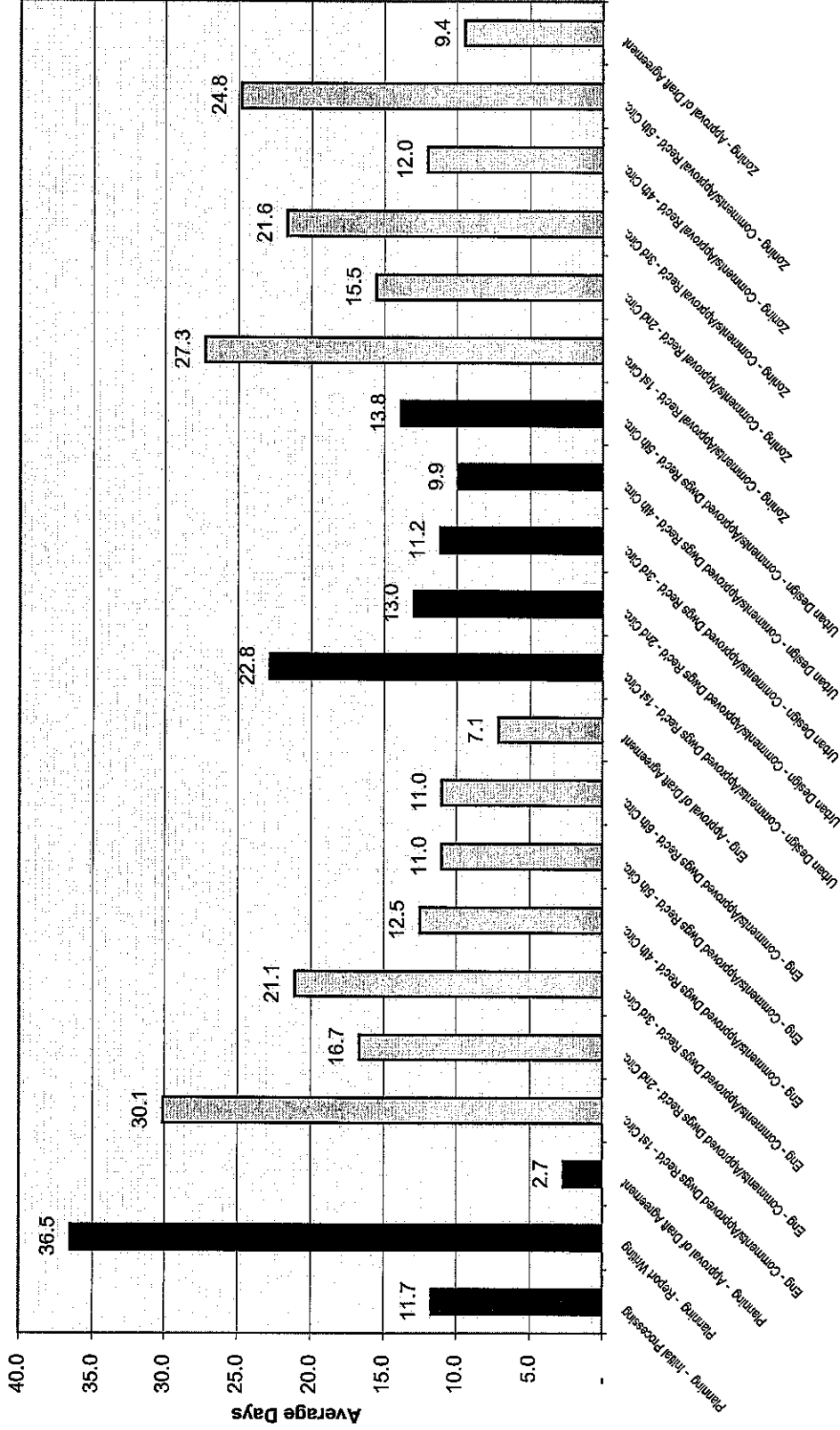
1.3 External Group - Average Processing Time Per Process (Attachment #6):

- a) The withholding of comments, conditions or approvals by the Region of York, until the applicant has paid outstanding Regional fees may contribute to the high processing times for York Region "Comments/Approval".
- b) The sample size that involved Ministry of Transportation (MTO) approval includes 5 of the 25 site development applications. It is assumed that this sample size provides an overall understanding of the MTO review process.

1.4 Owner/Applicant - Average Response Time Per Process (Attachment #7):

In some cases, the lengthy delays in completing the 4th submission by the Owner/Applicant may be the result of waiting for a Committee of Adjustment meeting to consider a minor variance application, and/or waiting for the Committee decision to be final and binding, as may be the case with "Zoning – 4th Resubmission".

ATTACHMENT #4
Internal Group 1
Average Processing Time Per Process
 [Planning, Engineering, Planning - Urban Design, Zoning]



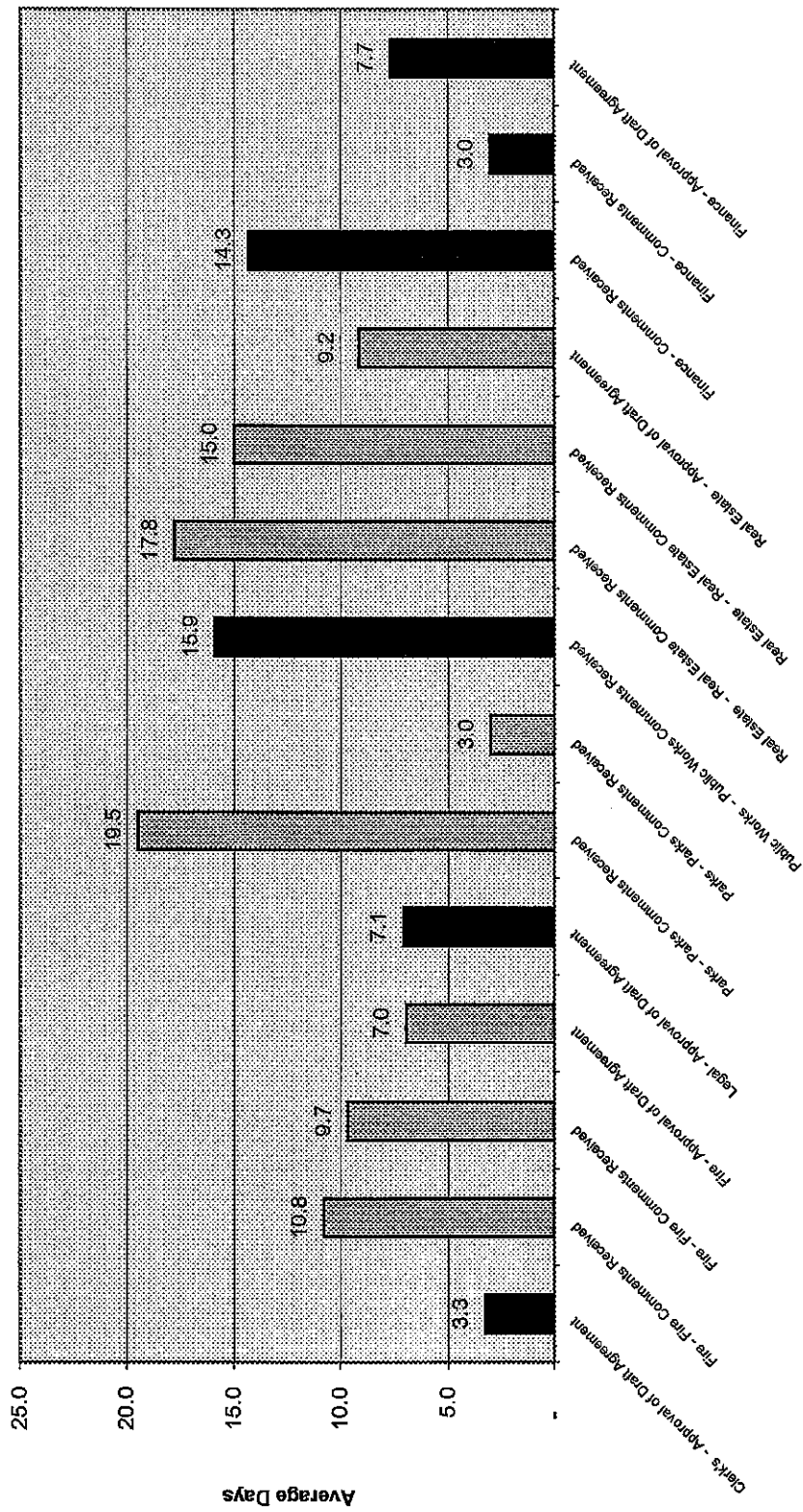
DEVELOPMENT PLANNING DEPARTMENT

SITE PLAN CONTROL PROCESS REVIEW
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The City of Vaughan Toronto

ATTACHMENT #5
Internal Group 2
Average Processing Time Per Process
 [Clerk's, Fire, Legal, Parks, Public Works, Real Estate, Finance]

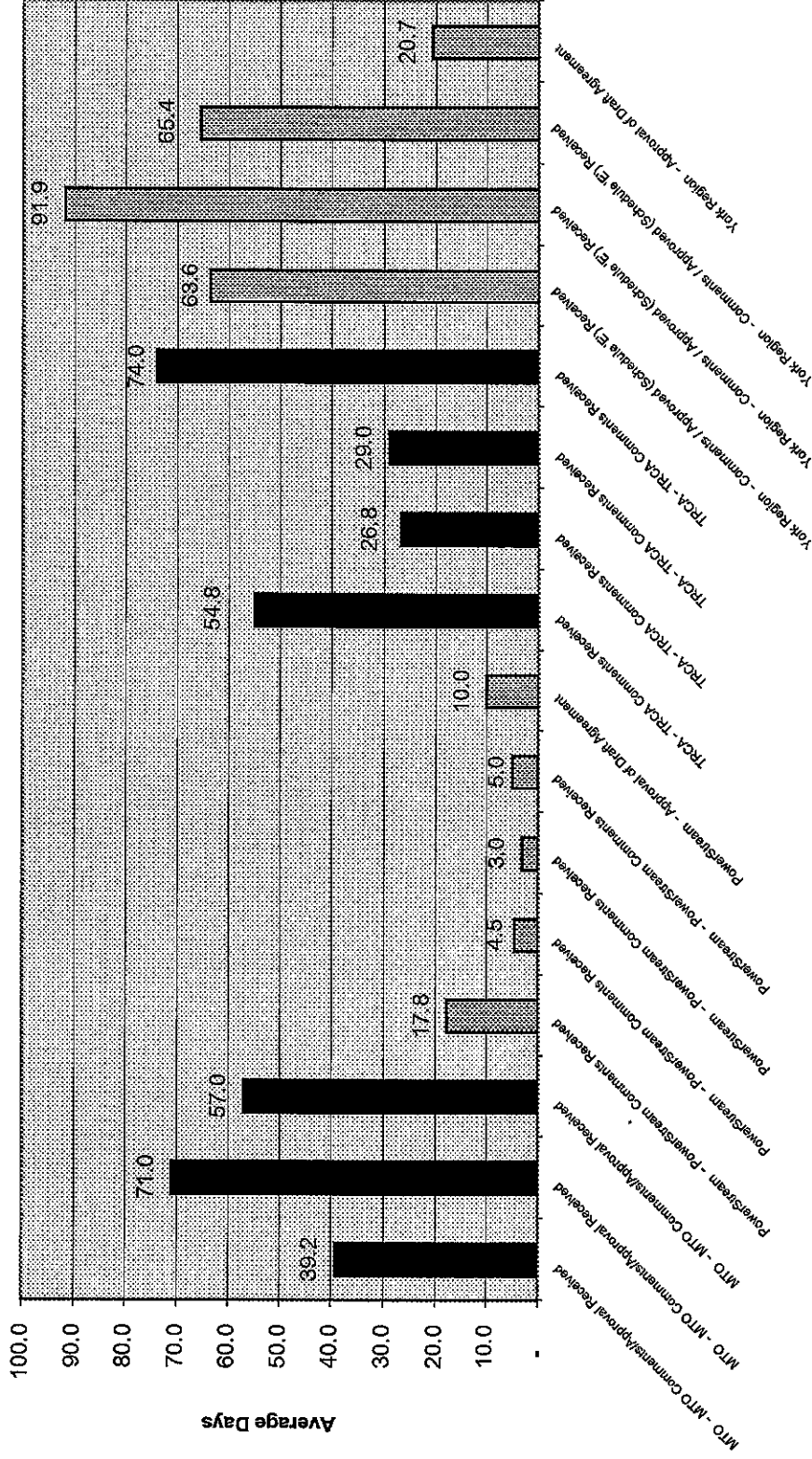


SITE PLAN CONTROL PROCESS REVIEW
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DEVELOPMENT PLANNING DEPARTMENT



ATTACHMENT #6
External Group
Average Processing Time Per Process
 [MTO, PowerStream, TRCA, York Region]

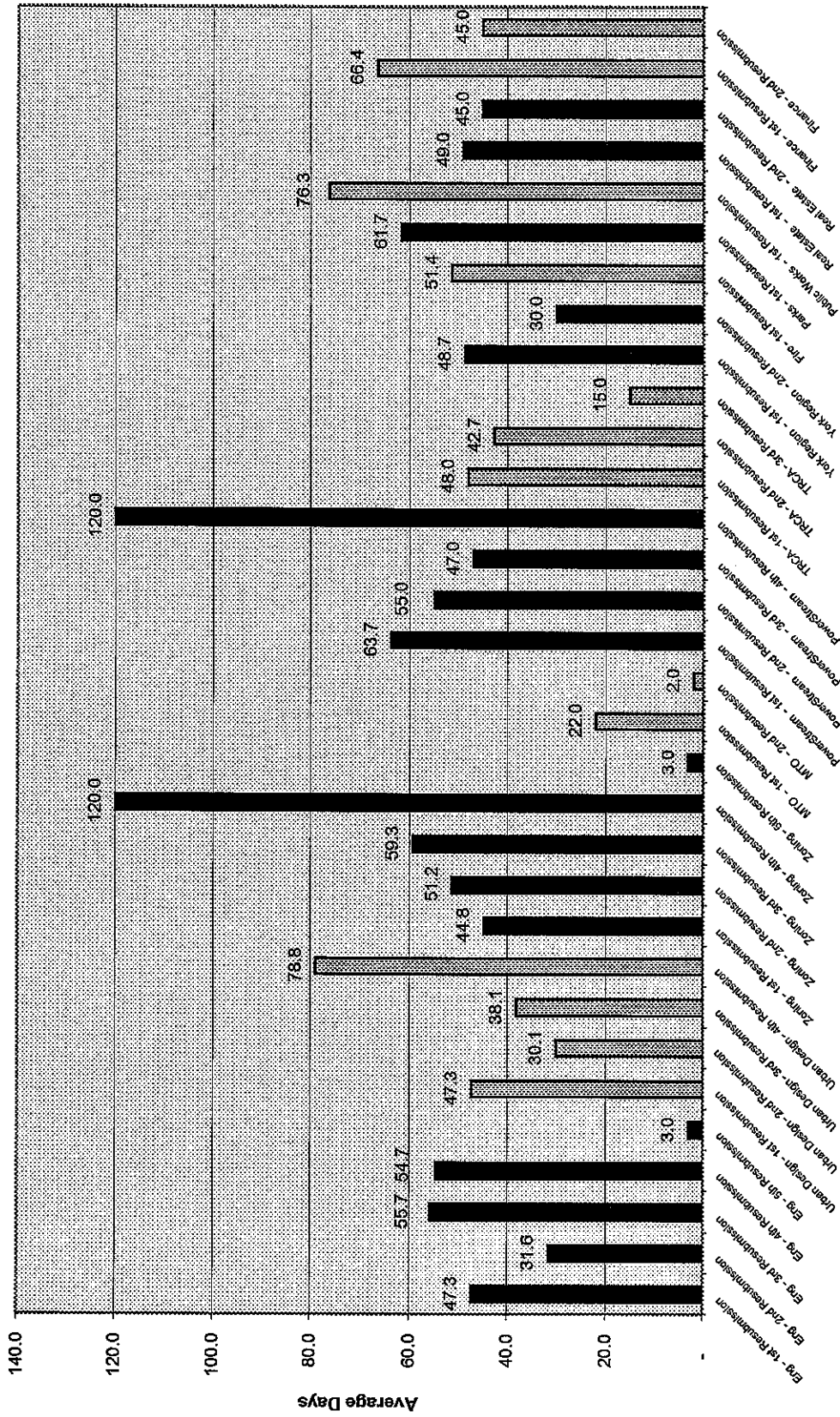


SITE PLAN CONTROL PROCESS REVIEW
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**ATTACHMENT #7
AVERAGE RESPONSE TIME
by Owner/Applicant Per Process**



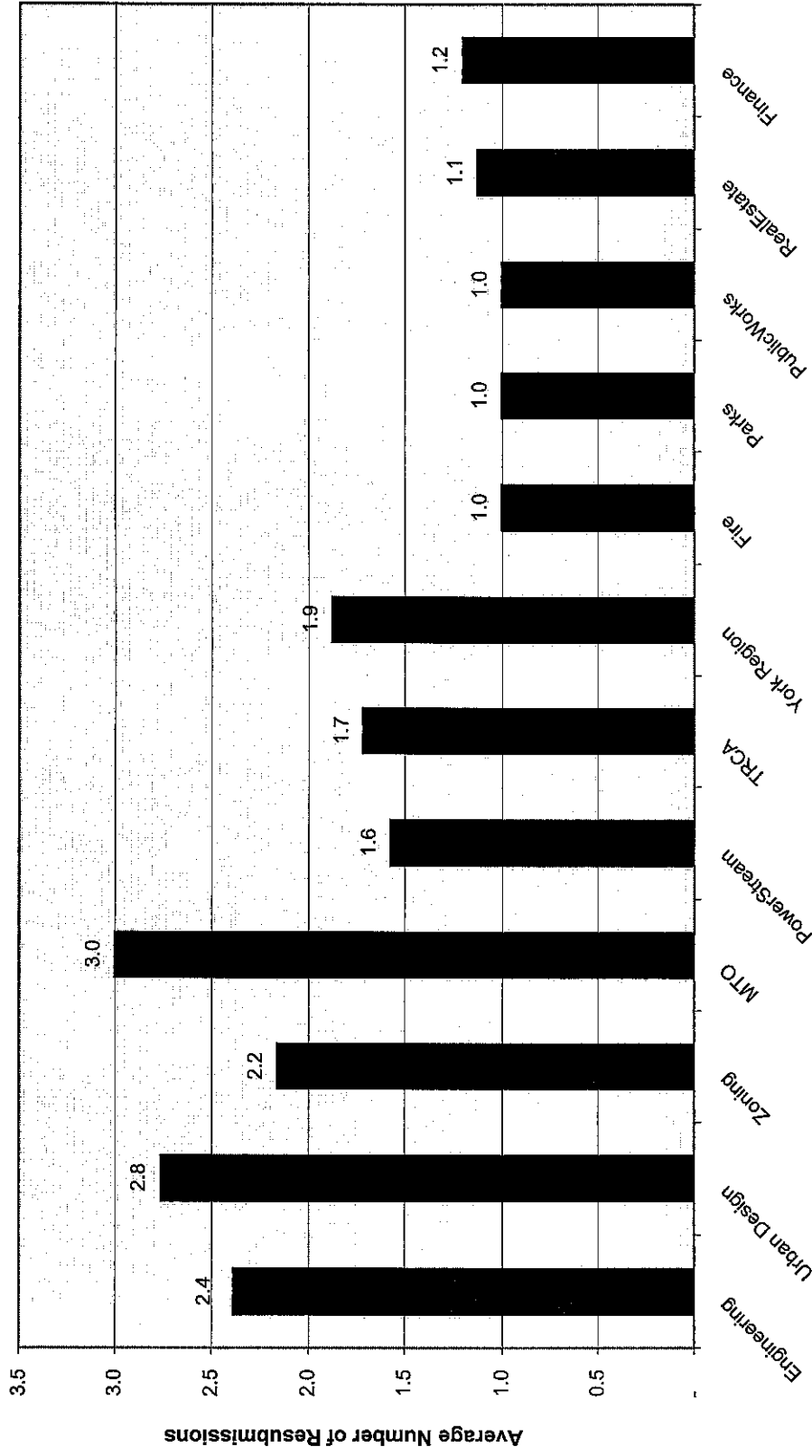
DEVELOPMENT PLANNING DEPARTMENT

SITE PLAN CONTROL PROCESS REVIEW

FILE 12.28



ATTACHMENT #8
Average Number of Resubmissions
Per Department / Commenting Agency

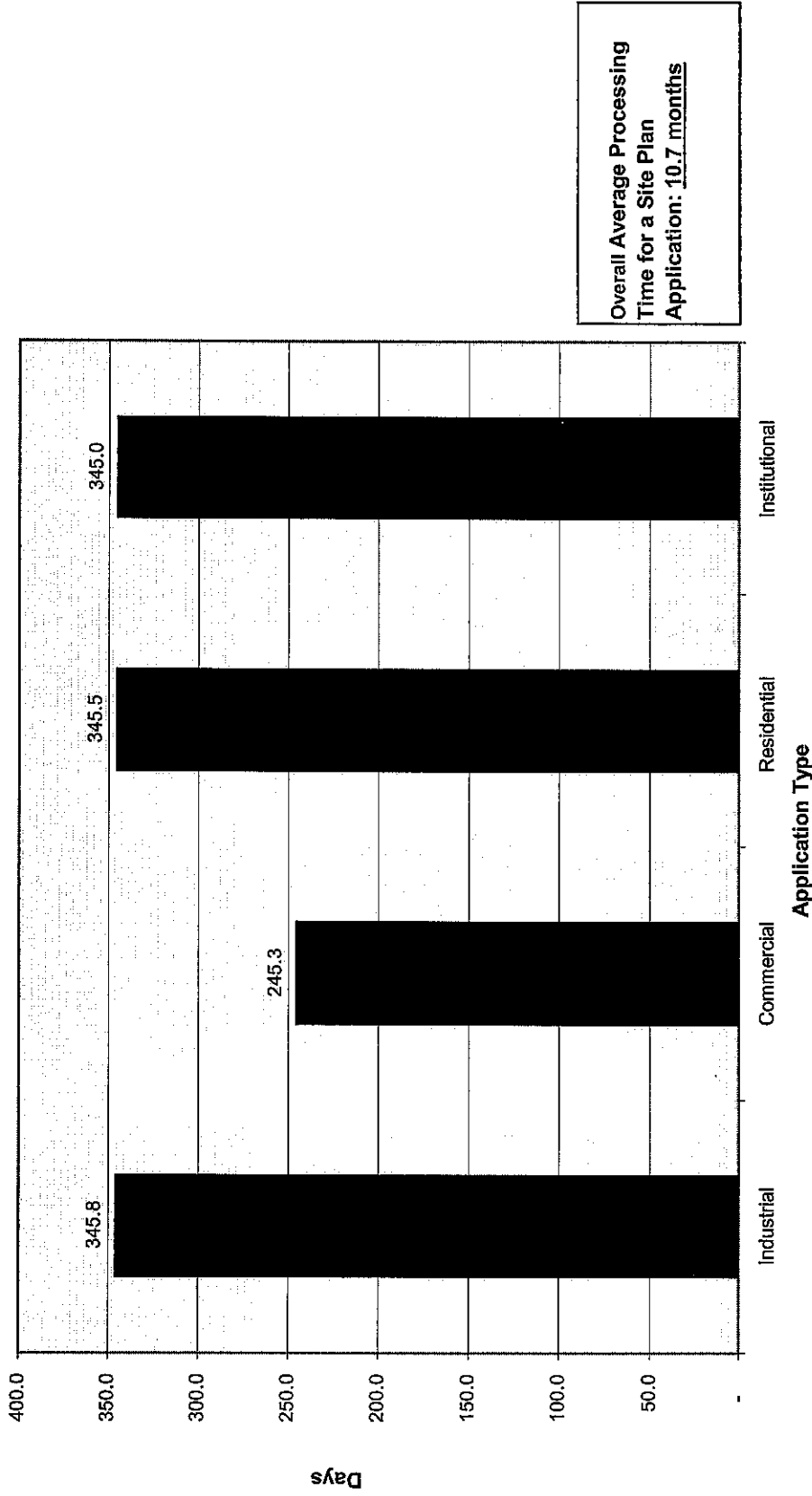


SITE PLAN CONTROL PROCESS REVIEW
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DEVELOPMENT PLANNING DEPARTMENT



ATTACHMENT #9
Average Processing Time Per Use



SITE PLAN CONTROL PROCESS REVIEW
FILE 12.28

DEVELOPMENT PLANNING DEPARTMENT



ATTACHMENT #10

SITE PLAN APPROVAL PROCESS – COMPARISON CHART FOR THE CITIES OF VAUGHAN, BRAMPTON AND MISSISSAUGA

Process	City of Vaughan	City of Brampton	City of Mississauga
Pre-consultation Meeting with Staff	Recommended	Recommended	Recommended (Process will be amended to require pre-consultation through DARC (Development Application Review Committee) meetings)
Site Plan Approval Delegated to Staff	No	Yes (by By-law to the Director of Planning)	Yes (by By-law to Commissioner of Planning and his / her designate)
Staff Report Prepared for Council's Consideration	Yes	No	No
Initial Submission Requirements (i.e. Full submission?)	Full submission required including site plan, elevations, grading, landscaping etc., Applicant may choose to go through Site Plan Review Team (SPRT) where only site plan and elevation drawings are required.	Will accept a site plan only, with remaining drawings to follow.	Will not accept incomplete application. All drawings submitted (site plan, floor plans, elevations, engineering) except landscape plans which are submitted typically with the second submission when site plan issues are resolved. (See DARC below)
Typically, how many resubmissions?	2-4 typical	3 typical	3-4 typical
Application Circulated To:			
- Internal Departments	Yes	Yes	Yes
- MTO	Yes, as required	Yes, as required	Yes, as required
- TRCA/Credit Valley CA	Yes, as required	Yes, as required	Yes, as required
- Region	Yes, as required	Yes, as required	Yes, as required

Process	City of Vaughan	City of Brampton	City of Mississauga
Others?	Councillors Ratepayer Associations CN / CP Trans Canada Pipelines Provincial Agencies as required	CN / CP, Provincial Agencies as Required, Hydro One, Peel Police, MOEE, ORDC	Councillors Ratepayer Associations CN / CP, GTAA, Mississauga CPTED, Heritage
How much time do you give agencies / Depts. to respond?	2 – 3 weeks	2-3 weeks	7 business days
Preparation of Site Plan Agreement	Planning Dept.	Legal Dept.	No Site Plan Agreement – Planning Dept. prepares a “Letter of Undertaking” which is a standard template letter. Letter not released until all Departments have cleared.
Site Plan Agreement / Registered	Yes / Yes	Yes / Yes	No / No
Letter of Undertaking / Registered	No / No	No / No	Yes/ No
How does City deal with special requirements / conditions for the development? i.e. included in site plan agreement, attachment to letter of undertaking, deal with originating Dept., etc?	Schedules to the site plan agreement & specific clauses are included and/or appended to the agreement.	Special conditions section in the site plan agreement and/or schedules attached. List of approved drawings attached as a Schedule.	No conditions. All Department and agency requirements are incorporated onto the approved drawings.
Letter of Credit Amount Cost Estimates Required?	Formula based on greater of engineering or 50% of landscaping costs Cost Estimate is required.	- 100% landscaping Cost estimate is required. Engineering consists of: - \$25.00 per linear	100% landscaping \$10,000 for tree preservation LC for residential infill. Cost estimate is required.

Process	City of Vaughan	City of Brampton	City of Mississauga
		metre of frontage, plus - \$15,000 lot grading deposit (2 ha or less) Or - \$20,000 lot grading deposit (greater than 2 ha) Plus (if applicable) - \$300 per m ² of retaining wall or toe wall face	Engineering Component – Use a Municipal Services Protection Deposit in the amount of 100% of value of municipal works on site. Applicant submits a cheque.
Certificate of Liability Insurance & Amount	Yes - \$2,000,000	Yes - \$3,000,000	No - See Municipal Services Protection Deposit above.
Regional Municipality Party to Agreement for Development on Regional Roads – If no, how are Regional Issues handled?	Yes	Yes Brampton Legal Dept. incorporates conditions as provided from external agencies into the Site Plan Agreement.	No All Regional Conditions are satisfied prior to the letter of undertaking being released.
Site Plan Review Team or Similar? If yes, how does it Work? Who sits on the Site plan Review Team? (Managers / Staff?) How Often do they Meet?	Site Plan Review Team (SPRT) held bi-weekly Owner submits site plan and elevation drawings. Staff from key development Departments review plans and provide comments. Planners prepare a letter to the applicant, which outlines comments to be incorporated into full submission. Every 2 weeks	Site Plan Team Meetings Upon submission of application, weekly meetings are held with the Site Plan Team. Staff attends meeting and provide their comments, which are forwarded in a report to the applicant within 3 weeks. The report is reviewed by the Manager prior to its release.	Yes - preconsultation is recommended and will soon be required. Currently use DARC (Development Application Review Committee) which is composed of Managers and Staff for the review of Site Plan, Zoning and Subdivision Applications. Applicant/ Owner attends meeting and is expected to make a presentation and respond to

Process	City of Vaughan	City of Brampton	City of Mississauga
		If applicant doesn't agree with comments additional meeting held with appropriate staff. Weekly meetings	questions from the Committee. Prescheduled meetings every 2 weeks.
Foundation Permit Released in Advance of Final Approval	No	Yes, foundation or shell	No
Typical Time frame for processing an Application (by type – H.D. Res, Townhouse Neighbourhood Commercial, Industrial)	High Density Residential – 10.7 months Neighbourhood Commercial – 8 months Industrial – 10.7 months **All figures are estimates	High Density Residential 6 – 12 months Neighbourhood Commercial – 3 to 5 months Industrial – 3 to 4 months **All figures are estimates	High Density Residential – 12 months (City Centre up to 18 months) Neighbourhood Commercial – 4 to 5 months Industrial - 2 to 4 months **All figures are estimates
TRCA / Credit Valley Conservation Authority Party to Agreement	No; include Special Conditions if required	No; include Special Condition as required	No; approval required prior to the release of the letter of undertaking
Duration of Site Plan Approval	Indefinite	18 months - void after 18 months, extension required	1 year – void after 1 year, extension required
Committee of Adjustment (C of A)	Council approval of Site Plan prior to C of A hearing	C of A approvals final and binding prior to site plan approval	C of A approvals final and binding prior to site plan approval
Clearance Process (from Depts. / Agencies etc) Prior to Final Approval	Stamped Site Plan, Engineering, Landscaping, and Elevations through Planning and Engineering Departments	Stamped drawings from internal Depts. & external Depts. dealt with through conditions / separate processes.	All drawing stamped by the Planning Dept (original stamps) once Departments have cleared all their conditions in the electronic "mailbox".
Waste Collection	Schedule "F" attached	Regional protocol for	Regional protocol for

Process	City of Vaughan	City of Brampton	City of Mississauga
	to Agreement as Approved by Public Works Dept. indicating waste collection details	waste disposal – approval is from the Region.	waste disposal – approval is from the Region.

Note: The City of Mississauga site plan process is currently being reviewed, and the information provided above may be amended.

Source : City of Mississauga Planning Department, and website
City of Brampton Planning Department, and website

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ATTACHMENT # 11

Site Plan Undertaking
(Corporate Version)



City of Vaughan
Planning and Building Department
(Main Level)
2141 Major Mackenzie Drive
Maple, ON
L6A 1T1
Tel: (905) 832-8585
Fax: (905) 832-6080
Form:

Note: For information regarding fees and charges related to development applications, please refer to the Typical Development Approval Cost Guideline booklet available from the Planning Department and Building Department

TO: THE CORPORATION OF THE CITY OF VAUGHAN; BY ITS DELEGATED AUTHORITY, THE COMMISSIONER OF PLANNING AND BUILDING OR HIS/HER DESIGNATE (the "Commissioner") REGARDING:

REGARDING:
Site Plan File: SP _____

General
Location: _____

Municipal Address of the Lands
Proposed for Development: _____

Brief Legal Description of the
Lands Proposed for Development _____

I/WE

The owner/purchaser/lessee (delete inapplicable words) of the above-noted lands (the "Site") hereby acknowledge(s) that site plan approval has been applied for from the Commissioner under the above-noted site plan file reference. As a condition to such approval being granted,

- (a) I/WE agree to execute and deliver this Site Plan Undertaking to the City's delegated authority for site plan approval, being the Commissioner of Planning and Building or his/her designate as the case may be, and if construction is commenced;
- (b) I/WE undertake to carry out development of the Site in strict accordance with the various plans approved by the Commissioner and in strict accordance with conditions imposed by the Commissioner as noted on the approved plans (which includes landscape plans, site plans, elevation drawings and all other plans and drawings approved under the application) and any modifications thereto which may, from time to time, be approved by the Commissioner (the "Approved Plans"); and
- (c) I/WE agree to complete and maintain the Site in accordance with the Approved Plans.

I/WE further undertake to be governed by the following terms and conditions:

1. It is understood that the site plan approval is valid for one year from the date the approval is granted and that if a building permit has not been issued during this period, the approval shall lapse and no development of the Site shall be undertaken until a further site plan approval has been granted by the Commissioner.
2. Installation and/or construction of the landscaping works, structures and other elements on the approved plans (the "Site Works") shall be completed within eighteen (18) months from the date of issuance of the building permits relating to this site (the "Completion Date").
3. It is understood that an irrevocable Letter of Credit in connection with this application is required to be delivered to the Commissioner as security to enable the Commissioner in his/her absolute discretion to provide, maintain or complete any of the Site Works on the Approved Plans where I/WE have failed to do so. The Commissioner may, in his/her absolute discretion, draw upon and use the funds from the Irrevocable Letter of Credit delivered in connection with this application in the event any of the Site Works on the Approved Plans have not been or are not being provided or maintained to the Commissioner's satisfaction during the installation and/or construction of the Site Works or in the event any of the Site Works have not been provided or completed by the Completion Date. The Commissioner shall not, however, be obligated to provide, rectify, remediate, maintain or complete the Site Works, or any part of them.
The security for this application is in the amount of \$ _____.
4. I/WE hereby irrevocably authorize and consent to the Commissioner, his/her authorized agents, servants or employees, entering upon the Site at any reasonable time to carry out inspections and in his/her absolute discretion to provide, maintain or complete to the Commissioner's satisfaction any site works which I/WE have not completed or which I/WE have failed to provide, maintain or complete in accordance with the Approved Plans.
5. It is understood that development charges will be payable in keeping with the requirements of the applicable Development Charges By-law of the City and in accordance with such other development charges as may be applicable.
6. It is acknowledged that the Commissioner has no obligation to give site plan approval and if no such approval is given there are remedies available to me/us under the Planning Act R.S.O. 1990, c.P.13, as amended.
7. This Undertaking shall be binding upon and shall ensure to the benefit of my/our respective heirs, executors, administrators, successors and assigns.

I/WE understand and acknowledge that this Undertaking shall be considered to be the same force and effect as an Agreement entered into the Commissioner under the authority of clause 41(7) of the Planning Act, R.S.O. 1990, c.P.13, as amended. Further I/WE understand and acknowledge that in the addition to any other remedies that may be pursued by the Commissioner for non-compliance by me/us with this Undertaking, the Commissioner may exercise the powers and authority under s.446 of the Municipal Act, 2001, as amended to enter upon the Site, to provide, maintain and/or complete the Site Works and to recover the City's costs of such action, by among other means, adding the costs to the tax roll and collecting them in the same manner as property taxes.

FOR OFFICE USE ONLY

Date at: _____

Commissioner of Planning and Building or designate as per By-law

Date: Year _____ Month _____ Day _____

Corporate Name _____

Authorized Signature _____

(Please print name) _____

Title _____

I have authority to bind the corporation with respect to this application

Corporate Seal (for corporation)

The personal information on this forms is collected under the authority of the Planning Act, R.S.O 1999, c 13, as amended and will be used in conjunction with the application for Site Plan Approval only. For the purpose of public access to information limited on the City's web site. Questions about the collection of personal information should be directed to the Manager of Development Planning, 2141 major Mackenzie Drive, Maple, Ontario, L6A 1T1, (905) 832-8585.

ATTACHMENT #12

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

11/05/2007 R:\SER\SHARED\SITE PLAN PROCESS REVIEW\Attachment No. 12 - Comparative Chart.doc

	Existing Vaughan Approach	Suggested Approach	Pros	Cons
1.	<p>Preconsultation recommended prior to Site Plan Application submission.</p>	<p>Mandatory preconsultation with City and outside agencies (i.e. Region of York, TRCA) PRIOR TO the Site Development Application being filed.</p>	<p>City requirements for a complete application communicated to applicant prior to application submission.</p> <p>City expectations and policies communicated to the applicant prior to application submission through a checklist.</p> <p>Identification of preliminary development issues.</p> <p>Expedite the review process once an application is filed, as site plan has been refined to incorporate items discussed in the preconsultation meeting.</p> <p>Potentially eliminates the need for multiple resubmissions to address City and external public agency issues.</p>	<p>Staff time required to attend potentially numerous preconsultation meetings (however, time would be saved in processing several resubmissions).</p>
2.	<p>Site Plan Review Team provides initial review for Site Plan Applications after the Site Plan Application is filed.</p>	<p>Eliminate Site Plan Review Team (SPRT).</p>	<p>Eliminates staff time required to participate in SPRT meeting (from all participating departments), circulate applications, and prepare staff post-SPRT meeting letters and minutes.</p> <p>Many applicants are by-passing the SPRT process today because perceived benefits are considered minimal, and are using preconsultation instead.</p> <p>Actual application processing time will be reduced because the recommended preconsultation will occur prior to the Site Plan Application being submitted.</p>	<p>SPRT process allows for preliminary feedback by City Departments and identifies issues (however, this can be achieved through preconsultation, which would have the effect of reducing the number of resubmissions).</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

Existing Vaughan Approach	Suggested Approach	Pros	Cons
<p>3. Site Plan Agreement is registered on title with a reduced copy of all approved drawings, and conditions (i.e. Region) are attached.</p>	<p>"Letter of Undertaking" with opportunity to append additional clauses and conditions as required.</p>	<p>May save 2-4 weeks (drafting, circulating, finalizing and registering the Site Plan Agreement).</p> <p>The Letter of Undertaking is between the Owner and Planning Department (as in the case of Mississauga), and may result in fewer signatures and parties handling the document, whereas the current Site Plan Agreement requires signatures of the Owner, Mayor, Clerk, and when required, the Regional Commissioner of Transportation & Works (the latter could take a week).</p> <p>Could eliminate the Region of York from being a party to the Letter of Undertaking, or could append the Region's site plan conditions to the Letter of Undertaking.</p> <p>Could append the significant clauses currently within the Site Plan Agreement to the Letter of Undertaking.</p> <p>Could increase the amount of Letters of Credit to provide additional security for the City with respect to ensuring that all works can be completed.</p> <p>Letter of Undertaking is signed by the Commissioner of Planning and/or his designate and the applicant only, thereby saving the time required for the City Clerk, Mayor and other parties (i.e. Region) to sign a Site Plan Agreement.</p>	<p>A registered Site Plan Agreement is binding on future successors and assigns, whereas a Letter of Undertaking is binding only with the Owner who signed the Undertaking.</p> <p>Would still need to obtain final approvals for all site plan drawings, prior to signing-off on the Letter of Undertaking.</p> <p>Potential purchasers of lands would be unaware of the agreement and their obligations vis-a-vis the agreement since a Letter of Undertaking is not registered on title.</p> <p>Letters of Credit required to secure the works subject to the Letter of Undertaking will likely be for larger amounts, which may be an issue for the development community.</p> <p>Letter of Undertaking would not be circulated to all Departments prior to its final release and therefore a final "check and clearance" from City Departments would not occur.</p>
<p>4. Council approves site plan applications for all classes of development except single detached, semi-detached and street townhouse dwellings,</p>	<p>Delegate Site Plan Approval for all classes of development from Council to the Development Planning Department, with the option</p>	<p>Timely Site Plan Application approvals. Delegation of site plan approval to the Development Planning Department for all or some classes of development would eliminate the "built in" time delays inherent in Council and Non-</p>	<p>Removes Council and the public from the public process through Council meetings.</p> <p>If an application is appealed to the Ontario Municipal Board, no staff report will be available,</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

Existing Vaughan Approach	Suggested Approach	Pros	Cons
<p>and development on internal roads in employment areas.</p>	<p>for a Councillor to recommend that a specific application be considered by Council, with a report.</p> <p>OR</p> <p>Delegate Site Plan Approval for some classes of development (i.e. all industrial, office, and commercial, except in the Vaughan Corporate Centre and in historical districts) from Council to the Planning Department; and, the balance of development (residential, institutional, mixed use and development in the Vaughan Corporate Centre and in historical districts) subject to Site Plan Approval to be approved by Council, but propose shorter 1-1/2 page reports.</p>	<p>Statutory Advisory Committee (eg. Maple Streetscape Community Advisory committees) schedules (i.e. summer and election hiatus).</p> <p>Delegation will not require preparation of a Staff report, and Staff could utilize this time to resolve application issues, thereby expediting the approval process. Could save up to 1.5 months.</p> <p>Staff would be accountable for application approvals to be based on Council approved Architectural and Urban Design Guidelines approved at the subdivision stage.</p> <p>A Councillor could recommend that a specific application proceed to the Committee of the Whole, if there are significant issues.</p> <p>Shorter reports are currently used for many site plan applications in the employment areas and works well.</p>	<p>however a staff report with a recommendation could be prepared for Council's consideration.</p> <p>Council will not formally have the opportunity to review the final site plan proposal and identify any issues (other than through the initial application circulation for comments), which would normally be addressed and finalized through Staff in the approval of the final plan.</p>
<p>5. Certificate of Liability Insurance required, with Vaughan named as co-insured (\$2 million).</p>	<p>Maintain requirement for certificate of liability insurance, with Vaughan named as co-insured (\$2 million).</p>	<p>Affords the City the required level of protection.</p>	<p>None</p>
<p>6. Site Plan Approval does not expire.</p>	<p>Expiration of site plan approval after 18 or 24 months.</p>	<p>Would eliminate the potential for the development of site plans that were approved in the past, but never constructed, which may be inconsistent with</p>	<p>Applicant may be required to pay additional application fees.</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

Existing Vaughan Approach	Suggested Approach	Pros	Cons
		<p>existing development or current policies.</p> <p>Would allow for a further opportunity to review a development after expiration of Site Plan Approval and determine its' appropriateness in the context of the surrounding uses and policies.</p> <p>Allow for the closure of files (release of LC's, certificates of liability insurance, etc) after 18 or 24 months if a development has not been constructed. This will ensure that any securities are up to date and sufficient to address current costs.</p> <p>Potential to collect new or additional fees for the review and "extension" of a previously approved site plan.</p>	<p>Some additional administration must be implemented to electronically flag expiration dates and to provide formal written correspondence to the applicant and any necessary follow-up.</p>
<p>7. City waits for and appends Region of York approvals (Schedule "E") to the Site Plan Agreement.</p>	<p>Initiate meetings with the Region with the view of having the Region provide the City only with essential comments, conditions and approvals.</p>	<p>Will eliminate the need to wait for Regional approvals prior to the release of the Letter of Undertaking, which may result in substantial time savings.</p> <p>Applicant will be made aware of all Regional requirements, but deal directly with the Region to satisfy their issues/conditions.</p> <p>Eliminate the Region from being a party to the Letter of Undertaking.</p>	<p>Applicant may be required to deal with the Region more directly, thereby reducing the "one-stop" level of service currently provided.</p>
<p>8. Site Development Application and supporting information accepted in stages.</p>	<p>Require a "complete application". Do not accept a site plan application until the application is "complete". Clearly define all complete application requirements for</p>	<p>Application is processed with all required information enabling a full review and appropriate comments.</p> <p>Will reduce the application processing time since all information is provided "up front".</p>	<p>From the applicant's perspective, a "complete application" may delay the submission of a Site Plan Application. However, a complete application will facilitate a comprehensive review for the City.</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

	Existing/Vaughan Approach	Suggested Approach	Pros	Cons
9.	<p>Non-Statutory Advisory Committees (eg. Maple Streetscape Advisory Committee) provide comments to be included in Staff reports for Council's consideration.</p>	<p>Clearly define the mandate of these Committees and where appropriate policies are in place, consider eliminating special purpose Committees with respect to their review of Site Development Applications. (eg. Maple Streetscape Advisory Committee – the lands subject to the Committee's mandate are now within a heritage district, which requires the review of Site Plan Applications by a registered heritage architect and City Staff can implement the Maple Streetscape requirements).</p>	<p>Eliminates the review of Site Development Applications by appointed individuals, where sufficient expertise and policies are available, and thereby expediting applications.</p> <p>Eliminates the time delays inherent in the Committee's schedules (eg. Maple Streetscape Community Advisory Committee meets once a month and recesses for summer) thereby expediting the review process.</p> <p>Eliminates unnecessary duplication of Application review, thereby delivering time savings.</p> <p>Eliminates the potential for comments that conflict with City Staff and expert review.</p> <p>Elimination of review by a Non-Statutory Advisory Committee would ensure a uniform approval process across the City.</p>	<p>Politically sensitive to eliminate or reduce the role of Non-Statutory Advisory Committees.</p> <p>May create the perception that public input in the development process is being removed.</p>
10.	<p>All comments and drawings must be final and incorporate all City comments.</p>	<p>Allow for red-lined approved plans where considered appropriate.</p> <p>Also, the Planning Department can approve a site plan without circulation to City Departments, where the revision is minor.</p>	<p>May reduce the number of re-submissions required from the applicant and expedite the approval process.</p> <p>A copy of the final red-lined approved plan(s) is forwarded to City Departments for their records.</p>	<p>Mechanism must be implemented to advise any required department(s) of the red-lined changes and that they concur.</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

11.	Paper circulation and receipt of comments.	Investigate enhancements to the existing Development Tracking Applications (DTA) system to permit electronic circulation and receipt of comments/approvals from all City Departments and external agencies, and to identify any budget and resource implications.	Time and financial (i.e. mailings) savings realized through electronic communications, however there may be costs required to enhance the DTA system and for associated training.	Implementation requires participation from all City Departments and external agencies to be successful.
12.	Combined Letter of Credit for Landscape and Engineering Works calculated based on the greater of \$40,000 per hectare (minimum \$50,000 to maximum \$120,000), or 50% of approved landscape cost estimate.	<p>Maintain combined Letter of Credit for Landscape and Engineering Works. The Engineering component will be calculated the same, with the landscape component to increase and be based on 100% of the approved landscape cost estimate, and added to the Engineering component.</p> <p>The new LC calculation is:</p> <p>Engineering component (\$40,000/ha (minimum of \$50,000; maximum of \$120,000), plus Landscape component (100% of landscape cost estimate), with no maximum ceiling on the LC amount. The minimum LC amount will continue to be \$50,000.</p>	<p>The City will be better secured to address deficiencies in engineering and landscape work in case an applicant defaults.</p> <p>The provision of an LC based on 100% of the estimated landscape works will better protect the City against deficient landscape work and ensure that all deficient works will be completed to the satisfaction of the City within a specified time frame.</p>	The applicant will be required to provide higher security amounts, which may not be supported.
13.	Upon a written request from the applicant (no time restriction), the Finance Department circulates a	The Letter of Credit release process will begin with a request for Letter of Credit release to the Finance	The provision of a time limit for the completion of landscape works will provide a more appropriate monitoring system to ensure that the works will be completed within a specified timeframe and LC	The two stage Landscape release process for LC may require additional Staff resources in the Development Planning (Urban Design) and Finance Departments to implement and administer;

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

<p>request form for Letter of Credit release to Engineering, Building and Development Planning (Urban Design). Once all engineering and landscape works are completed to the satisfaction of all departments, 100% of the total Letter of Credit is released to the Owner by the Finance Department.</p>	<p>Department no later than 18 months after the issuance of a Building Permit, for the release of the Engineering and Landscape components. 100% of the Engineering component of the Letter of Credit will be released upon a successful inspection for completion of all servicing works by the Engineering Department.</p>	<p>release. The two-stage Landscape Letter of Credit release will ensure that all deficient landscape works will be replaced during the 12 month warranty period.</p>	<p>and, will require Planning and IT Departments to create a computer program to keep track of inspections/dates for the two-stage landscape LC release.</p>
<p>Two stage Landscape release of LC with 80% of the Landscaping Component to be released upon completion of all hard and soft landscape works to the satisfaction of the Development Planning Dept. The remaining second stage 20% Landscape Component will be released upon completion of a 12 month landscape warranty period following the date of the first stage (80%) landscaping LC release.</p>	<p>Building Department would no longer do inspections under the Site Plan LC release, but rather under the Building Permit process.</p>		
<p>14. The City does not charge a fee for conducting the first two inspections for Letter of Credit release; however, a non-refundable fee of \$200 must</p>	<p>Investigate the possibility of amending the Consolidated Fees and Charges By-law to apply Initial Inspection Fee amount of \$350 for the</p>	<p>The fee structure proposed will allow for the possibility of hiring staff to provide this inspection function and administration. Development should pay for development, and</p>	<p>Fee increase may not be supportive by the development industry.</p>

SUGGESTED SITE PLAN PROCEDURES OPTIONS (PROS AND CONS) FOR CONSIDERATION

<p>be paid to the Finance Department prior to additional inspections by any department.</p>	<p>Engineering Department, and \$475 (includes initial inspection for 80% release and second release of 20% landscape warranty holdback) for the Development Planning Dept., and a subsequent Inspection Fee amount of \$125 to address deficiencies applicable to both Departments.</p>	<p>therefore, the inspection fees will assist to recover costs.</p>	
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ATTACHMENT # 13

SITE PLAN "COMPLETE" APPLICATION CHECKLIST

In addition to the required materials to be submitted as identified in the Site Plan Application Form, the following additional supporting documentation may be required, if applicable, to ensure the application is considered to be "complete" by the Development Planning Department.

The Applicant and their Consultant(s) are to view the "Site Plan Application – Pre-Submission Checklist" and "Urban Design Checklist", which are attached to the Site Plan Application Form, to verify if all relevant information pertaining to the subject lands has been attained and/or addressed and that mandatory pre-consultation with relevant City Departments and External Public Agencies (written proof of pre-consultation and any submission requirements must accompany the formal site plan application) has occurred.

Submission Requirements

- Completed Site Plan Application Form in triplicate (signed and witnessed, and sealed if a Corporation), including required survey, drawings, and application fee

Studies/Reports

Planning and Urban Design

- Planning Justification Study
- Architectural Design Guidelines
- Sun/Shadow Study
- Tree and Vegetation Inventory and Assessment Study
- Natural Heritage Evaluation Report (Oak Ridges Moraine and Greenbelt)
- Hydrological Evaluation Report (Oak Ridges Moraine and Greenbelt)
- Other, as determined through pre-consultation
- Urban Design Guidelines
- Pedestrian Level Wind Study

Engineering and Transportation (refer to Engineering Department "Site Plan Criteria Guide")

- Traffic Impact Study
- Functional Servicing Report
- Stormwater Management Report
- Environmental Impact Assessment Report (Phase 1 and/or 2)
- Other, as determined through pre-consultation
- Parking Impact Study
- Geotechnical Report
- Noise Impact and Assessment Report

Heritage Conservation

- Archaeological Assessment
- Other, as determined through pre-consultation
- Heritage Impact Report

Land Appraisal

- Land Appraisal (Cash-in-lieu of Parkland Dedication; Cash-in-lieu of Parking (Kleinburg))
- Other, as determined through pre-consultation

Last Revised: October 12, 2007

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ATTACHMENT #14

SITE PLAN APPLICATION - PRE-SUBMISSION CHECKLIST

Prior to filing a Site Plan Application to the Development Planning Department, the Applicant and/or their Consultant(s) shall collect all relevant information concerning the subject lands, and to pre-consult (mandatory) with appropriate City Departments and External Public Agencies to ensure an appropriate site design and "complete" site plan application by:

- Identifying the physical constraints and opportunities of their property;
- Identify issues influencing the design of the proposal at an early stage of the design exercise;
- Ensure compatibility of development within the context of surrounding community; and,
- Provide guidance to the Applicant and their Consultant(s) respecting the requirements of City Departments and External Public Agencies.

Following these procedures will reduce the overall processing time of your Site Plan Application.

City Departments

The following City Departments should be contacted directly to collect information, where applicable. To facilitate a joint pre-consultation meeting involving relevant City Departments, please contact the Development Planning Department to co-ordinate.

1. Development Planning Department (Official Plan, Land Use, Urban Design, etc.)
2. Policy Planning Department (Land Use Studies)
3. Building Standards Department (Zoning, Building Code)
4. Engineering Department (*Applicant's should refer to the "Site Plan Criteria Guide", which is available from the City's Engineering Department*) (Engineering, Transportation, Planning/Service Studies)
5. Fire Prevention Services
6. Finance Department (Development Charges, Taxes, Inspections, etc.)
7. Public Works (Solid Waste Management) (Garbage and Recycling)
8. Real Estate (Cash-in-lieu of Parkland Dedication)
9. Cultural Services Division (Heritage Conservation)
10. Parks Development
11. Ward Councillor, or other Members of Council (e.g. Mayor, Regional Councillors)
12. Other, as may be determined through pre-consultation

External Public Agencies

The following External Public Agencies should be contacted directly to collect information and for a pre-consultation meeting (written correspondence of pre-consultation and any submission requirements must accompany the Site Plan Application), where applicable:

1. Region of York Transportation and Works Department
2. Region of York Planning Department
3. Toronto Region and Conservation Authority
4. PowerStream Inc.
5. Hydro One Networks
6. Bell Canada, or other telecommunications provider
7. Enbridge Gas Distribution Inc., or other utility provider
8. Canada Post Corporation

9. Canadian National Railway
10. Canadian Pacific Railway
11. GO Transit
12. Ministry of Municipal Affairs & Housing
13. Ministry of Environment
14. Ministry of Transportation, Central Region Corridor Management Office
15. Ministry of Transportation, Corridor Policy Office
16. York Region District School Board
17. York Catholic District School Board
18. Conseil Scolaire de District Catholique Centre-Sud
19. York Region Police Services
20. Trans Canada Pipelines
21. Other, as may be determined through pre-consultation

Pre-submission consideration may require the preliminary review of:

1. Surveys, legal documents including easements and rights-of-way, etc.
2. Land Use Studies applicable to the subject lands and area.
3. Block Plan issues applicable to the subject lands.
4. Subdivision Agreement applicable to the subject lands.
5. Urban Design Checklist. (Refer to Attachment #16)
6. Previous applications and/or agreements submitted/approved for the subject lands.
7. TRCA regulations, flood lines, environmentally sensitive areas, woodlots, requirement to stake top-of-bank walk, etc.
8. City and Region of York Official Plan policies.
9. City Zoning By-law standards and applicable zoning exceptions.
10. Provincial Acts and Policies (e.g. Planning Act, Building Code Act, Provincial Policy Statement, etc.).
11. Environmental Policies (e.g. Oak Ridges Moraine, Greenbelt, etc.).
12. Other, as may be determined through pre-consultation.

Important Notes:

1. A Site Plan Application WILL NOT be accepted by the Development Planning Department unless it is deemed to be a "complete" application, and includes written proof from External Public Agencies that pre-consultation has occurred. Please see the requirements for a "Complete Application" submission, which is attached to the Site Plan Application Form.
2. All assessments offered by City Departments and External Public Agencies are preliminary and based on the information available at the time of pre-consultation. Any requirements indicated above are subject to change pending further review of the application(s).

Last Revised: October 12, 2007

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**Attachment #15
Proposed Letter of Credit
Calculation Worksheet**

Development Planning Department
2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
TEL: 905.832.8585
FAX: 905.832.6080

**WORKSHEET
LETTER OF CREDIT CALCULATION**

TO BE COMPLETED BY
THE DEVELOPMENT PLANNING DEPARTMENT

LANDSCAPING AND ENGINEERING COMPONENTS			
	100% Landscape Cost Estimate	= \$	
	100% Engineering Works @ \$40,000.00 per _____ ha (Minimum \$50,000.00 and Maximum \$120,000.00)	+ = \$	
	Total Required Letter of Credit Amount	= \$	

Verification
 Note: The Planner is required to forward a copy of this Worksheet to the Finance Department - Reserves and Investments.
 Planner's Name: _____ Date: _____

LETTER OF CREDIT RELEASE CALCULATION

TO BE COMPLETED BY
RESERVES AND INVESTMENTS DEPARTMENT

FIRST Letter of Credit Release			
	80% Landscape Cost Estimate	= \$	
	100% Engineering Works	+ = \$	
	Total Letter of Credit Amount To Be Released	= \$	

TO BE COMPLETED BY
RESERVES AND INVESTMENTS DEPARTMENT

SECOND Letter of Credit Release			
	20% Landscape Cost Estimate	= \$	
	Total Letter of Credit Amount To Be Released	= \$	



The City Above Toronto

DEVELOPMENT PLANNING DEPARTMENT

URBAN DESIGN ASSESSMENT CHECKLIST

(TO BE FILLED OUT BY APPLICANT AND SUBMITTED WITH SITE PLAN APPLICATION FORM)

ATTACHMENT #16

DESIGN REQUIREMENTS ON THE SITE PLAN LEVEL

1. BUILDING PHYSICAL CONFIGURATION AND CHARACTERISTICS	YES	N/A	COMMENTS
Buildings are located as close as possible to the front property line (where appropriate).			
Active frontage and main door is located toward the main streets and intersections.			
Clear vision windows and doors on the ground level are installed to support and enhance pedestrian and social activities in adjacent public areas.			
Weather protection is provided at building entrances, transit stops and pedestrian amenities.			
The use of high maintenance materials (i.e. stucco, metal siding) is limited to 30% of all facades.			
Roof-top mechanical equipment is not visible from the street. If visible, adequate screening is designed as an integral component to the building façade and volume and made by durable materials.			
No blank wall or utility door is faced to any public and semi-public areas.			
Garbage and recycle storage rooms are designed as a part of the main building and their roll-up doors are hidden from public view.			
Green building design strategies, and construction technologies such as the use of green roofs, double skin exterior, solar and wind energy, etc. are considered in design process.			

2 SITE PLAN LAYOUT	YES	N/A	COMMENTS
Sheltered bicycle racks and carpool drop-off zones are located close to the building's main door.			
Surface parking is located at the rear or sides of buildings.			
Number of surface parking spaces do not exceed the number required by the Zoning By-Law			
Parking spaces are organized to minimize the number of aisles that pedestrians have to cross.			
Large surface parking areas are divided into smaller lots by landscaping and pedestrian pathways.			
Well-lit pedestrian walkways connect rear parking areas to the main entrance.			
Parking area shares vehicular access to the public road with adjacent properties.			
2% of the lot area of site is dedicated to store snow. The location of snow storage areas are well distributed throughout the site.			
Snow storage areas are not placed close to the site's frontage, on required parking or near heavy planted locations.			

3. LANDSCAPING	YES	N/A	COMMENTS
Proposed landscape design is complementary to buildings scale and massing.			
A tree and vegetation inventory and preservation plan is provided.			
Existing plant materials are protected and preserved.			
Grade change is minimized to protect the existing native vegetation and the site's hydrology.			
Trees designated for preservation are enclosed with preservation fencing to the drip line.			
Exotic plant species are avoided to reduce maintenance requirements, the need for fertilizer, and irrigation.			
Proposed design consists of hardy native plant materials with seasonal interest that are salt and drought tolerant.			
All designed traffic islands are sodded and planted with perennials, shrubs and shade trees.			
Landscaping enhances pedestrian conditions throughout the site.			
Landscaping is used to control erosion and to replace the use of retaining walls.			

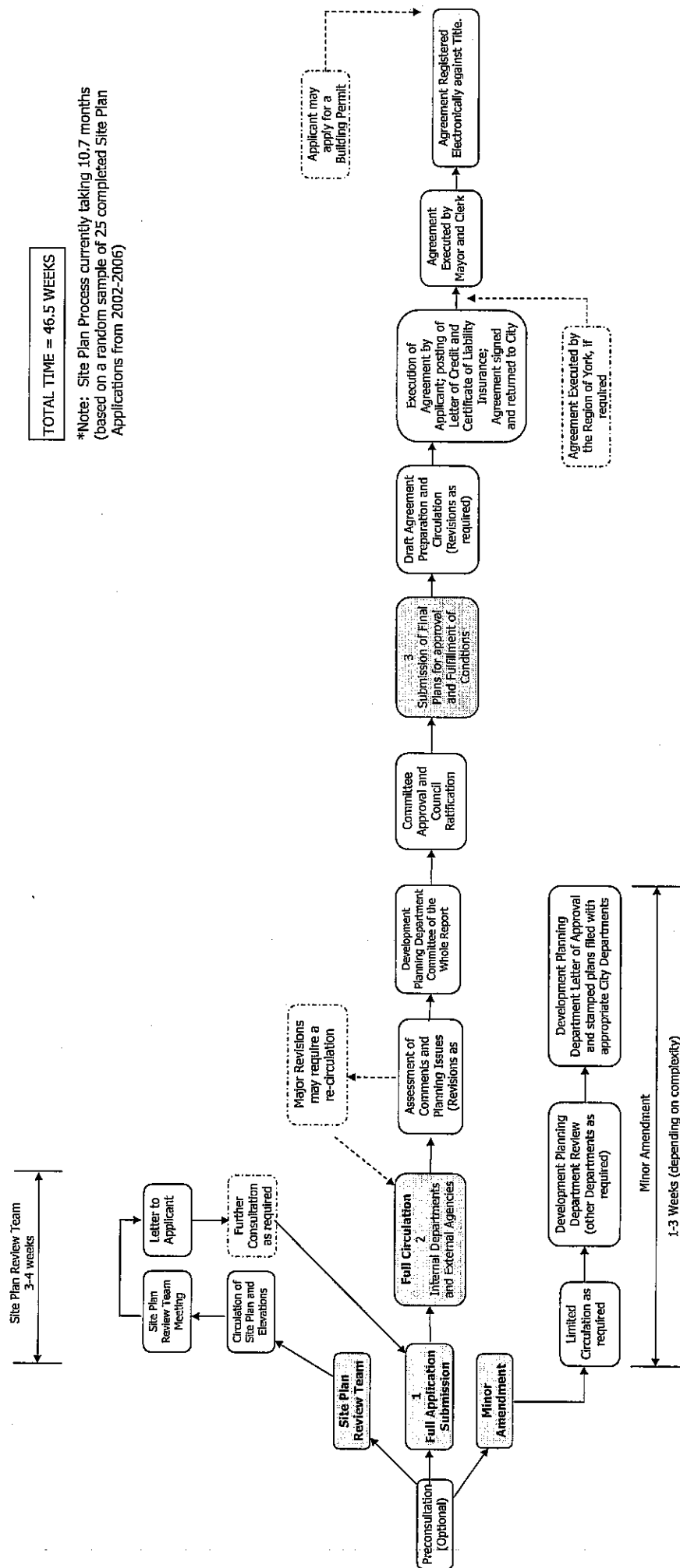
4. SIGNAGE	YES	N/A	COMMENTS
Designed signage is proportionate and in harmony with building scale and architectural character.			
Provided signage does not create visual clutter.			
Backlit, energy consumptive signs are avoided.			
Free standing signage does not create any overwhelming impact on pedestrian areas.			
5. LIGHTING	YES	N/A	COMMENTS
Designed lighting creates no glare or light spilling onto surrounding residential areas.			
Minimum illumination is considered 5 lux for walkways and 6 lux for driveways.			
All sidewalks are lit with pedestrian scale lighting.			
6. SUSTAINABILITY	YES	N/A	COMMENTS
The new structure includes reclaimed and local building materials.			
Natural topography and settings of the site are preserved and low maintenance plant species are used.			
The amount of stormwater run-off is minimized by inclusion of permeable pavers, green roofs, bio-retention swale systems, etc.			
The design includes low-emission building strategies such as the usage of solar and wind energies.			
The building is equipped with clean energy generators such as windmills and solar panels.			
Energy efficient lighting strategies reduce the amount of used energy.			

EXISTING SITE PLAN APPROVAL PROCESS



TOTAL TIME = 46.5 WEEKS

*Note: Site Plan Process currently taking 10.7 months (based on a random sample of 25 completed Site Plan Applications from 2002-2006)



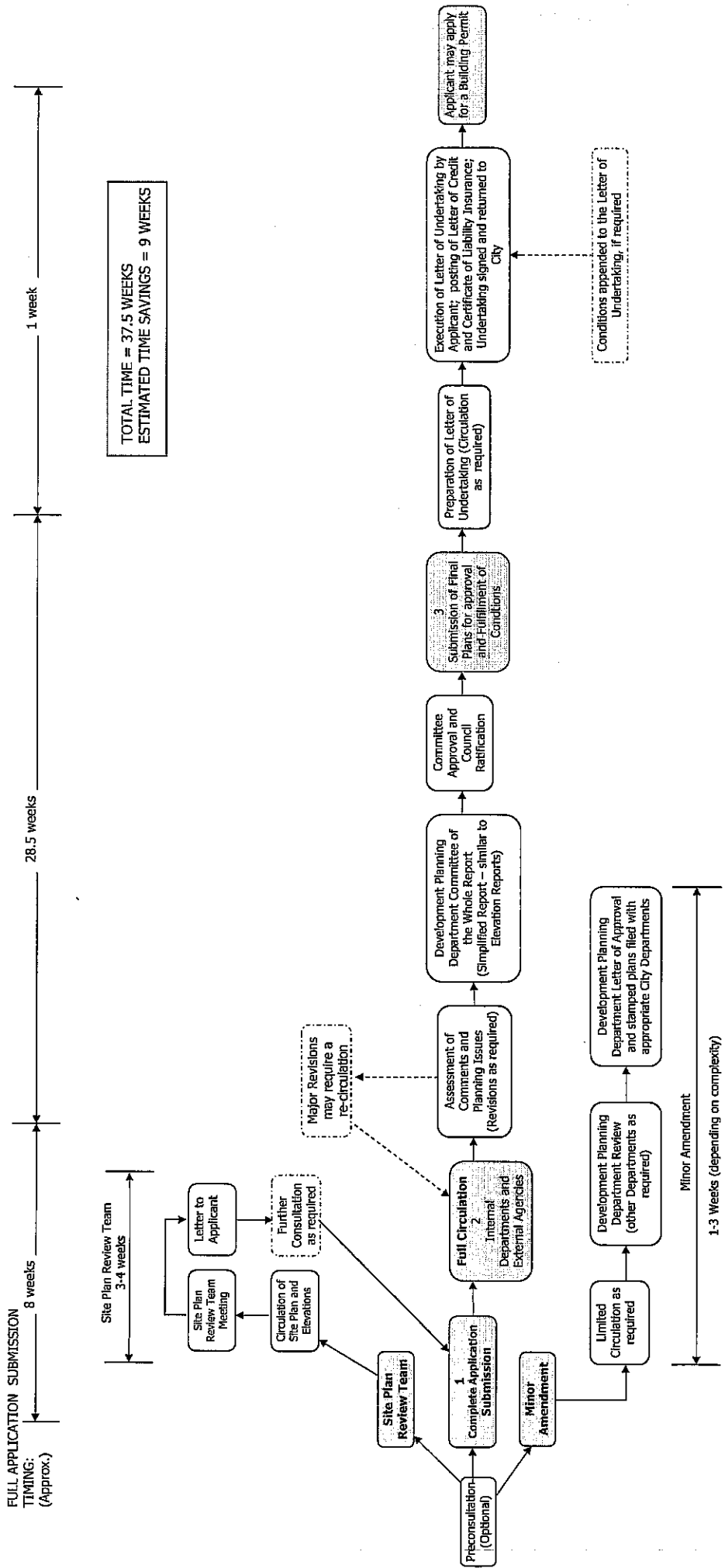
3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.

2. It is recommended that applicant maintain close contact with external agencies to assist in facilitating their application.

1. Ensure that all supporting documents are submitted with application to facilitate review of your application. Refer to Site Development Application for a complete list of submission requirements.

NOTES:

OPTION #1 - MINOR MODIFICATION MODEL

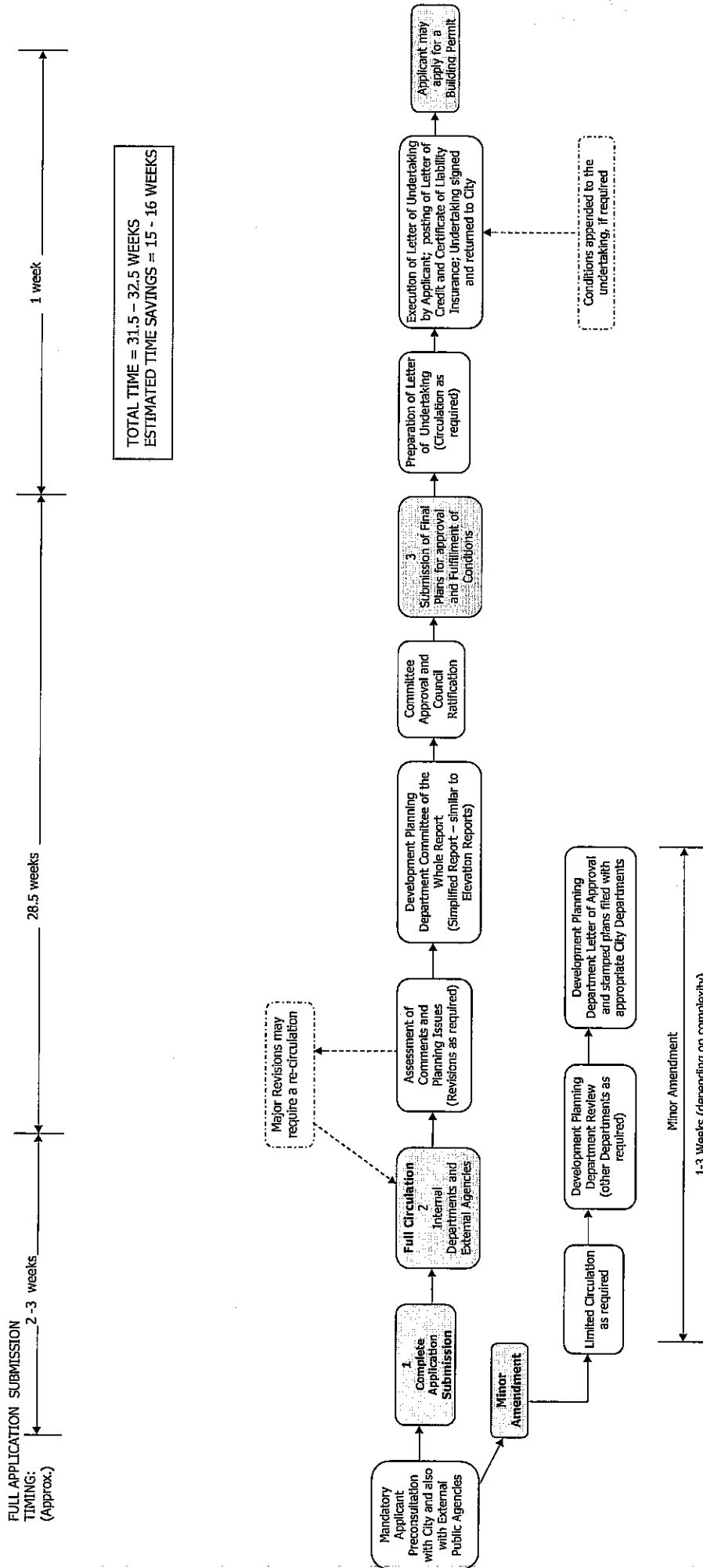


NOTES:

1. Ensure that all supporting documents are submitted with application to facilitate review of your application. Refer to Site Development Application for a complete list of submission requirements. Application will not be accepted until it is deemed complete.
2. It is recommended that applicant maintain close contact with external agencies to assist in facilitating their application.
3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.

ATTACHMENT NO. 19

OPTION #2 – MAJOR MODIFICATION MODEL



3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.

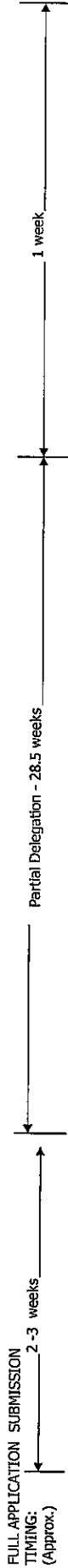
2. It is recommended that applicant maintain close contact with external agencies to assist in facilitating their application.

1. Ensure that all supporting documents are submitted with application to facilitate review of your application. Refer to Site Development Application for a complete list of submission requirements. Application will not be accepted until it is deemed complete.

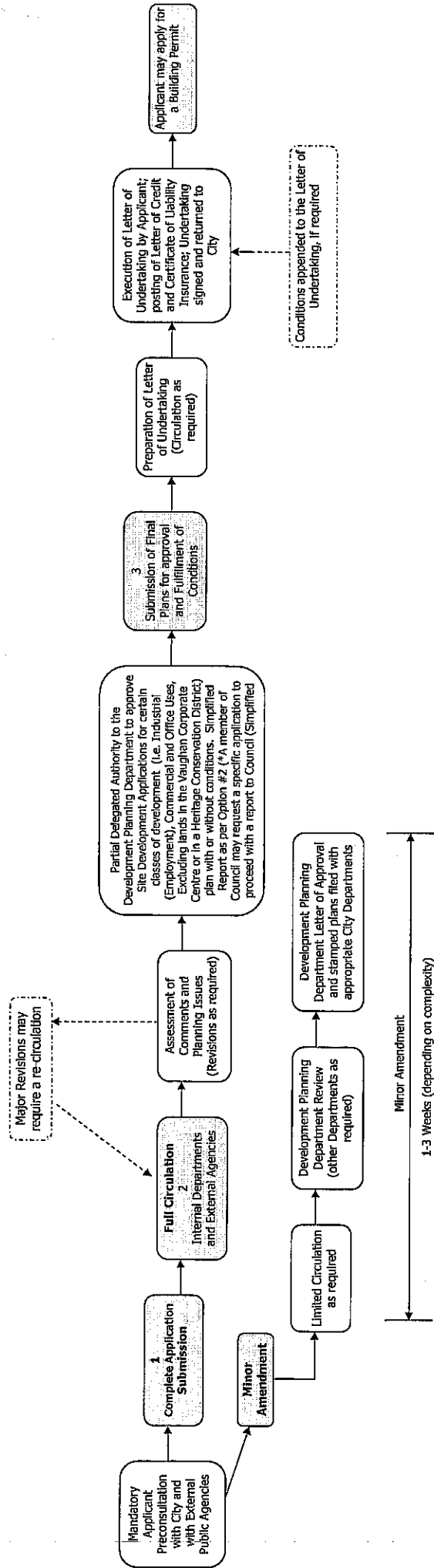
NOTES:

OPTION #3 – PARTIAL DELEGATION MODEL

Industrial (Employment), Commercial, Office (excluding lands in the Vaughan Corporate Centre and in a Heritage Conservation District)



TOTAL TIME = 31.5 – 32.5
ESTIMATED TIME SAVINGS = 15 -16 WEEKS



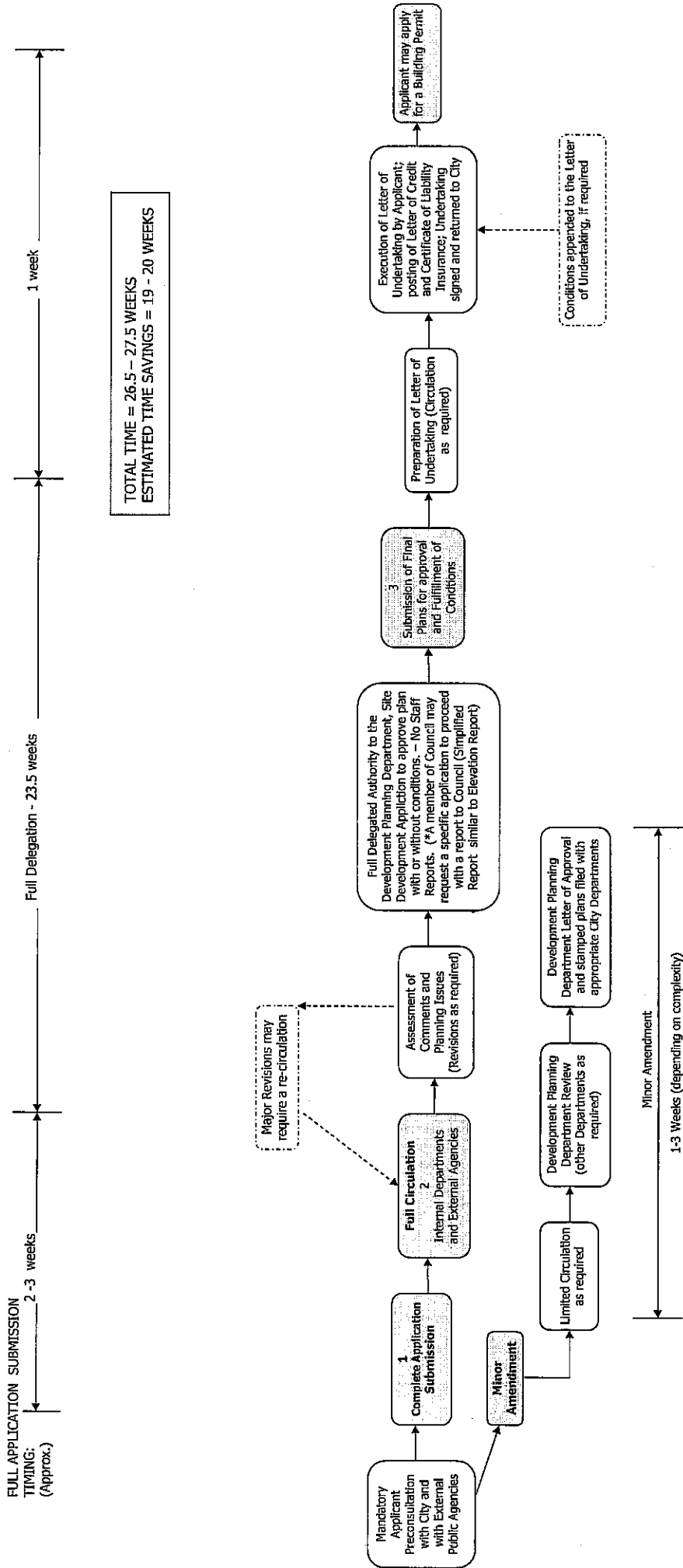
NOTES:

1. Ensure that all supporting documents are submitted with application to facilitate review of your application. Refer to Site Development Application for a complete list of submission requirements. Application will not be accepted until it is deemed complete.

2. It is recommended that applicant maintain close contact with external agencies to assist in facilitating their application.

3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.

OPTION #4 – FULL DELEGATION MODEL



NOTES:

1. Ensure that all supporting documents are submitted with application to facilitate review of your application. Refer to Site Development Application for a complete list of submission requirements. Application will not be accepted until it is deemed complete.

2. It is recommended that applicant maintain close contact with external agencies to assist in facilitating their application.

3. It is the responsibility of the applicant to meet the "Conditions of Approval" as imposed by the City and other Agencies.

**ATTACHMENT #22
TIME SAVINGS COMPARISON**

Existing Site Plan Process	SPRT + Circulation (8 weeks)	Report Preparation (28.5 weeks)	Agreement (10 weeks)	46.5 weeks (10.7 months)
OPTION 1 Minor Modification Model	SPRT + Circulation (8 weeks)	Report Preparation (28.5 weeks)	Letter of Undertaking (1 week)	37.5 weeks
OPTION 2 Major Modification Model	Circulation (2-3 weeks)	Report Preparation (28.5 weeks)	Letter of Undertaking (1 week)	31.5 - 32.5 weeks
OPTION 3 Partial Delegation Model	Circulation (2-3 weeks)	Report Preparation (Simplified Report) (28.5 weeks)	Letter of Undertaking (1 week)	31.5 - 32.5 weeks
OPTION 4 Full Delegation Model	Circulation (2-3 weeks)	Plan Approval with or without conditions (23.5 weeks)	Letter of Undertaking (1 week)	26.5 - 27.5 weeks

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**SITE PLAN CONTROL PROCESS REVIEW
FILE 12.28**

DEVELOPMENT PLANNING DEPARTMENT



SAMPLE SHORT REPORT

COMMITTEE OF THE WHOLE MONTH, DAY, YEAR

SITE DEVELOPMENT FILE DA.*.*
(APPLICANT NAME)

Recommendation

The Commissioner of Planning recommends:

1. THAT Site Development File DA.*.* (Applicant Name) BE APPROVED, subject to the following conditions:
 - a) that prior to the execution of the Letter of Undertaking, the Owner shall satisfy all requirements of the Development Planning Department, (*and list any other internal and external departments*).

Economic Impact

There are no requirements for new funding associated with this report.

Communications Plan

N/A

Purpose

To permit the development of (*indicate use*), as shown on Attachment #2.

Background - Analysis and Options

Location

The ___ ha subject lands are located (*general description*), as shown on Attachment #1.

Official Plan and Zoning

The subject lands are designated "_____" by OPA ____ (*Indicate Plan*). The proposed site development conforms to the Official Plan.

The subject lands are zoned _____ Zone by By-law 1-88, subject to Exception 9(____). The proposed site development complies with By-law 1-88.

Site Plan Review

The Development Planning Department is satisfied that the proposed site plan, building elevations and landscaping plan, as shown on Attachment #'s 2, 3 and 4, are satisfactory.

The Vaughan Engineering Department is satisfied with the servicing, grading and storm water management plans.

The proposed development requires ____ parking spaces, whereas, the site plan shows _____ parking spaces.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities set forth in Vaughan Vision 2007, particularly 'A-5', "Plan and Manage Growth".

Conclusion

The Site Development Application has been reviewed in accordance with OPA #_____, By-law 1-88, the comments from City Departments and external public agencies, and the area context. The Development Planning Department is satisfied that the proposed development for a (*indicate use*), is appropriate and compatible with the existing and permitted uses in the surrounding area. Accordingly, the Development Planning Department can support the approval of the Site Development Application.

Attachments

1. Location Map
2. Site Plan
3. Landscape Plan
4. Elevation Plan

Report prepared by:

_____, Planner, ext. 8_____

_____, Senior Planner, ext. 8_____

Grant Uyeyama, Manager of Development Planning, ext. 8635

Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

MARCO RAMUNNO
Director of Development Planning

/LG

ATTACHMENT # 24
COMPARISON CHART - EXISTING SITE PLAN PROCESS
AND OPTIONS #1 TO #4

	EXISTING PROCESS	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Mandatory Pre-consultation	No	No	Yes	Yes	Yes
Incomplete Application Accepted	Yes	No	No	No	No
Review by SPRT (Voluntary)	Yes	Yes	No	No	No
Report to Council	Yes	Yes	Yes	Yes*	No
Revised Reports (Shortened)	No	No	Yes	Yes*	Yes
Site Plan Approval Delegated to Staff	No	No	No	Partial*	Yes
Site Plan Approval Agreement Registered on Title (Agreement Executed by Mayor + Clerk)	Yes	Yes	No	No	No
Region of York Party to Site Plan Agreement	Yes	Yes	No	No	No
Letter of Undertaking (not registered on Title)	No	No	Yes	Yes	Yes
Letters of Credit for Securities	Yes	Yes	Yes	Yes	Yes
2-Stage Letter of Credit Release for Landscaping	No	Yes	Yes	Yes	Yes
Letter of Credit for Landscape Work Based on 100% of Approved Cost Estimate	No	Yes	Yes	Yes	Yes
Application for Building Permit Prior to Execution of Site Plan Agreement or Execution of Letter of Undertaking	No	No	No	No	No

* For Non-Delegated Classes of Development applications only