

**COMMITTEE OF THE WHOLE DECEMBER 1, 2009**

**OFFICIAL PLAN AMENDMENT FILE OP.09.005  
SITE PLAN CONTROL AMENDMENT FILE 13.6  
CITY OF VAUGHAN  
THE PLANNING AND CONSERVATION LAND STATUTE LAW  
AMENDMENT ACT - BILL 51 AMENDMENTS  
ALL WARDS**

**Recommendation**

The Commissioner of Planning recommends:

1. THAT Official Plan Amendment File OP.09.005 (City of Vaughan – Bill 51 Amendments) BE APPROVED to require the following within the implementing OPA #705:
  - a) mandatory pre-application consultation meetings with the City for Planning Act applications, including: Official Plan and Zoning By-law Amendments; Site Development; and Draft Plan of Subdivision and Condominium (common element / vacant land); and,
  - b) identify the material(s) and information required to constitute a “complete” application.
2. THAT Site Plan Control Amendment File 13.6 (City of Vaughan) BE APPROVED to amend OPA #200 (Site Plan Control) to include policies respecting the following within the implementing OPA #706:
  - a) to enhance the requirements for exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
  - b) to enhance the sustainable design elements on any adjoining highway under Vaughan’s jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities; and,
  - c) to encourage facilities to have regard for accessibility for persons with disabilities.
3. THAT a By-law BE ENACTED to make Pre-Application Consultation mandatory in the City of Vaughan, prior to the submission of a development application(s) in the form shown on Attachment #3, and in a form satisfactory to the City Solicitor.
4. THAT the following amendments to the City’s Site Plan Control By-law 228-2005 (shown on Attachment #4) BE APPROVED, and that the implementing by-law include the following policies:
  - a) to enhance the requirements for exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
  - b) to enhance the sustainable design elements on any adjoining highway under Vaughan’s jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities;

- c) to encourage facilities to have regard for accessibility for persons with disabilities; and,
- d) to amend the definition of "development" to exclude the placement of a portable classroom on a school site of a District School Board if the school site was in existence on January 1, 2007, thereby exempting District School Boards from the site plan control requirements for portables for existing schools.

### **Contribution to Sustainability**

The Bill 51 amendments to the Planning Act include provisions to permit a municipality to require sustainable features in a development application, as identified in this report.

### **Economic Impact**

The changes included in the new Planning Act through Bill 51 will result in increased costs to the City including additional notice requirements for complete applications and refusal decisions. Wherever possible, costs can be reduced by coordinating new notification procedures with existing notice requirements, including Notices to the Public of Complete/Incomplete Application with a Notice of a Public Meeting. The full costs associated with implementing Bill 51 are unknown at this time.

### **Communications Plan**

On October 8, 2009, a Notice of Public Hearing was posted on the City of Vaughan website (City Page). On October 15, 2009, a Notice of Public Hearing was published in the Vaughan Citizen and Liberal to advise the public of the proposed amendments to the Official Plan, the Site Development By-law, and the required implementing by-laws to effect the changes of Bill 51. A Public Hearing was held on November 10, 2009, where the Development Planning Department presented a summary of the changes to the Planning Act resulting from The Planning and Conservation Land Statute Law Amendment Act (Bill 51) Amendments to both Council and members of the public. The recommendation of the Committee of the Whole to receive the Public Hearing report of November 10, 2009, will be ratified by Council on November 24, 2009. As of November 17, 2009, no comments from the public have been received by the Development Planning Department.

### **Purpose**

This report outlines the amendments required to implement the new policies contained in Bill 51 as they relate to the processing of Planning Act applications, as follows:

- a) To establish a City-wide Official Plan to mandate pre-application consultation and to prescribe the minimum information required to deem a Planning Act application complete;
- b) To add policies and provisions to the Official Plan for Site Plan Control (OPA #200) with respect to matters relating to exterior building design (including character, scale, appearance, colour, and sustainable design), and facilities to have regard for accessibility;
- c) To establish a municipal by-law making Pre-Application Consultation mandatory prior to the submission of a development application; and,
- d) To add provisions to the City's Site Plan Control By-law (228-2005) with respect to matters relating to exterior building design (including character, scale, appearance, colour, and sustainable design), and facilities to have regard for accessibility.

## **Background - Analysis and Options**

On February 13, 2006, the Development Planning and Legal Departments jointly reported to Council on the First Reading of Bill 51 "*The Planning and Conservation Land Statute Amendment Act*" and recommended a number of changes to the Act to the Ministry of Municipal Affairs and Housing.

On September 5, 2006, the Development Planning and Legal Departments provided a report to Council on the proposed regulations associated with Bill 51. This report also recommended a number of changes to the regulations to the Ministry of Municipal Affairs and Housing.

Bill 51 received Royal Assent on October 19, 2006. On December 15, 2006, notice was given that *The Planning and Conservation Land Statute Amendment Law Act* (Bill 51) and its associated regulations would come into effect on January 1, 2007.

The Ontario Regulation 548/06, which addresses the transition provisions, provides that in the case of an application for official plan amendment, zoning by-law amendment, site plan approval, consent, subdivision and condominium (vacant land or common element), the date that the applications are considered to have "commenced" is the date that the applications were submitted, provided all fees are paid and the applications are deemed complete. If any of the referenced applications were "commenced" on or after January 1, 2007, they are then subject to the new requirements of the Planning Act. Any application which "commenced" prior to January 1, 2007, shall be continued to be disposed of under the Planning Act as it is read on December 31, 2006.

Under Bill 51, Council, local boards and the Ontario Municipal Board must now make their decisions consistent with the Provincial Policy Statement and Provincial Plans in effect at the time of the decision, and not at the time of the application.

Bill 51 includes various amendments to the Planning Act in order to make the planning process more open and accessible. Bill 51 strengthens the land use planning framework by providing additional tools and processes to municipalities to assist in the implementation of related Provincial initiatives, all aimed at developing stronger and more sustainable communities.

### **Pre-Application Consultation and Complete Application – Official Plan Amendment (OPA #705)**

The purpose of draft OPA #705 is two-fold: a) to mandate Pre-Application Consultation; and, b) to prescribe the minimum information required to deem a Planning Act application as "complete".

#### **a) Pre-Application Consultation Meeting**

Pursuant to the Bill 51 amendments to the Planning Act, it is proposed that the City require all applicants to attend a Pre-Application Consultation (PAC) meeting prior to submitting a Planning Act application. The purpose of the PAC meeting is for the applicant to present a development proposal and subsequently, for City staff to identify the materials required for a full and complete submission of the development application(s), (i.e. Official Plan Amendment, Zoning By-law Amendment, Site Development, Draft Plan of Subdivision, and/or Draft Plan of Condominium (vacant land and common element). PAC meetings are hosted by the Development Planning Department and may include representatives from various City Departments involved in the evaluation of development applications. The PAC meeting will provide the information to applicants with respect to the necessary information required to process a development application in order to facilitate a complete and therefore more efficient review process. The Development Planning Department has prepared a draft "Pre-Application Consultation and Complete Application Package", which will provide guidance to applicants, as shown on Attachment #5.

Although every effort will be made to ensure that all the submission requirements are identified at the PAC meeting, it is acknowledged that there will be instances where through the application review process, additional submission requirements (e.g. reports, studies, plans, etc.) may be required by the City or external commenting agencies (e.g. Region of York, Toronto and Region Conservation Authority). In addition, it is not the intent of the PAC meeting to constitute any form of approval/refusal of a development application and that the sole purpose of this meeting is to identify complete application submission requirements.

Although it is Vaughan's practice to encourage pre-application consultation meetings, it is now an option for a municipality through an Official Plan and a municipal by-law, to make pre-application consultation mandatory. Should Council concur with the recommendation contained in this report, the Development Planning Department has prepared a draft Official Plan Amendment (OPA #705) and a municipal by-law as shown on Attachments #1 and # 3, respectively, to make pre-application consultation mandatory.

b) Complete Application

Bill 51 expands the list of information and materials which must be submitted in support of an application for an official plan amendment, zoning by-law amendment, subdivision and consent. These items are included in the regulations corresponding to each application type (Ontario Regulations 543/06; 545/06; 544/06; and, 547/06, respectively). Although the Act does not refer to Site Development Applications, the Development Planning Department will continue to require complete applications for this application, as was approved for implementation through the recent Site Plan Process Review in January 2008. Once any of these development applications are submitted, the City is required, within 30 days of the application fee being paid, to advise the applicant if the application is complete or not (refer to Complete and Incomplete Notices provided on Attachments #6 and #7, respectively). Within 15 days of advising the applicant of a complete application, the City must advise the public of the receipt of the complete application (refer to the Notice on Attachment #8). If there is disagreement with respect to an application being complete, an applicant may file a motion with the Ontario Municipal Board (OMB) requesting that the OMB adjudicate on this matter within 30 days of the date of the notice. Should this occur, the City has 15 days from the date that the OMB's decision is issued, to advise the public.

In order to implement this provision, however, Council must adopt an Official Plan or an amendment to an Official Plan that prescribes the application submission requirements. The regulations for what information constitutes a complete application have been expanded to include some of the following:

- i) consistency with Provincial Policy Statement (PPS);
- ii) conformity or does not conflict with Provincial plans;
- iii) considerations related to servicing;
- iv) identification of related Planning applications;
- v) archaeological potential; and,
- vi) ensure zoning by-laws conform to the municipal Official Plan.

In order to ensure a complete application has been submitted, a municipality can pass a by-law requiring applicants to consult with them before submitting an application, as discussed in the PAC section (a) above. The submission requirements will vary, depending on the type of application submitted and will be clarified during the PAC meeting held with the Development Planning Department and other City Departments. The type of information that may be required of applicants shall include, but not be limited to, the following:

- i) Planning Justification Study;
- ii) Environmental Impact Study;
- iii) Flood Plain and Erosion Hazard Study;
- iv) Agricultural Lands Impact Study;

- v) Air Emissions Study;
- vi) Traffic Impact Study;
- vii) Retail Market Study; and,
- viii) Plans including site grading, servicing, landscaping and elevations.

The Development Planning Department has prepared a draft Submission Requirement Checklist, shown on Attachment #5. This checklist includes the aforementioned studies in addition to other documents, reports and studies that may be required in support of a Planning Act application. This checklist will be completed by the Development Planning Department, with other City Departments and the applicant at the PAC meeting after discussing the respective development proposal. The checklist will form the basis of whether or not an application is deemed to be complete by the Development Planning Department, after which, the Development Planning Department will follow the aforementioned notification protocol to the applicant and the public.

In accordance with the above, the Development Planning Department has drafted a municipal Official Plan (OPA #705, as shown on Attachment #1) which outlines the submission requirements for an application for Official Plan Amendment, Zoning By-law Amendment, Site Development, Draft Plan of Subdivision and/or Draft Plan of Condominium (vacant land and common element), and Consent. These applications will be considered complete only when all of the following items have been provided to the City:

- a) a complete Planning Act application form;
- b) the prescribed current application fee(s);
- c) all information or materials prescribed by the Planning Act; and,
- d) the requisite other information and materials as determined through a PAC meeting.

Should Council concur, a recommendation to approve Official Plan Amendment File OP.09.005 to include the required policies within draft OPA #705, has been included in this report.

#### Amendments to The City's Site Plan Control Official Plan

The City's Official Plan Amendment #200, designates the whole of the City as a Site Plan Control Area as implemented by the City's Site Plan Control By-law Number 228-2005 pursuant to Section 41(2) of the Planning Act. Bill 51 amendments to the Planning Act now permit a municipality to require drawings, which are sufficient to display external building details that address certain specified matters such as sustainable design, character, colour, and appearance, provided that Vaughan's Official Plan (OPA #200) and its Site Plan Control By-law are amended to this effect.

The Development Planning Department has prepared a draft Official Plan Amendment #706 to amend OPA #200 (as shown on Attachment #2) and a draft Site Plan Control By-law (as shown on Attachment #4) to add the following policies and provisions respectively:

"Drawings showing plan, elevation and cross-section views for each proposed building to be erected, which are sufficient to display:

- a) matters related to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
- b) the sustainable design elements on any adjoining highway under Vaughan's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street

furniture, curb ramps, waste and recycling containers, and bicycle parking facilities; and,

- c) facilities designed to have regard for accessibility for persons with disabilities.”

Bill 51 has revised the definition of “development” to exempt the development of a portable classroom on a school site of a District School Board if the school site was in existence on January 1, 2007. As such, the placement of portables no longer requires site plan approval, for school sites that existed prior to this date. The Development Planning Department has included policies and provisions to this effect in its proposed draft Official Plan Amendment to OPA #200 and Site Plan Control By-law, as shown on Attachments #2 and #4, respectively.

Should Council concur, recommendations to adopt amendments to OPA #200 and By-law Number 228-2005 are included in this report.

#### Bill 51 Notification

As discussed earlier, in the Complete Application section of this report, Bill 51 requires the following notifications to be provided to the applicant and the public:

- A Notice of Complete or Incomplete Planning Act Applications (ie. Official Plan, Zoning By-law, Site Plan, Subdivision and Condominium (Vacant Land and Common Element)) must be sent to the Applicant within 30 days of receipt of the development application by the Development Planning Department. The respective draft notices are shown on Attachments #6 and #7;
- A Notice to the Public of a Complete Application must be sent by the City Clerk’s Department within 15 days of informing the Applicant that the application(s) is deemed complete by the Development Planning Department. A draft notice is shown on Attachment #8; and,
- A Notice of Council’s refusal to adopt proposed amendments to the Official Plan and/or Zoning By-law must now be sent by the City’s Clerks Department not later than 15 days after the day of refusal. The respective draft notices are shown on Attachments #9 and #10.

The Development Planning Department has addressed other Bill 51 requirements through the recent initiatives approved in the “Public Notification of Planning Applications” review in early 2009, and through the normal course of processing development applications, as follows:

- Adding new Planning Act Regulations to the standard Notices sent by the City Clerks Department, including the Notice of Public Hearing, as shown on Attachment #11;
- Applying Conditions of Approval for Plans of Subdivision with respect to sustainability and accessibility; and,
- Applying the new definition of “Development” in Bill 51, which excludes the placement of portables on a school site for a District School Board, if the school site was in existence on January 1, 2007; thereby exempting School Boards from the site plan control requirements for portables for existing schools.

#### Consent Applications (Committee of Adjustment)

Bill 51 made minor amendments to the Consent provisions in Section 53 of the Planning Act. Though the requirement for a complete application is required for all Consent applications, a notice of a complete application is not required under the Planning Act. A motion to the OMB, however, may be filed if there is a dispute regarding the completeness of the application.

The Consent application form also now requires that the applicant provide information regarding conformity with the Provincial Policy Statement and any other relevant Provincial plans, such as the Oak Ridges Moraine Conservation Plan.

#### Development Planning Department: Planning Act Application Forms

Bill 51 amendments were implemented with revisions to the Ontario Regulations for development applications (Official Plan Amendment, Zoning By-law Amendment and Plans of Subdivision) that outline what information must be included with a Planning Act application form. The Development Planning Department is finalizing the necessary revisions to the development application forms in order to be consistent with these changes. This is an administrative change to be implemented by the Development Planning Department and does not require action by Council.

#### Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities set forth in Vaughan Vision 2020, particularly "Plan & Manage Growth & Economic Vitality".

#### Regional Implications

The Official Plan Amendment File OP.09.005 has been circulated to the Region of York Planning and Development Services Department requesting Regional exemption from the approval of the proposed implementing Official Plan Amendments, given its' local significance. The Region has advised that any Official Plan Amendments resulting from this report, namely OPA #705 and OPA #706, will require approval from the Development Services Department, however, not Regional Council.

#### Conclusion

The Development Planning Department has reviewed the Provincial Planning Act reforms under Bill 51 as they relate to the processing of Planning Act applications. A City-wide Official Plan Amendment and a by-law are required to mandate pre-application consultation and to prescribe the minimum information required to deem a Planning Act application to be complete. In addition, it is necessary to amend the City's Site Plan Control Official Plan and By-law (i.e. OPA #200 and By-law 228-2005) to add policies and provisions with respect to review and implementation matters relating to exterior building design (e.g. building character, scale, appearance, colour, and sustainable design), and that facilities have regard for accessibility. Should the Committee concur, Official Plan Amendment File OP.09.005 and Site Plan Control File 13.6 can be approved to include policies and provisions within the implementing draft OPA #705 and OPA #706, draft By-law making Pre-Application Consultation mandatory, and draft amendment to the Site Plan Control By-law, subject to the recommendations in this report.

#### Attachments

1. Draft Official Plan Amendment No. 705 (Complete Application/Pre-Application Consultation)
2. Draft Official Plan Amendment No. 706 (Site Plan Control)
3. Draft By-law Making Pre-Application Consultation Mandatory
4. Site Plan Control By-law 228-2005, as amended
5. Pre-Application Consultation Package
6. Notice of Complete Application to Proponent
7. Notice of Incomplete Application to Proponent
8. Notice to Public of a Complete Application
9. Notice of Decision for Official Plan Amendment Application
10. Notice of Decision for Zoning By-law Amendment Application
11. Revised Notice of Public Meeting

**Report prepared by:**

Stephen Lue, Planner, ext. 8210  
Christina Napoli, Planner, ext. 8483  
Clement Messere, Planner, ext. 8409  
Carmela Marrelli, Senior Planner, ext. 8791  
Mauro Peverini, Manager of Development Planning, ext. 8407

Respectfully submitted,

JOHN ZIPAY  
Commissioner of Planning

GRANT UYEHAMA  
Director of Development Planning

/CM



**DRAFT OFFICIAL PLAN AMENDMENT NO. 705  
CITY OF VAUGHAN  
FILE: OP.09 .005 (SL, CM, CN)/(lg)  
Scheduled for Council Meeting Date on: December 14, 2009**

**AMENDMENT NUMBER 705  
TO THE OFFICIAL PLAN  
OF THE VAUGHAN PLANNING AREA**

The following text to Amendment Number 705 to the Official Plan of the Vaughan Planning Area constitutes Amendment Number 705.

Also attached hereto but not constituting part of the Amendment is Appendix "I".

I PURPOSE

The purpose of this Amendment to the Official Plan for the Vaughan Planning Area is to identify materials and information that the City of Vaughan will require an applicant to submit to be deemed a complete application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision/Condominium (common element/vacant land), Consent, and Site Plan Approval. The Planning and Conservation Land Statute Amendment Act (Bill 51) requires that a municipality amend their Official Plan in order to identify the submission requirements for a complete application at the time of the application submission.

This Amendment also contains policies that require an applicant to consult with the City of Vaughan prior to submitting an application for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision/Condominium, and/or Site Plan Application.

II LOCATION

This Amendment applies to all lands within the corporate boundaries of the City of Vaughan, being a general amendment to the Official Plan of the Vaughan Planning Area.

III BASIS

This Amendment to the Official Plan is necessary to achieve conformity with the provisions of Bill 51 with respect to Complete Applications and Pre-Application Consultation Meetings.

The Planning Act specifies time frames, within which the municipality must deal with development applications filed pursuant to the Planning Act, which do not commence until the development application is acknowledged to be complete by the municipality. The legislation requires a municipality to inform an applicant within thirty (30) days of submission of certain applications, whether an application is complete. Furthermore, the Planning

Act permits a municipality to require a Mandatory Pre-Application Consultation Meeting with an applicant in order to establish the submission requirements for an application.

Should a municipality deem an application to be incomplete, the municipality's decision may be appealed to the Ontario Municipal Board, which has the power to adjudicate on this matter and decide whether or not the municipality's submission requirements are reasonable.

This Official Plan identifies the submission requirements (e.g. reports, studies, plans and materials) to facilitate a complete planning application. A mandatory Pre-Application Consultation Meeting will assist the municipality and the applicant to determine the submission requirements for a planning application.

This Amendment addresses the following: Mandatory Pre-Application Consultation Meetings for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium (common element and vacant land), and Site Plan Applications; and, outlines the requirements for a Complete Application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision/Condominium (common element and vacant land), Consent, and Site Plan Applications.

Having received a statutory Public Hearing held on November 10, 2009, on December 14, 2009, Vaughan Council approved Official Plan Amendment File OP.09.005 (City of Vaughan) to implement the policies related to Pre-Application Consultation and Complete Application Requirements.

#### IV DETAILS OF THE AMENDMENT AND POLICIES RELATIVE THERETO

The Official Plan of the Vaughan Planning Area is hereby amended by adding the following policies:

1. Pre-Application Consultation

A pre-application consultation meeting with the City of Vaughan is required prior to the submission of

an application for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium (common element/vacant land), and/or Site Plan.

2. Complete Application Requirements

- a) For the purpose of deeming an application for an Official Plan Amendment, Zoning By-law Amendment, Site Plan, Consent, and Draft Plan of Subdivision/Condominium (common element/vacant land) to be complete, the following information is required:
- i) a completed Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision/Condominium, Consent, or Site Plan Application Form;
  - ii) the prescribed application fee in accordance with the Tariff of Fees By-law for Planning Applications in effect on the date an application is submitted to the City;
  - iii) a draft of the Official Plan and/or Zoning By-law Amendment(s), including the proposed text and all proposed schedules;
  - iv) confirmation of a minimum of one Pre-Application Consultation Meeting with the City of Vaughan to determine the required information and application submission materials including but not limited to a study(ies), report(s), drawings, etc. as identified in Paragraph 2 b) and to determine the other review agencies that an applicant may be required to consult with; and,
  - v) all other information and material(s) as required through the Pre-Application Consultation Meeting(s), including the requirements of other review agencies.
- b) The following studies, information and material may be required to be submitted in support of a complete application for an Official Plan Amendment, Zoning By-law Amendment, Consent, Site Plan, and/or Draft Plan of Subdivision/Condominium (common element/vacant land) application:
- i) Aerial Photograph(s) – Colour
  - ii) Planning Justification Report
  - iii) Parcel Abstract
  - iv) Draft Official Plan Amendment
  - v) Draft Zoning By-law Amendment
  - vi) Survey Plan
  - vii) Concept Plan

- viii) Draft Plan of Subdivision and/or Condominium
- ix) Reductions of Plans (Legal Size 8 -1/2 x 14)
- x) Heritage Impact Assessment
- xi) Archaeological Assessment
- xii) Market Impact Study
- xiii) Architectural Site Plan
- xiv) Internal Floor Plans
- xv) Roof Top Screening Details / Cross Section
- xvi) Sign Package (Details of all wall, pylon, and directional signs, materials, colours, etc.)
- xvii) Comprehensive Development Plan
- xviii) Digital Documents: AutoCAD and PDF/TIFF formats
- xix) Appraisal Report
- xx) Master Environmental Servicing Plan (MESP)
- xxi) Stormwater Management Report
- xxii) Functional Servicing Report
- xxiii) Phase I Environmental Impact Report
- xxiv) Transportation Study or Traffic Impact Study
- xxv) Noise & Vibration Report
- xxvi) Geotechnical/Soils Report
- xxvii) Parking Study
- xxviii) Site Servicing & Grading Plan
- xxix) Erosion and Sediment Control Plan
- xxx) Environmental Site Screening Checklist
- xxxi) Transit Facilities Plan
- xxxii) Environmental Impact Study/Report
- xxxiii) Urban Design & Sustainable Design Guidelines
- xxxiv) Urban Design & Sustainable Design Brief
- xxxv) Landscape Cost Estimate
- xxxvi) Landscape Plans
- xxxvii) Landscape Master Plan
- xxxviii) Elevations (Colour & Black and White)
- xxxix) Coloured Rendering (Perspective Ground or Human-Scale)
- xl) Architectural Control Architect Approved Drawings
- xli) Architectural Guidelines
- xlii) Wind Study
- xliii) Sun/Shadow Study
- xliv) Demarcation of physical and stable top of bank, areas regulated by the Toronto and Region Conservation Authority, and/or limits of natural heritage systems, wetlands, and/or natural hazards
- xlv) Tree Inventory and Preservation Study/Arborist Report/Edge Management/ Restoration Plans
- xlvi) Pedestrian and Bicycle Circulation Plan
- xlvii) Computer Generated Building Mass Model
- xlviii) Photometric Lighting Plan
- xliv) Waste Collection Design Standards
- i) Oak Ridges Moraine Conformity Report
- ii) Greenbelt Conformity Report
- iii) Environmental Features Checklist
- liii) Special Policy Area Studies (Woodbridge)
- liv) Valley Policy Area 1 to 4 (Kleinburg)
- lv) Heritage District Conformity Report
- lvi) Sustainability Checklist

- c) Through the review process for an application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision/Condominium (vacant land/common element), Consent, or Site Plan that has been deemed complete, the City or other review agency may require additional reports, studies, and information. The request for additional information, however, will not affect the original deemed "complete application" date.

:

V IMPLEMENTATION

It is intended that the requirements for Pre-Application Consultation Meetings and the Complete Application submission requirements will be implemented in accordance with the policies of this Official Plan Amendment and a related by-law.

VI INTERPRETATION

The provisions of the Official Plan of the Vaughan Planning Area as amended from time to time regarding the interpretation of that Plan shall apply with respect to this Amendment.

**APPENDIX I**

This Amendment applies to all lands within the corporate boundaries of the City of Vaughan.

On December 14, 2009, Vaughan Council considered a recommendation from the Commissioner of Planning and resolved the following:

- "1. THAT Official Plan Amendment File OP.09.005 (City of Vaughan – Bill 51 Amendments) BE APPROVED to require the following within the implementing OPA #705:
  - a) mandatory pre-application consultation meetings with the City for Planning Act applications, including: Official Plan and Zoning By-law Amendments; Site Development; and Draft Plan of Subdivision and Condominium (common element / vacant land); and,
  - b) identify the material(s) and information required to constitute a "complete" application."

11/18/2009  
R:\SER\SHARED\BILL51\DOCUMENTS\OPA\CW Attachment - OPA705.doc

**DRAFT**

**DRAFT OFFICIAL PLAN AMENDMENT NO. 706  
CITY OF VAUGHAN  
FILE: OP.09 .005 (SL, CM, CN)/(lg)  
Scheduled for Council Meeting Date on: December 14, 2009**

**AMENDMENT NUMBER 706  
TO THE OFFICIAL PLAN  
OF THE VAUGHAN PLANNING AREA**

The following text to Amendment Number 706 to the Official Plan of the Vaughan Planning Area constitutes Amendment Number 706.

Also attached hereto but not constituting part of the Amendment is Appendix "I".



I PURPOSE

The purpose of this Amendment to the Official Plan of the Vaughan Planning Area is to amend Official Plan Amendment No. 200 (OPA #200), as amended by OPA #553, OPA #650, and OPA #658. This Amendment will add policies to OPA #200 to enable the City of Vaughan to expand upon the matters the City may review under Site Plan Control, as established in The Planning and Conservation Land Statute Amendment Act (Bill 51). The Act requires that in order for a municipality to exercise the expanded review parameters, it must include policies in the Official Plan in this respect.

II LOCATION

This Amendment applies to all lands within the corporate boundaries of the City of Vaughan, being a general amendment to the Official Plan of the Vaughan Planning Area.

III BASIS

The proposed amendments to the Official Plan are necessary to achieve conformity with The Planning and Conservation Land Statute Amendment Act (Bill 51) respecting Site Plan Control and the City's ability to review the following matters:

- i) matters relating to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings, and their sustainable design;
- ii) sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation: trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities;
- iii) design of facilities to have regard for accessibility for persons with disabilities; and,
- iv) revision to the definition of "development" to exclude the placement of a portable classroom on a school site of a District School Board, if the school site was in existence on January 1, 2007.

The subject Amendment addresses the implementation of the City's ability to review these matters.

Having received a statutory Public Hearing held on November 10, 2009, on December 14, 2009, Vaughan Council approved Official Plan Amendment File OP.09.005 and File 13.6 (City of Vaughan) to add policies to the City's Official Plan regarding Site Plan Control to enable the City to expand upon the objectives of the site plan review process.

**IV DETAILS OF THE AMENDMENT AND POLICIES RELATIVE THERETO**

Amendment No. 200 to the Official Plan of the Vaughan Planning Area, is hereby amended by:

1. Adding the following Paragraphs to the end of the "Site Plan Control" Section IV. A. 1. as follows:
  - "j) To review matters relating to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
  - k) To review the sustainable design elements on any adjoining highway under Vaughan's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities; and,
  - l) That facilities shall have regard for accessibility for persons with disabilities."
2. Deleting Paragraph 2 of Section IV. A. of OPA #200, as amended, and substituting therefor the following:
  - "2. The whole of the Vaughan Planning Area is hereby designated as a Site Plan Control Area in accordance with Section 41 of the Planning Act. In Section 41, "development" means the construction, erection or placing of one or more buildings or

structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size of the building or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers or mobile homes. "Development" does not include the placement of a portable classroom on a school site of a District School Board, if the school site was in existence on January 1, 2007."

3. Deleting Paragraph 3 ii) of Section IV. A. of OPA #200, as amended, and substituting therefor the following:

- "ii) drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display;
- a) the massing and conceptual design of the proposed building(s);
  - b) the relationship of the proposed building(s) to adjacent building(s), street(s), and exterior area(s) to which members of the public have access;
  - c) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from a street(s), open space(s) and an interior walkway(s) in an adjacent building(s);
  - d) matters relating to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
  - e) the sustainable design elements on any adjoining highway under Vaughan's jurisdiction, including without limitation trees, shrubs,

hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities; and,

- f) facilities shall have regard for accessibility for persons with disabilities.”

V **IMPLEMENTATION**

It is intended that the policies of the Official Plan of the Vaughan Planning Area will be implemented by way of an amendment to the City's Site Plan Control By-law, pursuant to the Planning Act.

VI **INTERPRETATION**

The provisions of the Official Plan of the Vaughan Planning Area as amended from time to time regarding the interpretation of that Plan shall apply with respect to this Amendment.

**APPENDIX I**

This Amendment applies to all lands within the corporate boundaries of the City of Vaughan

On December 14, 2009, Vaughan Council considered a recommendation from the Commissioner of Planning and resolved the following:

- "2. THAT Site Plan Control Amendment File 13.6 (City of Vaughan) BE APPROVED, to amend OPA #200 (Site Plan Control), to include policies respecting the following within OPA #706:
- a) to enhance the requirements for exterior design, including without limitation the character, scale, appearance, colour and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
  - b) to enhance the sustainable design elements on any adjoining highway under Vaughan's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities; and,
  - c) to encourage facilities to have regard for accessibility for persons with disabilities."

11/18/2009

R:\SER\SHARED\BILL51DOCUMENTS\OPA\CW Attachment - OPA706.doc

Draft By-law Amendment  
The Planning and Conservation Land Statute Law Amendment Act  
Bill 51 Amendments  
General File: 13.6 - Stephen Lue – LG  
**Scheduled for Council Meeting: December 14, 2009**

**BY-LAW NUMBER - 2009**

**A By-law to adopt City-wide procedures for Pre-Application Consultation (PAC) meetings as a means for the City to identify the material(s) and information required for the submission of a complete development planning application.**

**WHEREAS** the matters herein set out are in conformity with the Vaughan Official Plan of the Vaughan Planning Area, which is approved and in force at this time;

**AND WHEREAS** there has been no amendment to the Vaughan Official Plan adopted by Council, but not approved at this time, with which the matters herein set out are not in conformity;

**NOW THEREFORE** the Council of the Corporation of the City of Vaughan **ENACTS AS FOLLOWS:**

1. Definitions in this By-law:
  - a) the "ACT" shall mean the *Planning Act*, R.S.O. 1990, c. P.13, as amended;
  - b) the "OWNER" means any owner of land as identified in the records of the proper Land Registry Office or Land Titles Office and includes a purchaser under a valid Agreement of Purchase and Sale, but shall exclude the City;
  - c) An "APPLICANT" is an Owner and/or agent who submits an Application to initiate the processing of and to obtain approvals for a development proposal from the City for the following:
    - i) an amendment to the Official Plan under Section 22 of the Act;
    - ii) an amendment the Zoning By-law under Section 34 of the Act;
    - iii) approval of a Site Plan and drawings under Section 41 of the Act;
    - iv) approval of a Plan of Subdivision under Section 51 of the Act; or,
    - v) approval of a Plan of Condominium under Section 9 of the *Condominium Act*, 1998, S.O. 1998, c. 19, as amended;

- d) "APPLICATION" shall mean:
  - i) an Application to amend the Official Plan of The Corporation of the City of Vaughan under Section 22 of the Act;
  - ii) an Application to amend the City's Zoning By-law under Section 34 of the Act;
  - iii) an Application for Site Plan Approval under Section 41 of the Act;
  - iv) an Application for the approval of a Plan of Subdivision under Section 51 of the Act;
  - or,
  - v) an Application for approval of a Plan of Condominium under Section 9 of the *Condominium Act*, S.O. 1998, c. 19, as amended;
- e) "CITY" means The Corporation of the City of Vaughan;
- f) "COMPLETE APPLICATION" means an application that has been deemed to be complete by the City pursuant to the Act, and includes all the Submission Requirements of the City, and Other Review Agencies, as identified on Schedule "1", attached hereto, as required to assess an Application, as amended from time to time;
- g) "COUNCIL" shall mean the Municipal Council of The Corporation of the City of Vaughan;
- h) "OTHER REVIEW AGENCIES" means any agency, identified as "Other Review Agencies" on Schedule "1", attached hereto, or their successors, involved in the review of an Application;
- i) "PRE-APPLICATION CONSULTATION MEETING" means a meeting held by the City prior to the submission of an Application to the City for the purpose of undertaking consultation between the Applicant and City to identify the Submission Requirements of the City and Other Review Agencies, as shown on Schedule "1", attached hereto, as deemed necessary by the City for the submission of a Complete Application. A Pre-Application Consultation meeting shall not constitute the approval or refusal of an Application, and shall not be interpreted to reflect the City's position with respect to the disposition of an Application; and,
- j) "SUBMISSION REQUIREMENTS" means the material and information (including, but not limited to, any application form(s), study, document, report, and drawings) required in support of an Application and the required fees pursuant to the City's Tariff of Fees By-law for Planning Applications in effect at the time of Application submission to the City.

## ATTACHMENT #3

2. An Applicant that intends to submit an Application to the City shall be required to attend a Pre-Application Consultation Meeting prior to submitting the Application.
3. When an Applicant has not attended a Pre-Application Consultation Meeting and/or failed to provide the Submission Requirements identified by the City at a Pre-Application Consultation Meeting, or by Other Review Agencies, the City may deem the Application to be incomplete and refuse to accept the Application.
4. If an Application is not submitted to the City within 180 days of the date of the Pre-Application Consultation Meeting, another Pre-Application Consultation Meeting shall be required.
5. Notwithstanding Paragraphs 1h) and 1j) of this By-law, in the course of the review process of a Complete Application, the submission of additional Submission Requirements, or consultation with Other Review Agencies, not specifically identified on Schedule "1" attached hereto or in a Pre-Application Consultation Meeting, may be required by the City or by any Other Review Agencies to be submitted or consulted with.
6. Schedule "1" shall be and hereby forms part of this By-law.



<b>SUBMISSION REQUIREMENTS</b>
<b>Drawings and reports</b>
1. Aerial Photograph(s) - Colour
2. Planning Justification Report
3. Parcel Abstract (within last 30 days)
4. Draft Official Plan Amendment
5. Draft Zoning By-law Amendment
6. Survey Plan
7. Concept Plan
8. Draft Plan of Subdivision and/or Condominium
9. Reductions of Plans (Legal Size 8 -1/2 x 14)
10. Heritage Impact Assessment
11. Archaeological Assessment
12. Market Impact Study
13. Architectural Site Plan
14. Internal Floor Plans
15. Roof-Top Screening Details / Cross Section
16. Sign Package (Details of all wall, pylon, and directional signs, materials, colours, etc.)
17. Comprehensive Development Plan
18. Digital Documents: AutoCAD and PDF/TIFF
19. Appraisal Report
<b>Engineering Requirements:</b>
1. Master Environmental Servicing Plan (MESP)
2. Stormwater Management Report
3. Functional Servicing Report
4. Phase I Environmental Impact Report
5. Transportation Study or Traffic Impact Study
6. Noise & Vibration Report
7. Geotechnical/Soils Report
8. Parking Study
9. Site Servicing & Grading Plan
10. Erosion and Sediment Control Plan
11. Environmental Site Screening Checklist
12. Transit Facilities Plan
13. Environmental Impact Study/Report

<b>SUBMISSION REQUIREMENTS</b>
<b>Urban Design Requirements:</b>
1. Urban Design & Sustainable Design Guidelines
2. Urban Design & Sustainable Design Brief
3. Landscape Cost Estimate
4. Landscape Plans
5. Landscape Master Plan
6. Elevations (Colour & Black and White)
7. Coloured Rendering (Perspective Ground or Human-Scale)
8. Architectural Control Architect Approved Drawings
9. Architectural Guidelines
10. Wind Study
11. Sun/Shadow Study
12. Demarcation of physical and stable top of bank, areas regulated by the Toronto and Region Conservation Authority, and/or limits of natural heritage systems, wetlands, and/or natural hazards
13. Tree Inventory and Preservation Study/Arborist Report/Edge Management/Restoration Plans
14. Pedestrian and Bicycle Circulation Plan
15. Computer Generated Building Mass Model
16. Photometric Lighting Plan
<b>Public Works Requirement</b>
1. Waste Collection Design Standards
<b>Specific Area Requirements:</b>
1. Oak Ridges Moraine Conformity Report
2. Greenbelt Conformity Report
3. Environmental Features Checklist
4. Special Policy Area Studies (Woodbridge)
5. Valley Policy Area 1 to 4 (Kleinburg)
6. Heritage District Conformity Report

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

**THIS IS SCHEDULE '1'**  
**TO BY-LAW \_\_\_\_\_ - 2009**  
**PASSED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009**

FILE No. OP.09.005 & GENERAL FILE No. 13.6

LOCATION: CITYWIDE

APPLICANT: THE PLANNING AND CONSERVATION LAND STATUTE

LAW AMENDMENT ACT - BILL 51 AMENDMENTS

CITY OF VAUGHAN

**SIGNING OFFICERS**

\_\_\_\_\_  
MAYOR

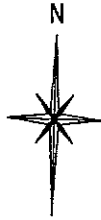
\_\_\_\_\_  
CLERK

**SUMMARY TO BY-LAW - 2009**

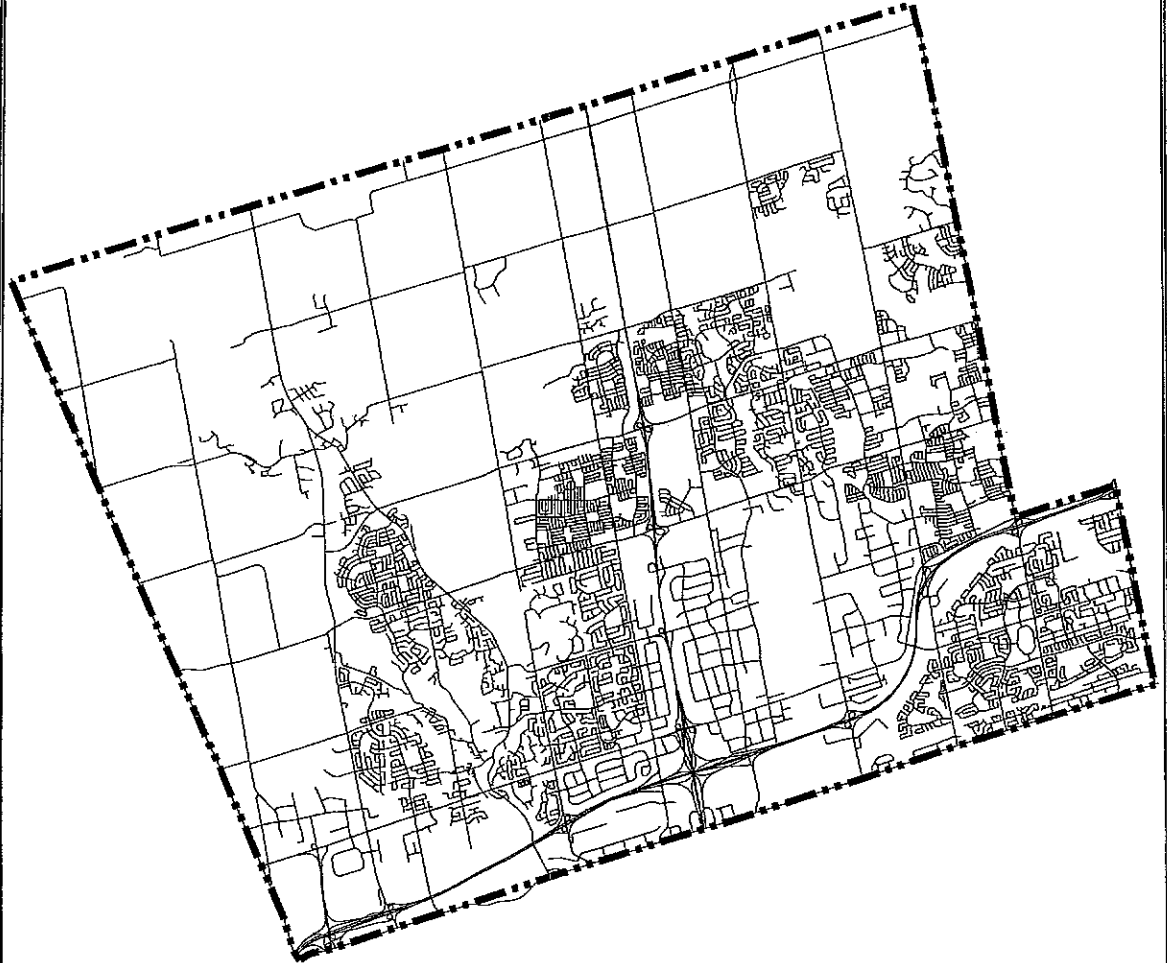
This Amendment applies to all of the lands within the corporate boundaries of the City of Vaughan.

The purpose of this by-law is to allow the City of Vaughan to conduct mandatory pre-application consultation meetings with an owner(s)/applicant(s), prior to submitting an application for an Official Plan or Zoning By-law Amendment, Site Development, and Draft Plan of Subdivision or Draft Plan of Condominium (vacant land and/or common element), in accordance with the *Planning Act*, as amended by the Planning and Conservation Land Statute Law Amendment Act (Bill 51).

The Development Planning Department will host the pre-application consultation meetings, which may include representatives from various City Departments involved in the evaluation of Planning Act applications. The purpose of the pre-application consultation meeting is for the applicant to present a development proposal to the City and subsequently, for the City to identify the material and information required for a full and complete submission of a development application. Any comments generated through this process will not constitute a pre-approval of a development proposal, nor shall it be interpreted to reflect the position of the City of Vaughan.



NOT TO SCALE



# LOCATION MAP TO BY-LAW \_\_\_\_\_ - 2009

-----  
SUBJECT LANDS

FILE No. OP.09.005 & GENERAL FILE No. 13.6  
LOCATION: CITYWIDE  
APPLICANT: THE PLANNING AND CONSERVATION LAND STATUTE  
LAW AMENDMENT ACT - BILL 51 AMENDMENTS  
CITY OF VAUGHAN

SIGNING OFFICERS

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Draft Zoning By-law Amendment  
The Planning and Conservation Land Statute Law Amendment Act - Bill 51 Amendments  
General File: 13.6  
**Scheduled for Council Meeting: December 14, 2009**

**BY-LAW NUMBER - 2009**

**A By-law to amend the City of Vaughan Site Plan Control By-law Number 228-2005, as amended, to implement the changes resulting from The Planning and Conservation Land Statute Law Amendment Act (Bill 51) Amendments to the Planning Act.**

The Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. That By-law 228-2005, as amended, be and it is hereby further amended by adding the following to the end of Subparagraph 2 a) i):  
"including facilities designed to have regard for accessibility for persons with disabilities;"
2. That By-law 228-2005, as amended, be and it is hereby further amended by deleting Paragraph 2 a) ii) and substituting therefor with the following:  
"drawings showing plans, elevations, and cross-section views for each building to be erected, including, massing and conceptual design; the relationship of the building to adjacent buildings, streets and exterior public areas; the provision of interior walkways, stairs, elevators, and escalators to which the public has access; matters relating to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design; the sustainable design elements on any adjoining highway under Vaughan's

## ATTACHMENT #4

jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and, facilities designed to have regard for accessibility for persons with disabilities. Such drawings shall be required for all residential buildings, including those containing less than 25 units.”

3. That By-law 228-2005, as amended, be and it is hereby further amended by deleting Paragraph 2(b) and substituting therefore with the following:

“2(b) For the purpose of this By-law, “development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size of the building or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers or mobile homes. “Development” does not include the placement of a portable classroom on a school site of a District School Board if the school site was in existence on January 1, 2007.”

**SUMMARY TO BY-LAW - 2009**

This Amendment applies to all of the lands within the City of Vaughan.

The purpose of this by-law is to implement the changes to the City's Site Plan Control By-law 228-2005, as amended, as they pertain to The Planning and Conservation Land Statute Law Amendment Act (Bill 51) Amendments to the Planning Act to include the following matters to be reviewed under the Site Plan Control process:

- i) matters relating to exterior design, including without limitation the character, scale, appearance, colour, and design features of buildings, and their sustainable design;
- ii) sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation: trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers, and bicycle parking facilities;
- iii) design of facilities to have regard for accessibility for persons with disabilities; and,
- iv) revision to the definition of "development" to exclude the placement of a portable classroom on a school site of a District School Board if the school site was in existence on January 1, 2007.

This By-law amends the Site Plan Control By-law Number 228-2005, as amended.



# **Development Planning Department**

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

**Official Plan ■ Zoning By-law ■ Draft Plan of Subdivision ■ Site Development ■ Draft Plan of Condominium (Vacant Land / Common Element)**

This package includes the following:

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

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

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

November 2009

### **Purpose of Pre-Application Consultation Meetings**

Pursuant to Bill changes to the *Planning Act*, the City of Vaughan has implemented OPA #705, which requires Pre-Application Consultation (PAC) meetings prior to the submission of **all** Development Planning applications.

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

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

#### **PLEASE NOTE:**

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

#### **1. Introduction**

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

#### **2. Planning Application Process**

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

#### **3. Pre-Application Consultation Meeting Request**

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



**4. Preparation for Pre-Application Consultation Meeting**

Five (5) business days prior to the scheduled PAC meeting, the applicant is required to provide the Development Planning Department with the following:

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

Material and <i>Minimum # of Copies</i>	Official Plan	Zoning By-law	Site Plan	Sub.	Condo.
Concept Plan (8 Copies)	✓				
Architectural Site Plan (8 Copies)		✓	✓		
Preliminary Building Elevations (8 Copies)		✓	✓		
Draft Plan of Subdivision (8 Copies)				✓	
Draft Plan of Condominium (8 Copies)					✓

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

**5. Complete Application requirements**

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

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

Note <sup>1</sup>: A letter from an external agency on their letterhead acknowledging that they met the applicant on a preliminary basis and that additional requirements for a complete application were identified.

**6. Other Fees & Approvals**

Please note that there may be additional financial requirements arising from the application to be paid by the applicant, including, but not limited to: parkland dedication; development charges;

payment of outstanding taxes; peer review of technical reports; agreements and associated fees; securities; retrieval from archives; and/or, Ontario Municipal Board appeals.

Additional applications to the other agencies, including federal, provincial, regional and/or other City Departments, may be necessary depending on the nature of the application. The applicant is advised to consult with other agencies identified at the PAC meeting.

**7. Requirement for Additional Meeting(s)**

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

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

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

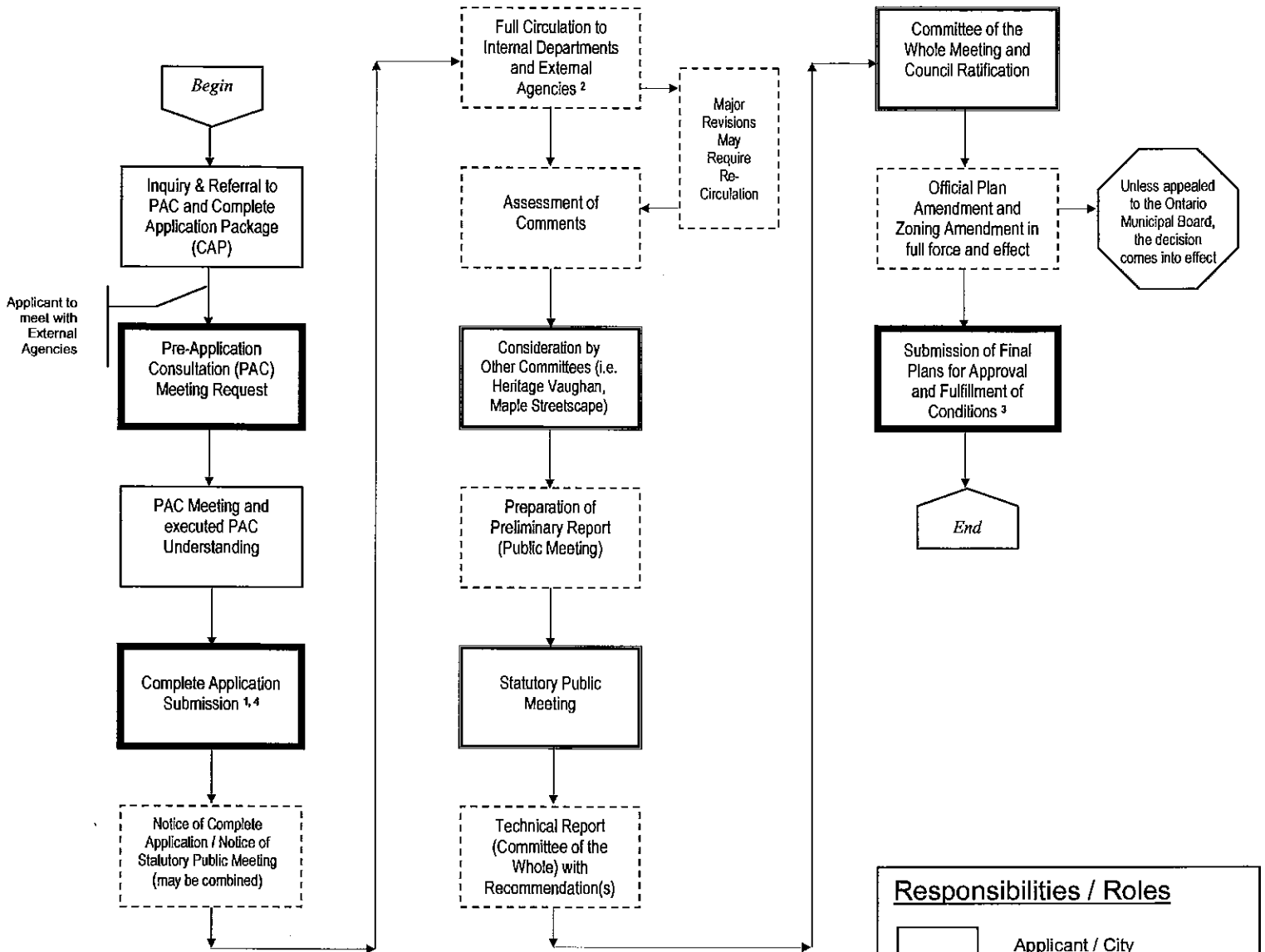
R:\SER\SHARED\BILL51\DOCUMENTS\Pre-Application Package\Final\2 - Guide for Applicants.doc



*The City Above Toronto*

**Development Planning Application Process – Chart 1**

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



Applicant to meet with External Agencies

**IMPORTANT:**

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

**Responsibilities / Roles**

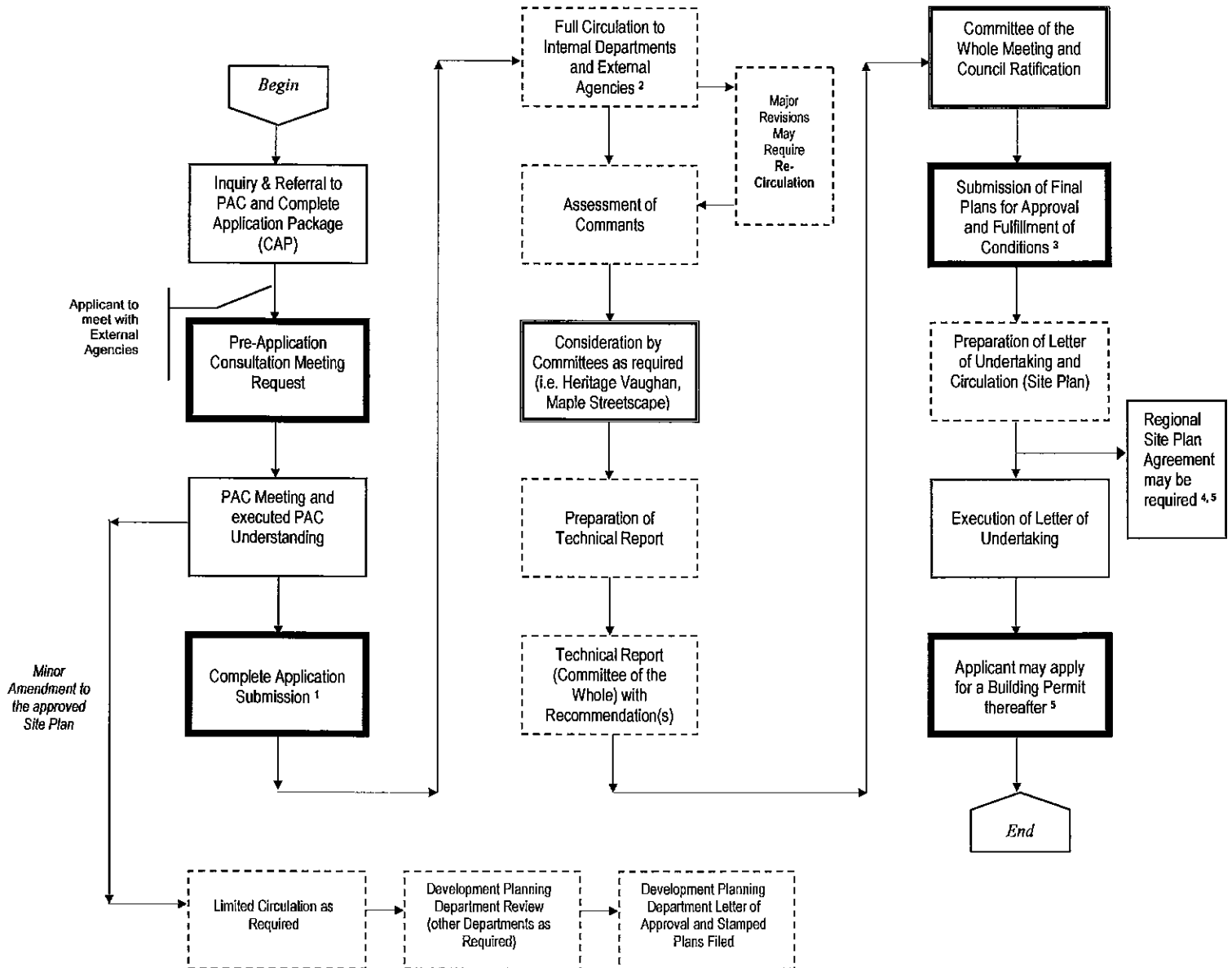
	Applicant / City
	Applicant
	City
	Public Meeting
	Other



*The City Above Toronto*

**Development Planning Application Process – Chart 2**

Site Plan Application



**IMPORTANT:**

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

**Responsibilities / Roles**

	Applicant / City
	Applicant
	City
	Public Meeting

**PRE-APPLICATION CONSULTATION  
UNDERSTANDING**

**IMPORTANT:**

1. This form will be completed with Development Planning Department Staff at a PAC meeting and will form part of a complete application. All reports, documents and drawings must be submitted in hard copy and digital form (i.e. AutoCAD and PDF/Tiff); and,
2. With the exception of Plan of Condominium Planning Applications, site walks or site visits may be required for all Planning Applications and must be conducted prior to the submission of the complete application(s), as determined by the Development Planning Department. This typically includes staff from the City, Conservation Authority, and/or the Region of York.

Applicant: \_\_\_\_\_

Site Location: \_\_\_\_\_

Proposal: \_\_\_\_\_

**Check the Required Applications**

- Official Plan Amendment   
  Plan of Subdivision   
  Site Development  
 Zoning By-law Amendment   
  Plan of Condominium  
(Vacant Land or Common Element)

**Mandatory**

<b>Submission Requirements</b>						
<b>Drawings and reports</b>	<b>OPA</b>	<b>ZBL</b>	<b>DA</b>	<b>SUB</b>	<b>CONDO</b>	<b># of Copies</b>
1. Aerial Photograph(s) - Colour	✓	✓	✓	✓	✓	6
2. Planning Justification Report	✓					6
3. Parcel Abstract (within last 30 days)			✓			3
4. Draft Official Plan Amendment	✓					3
5. Draft Zoning By-law Amendment		✓				3
6. Survey Plan	✓	✓	✓	✓	✓	3
7. Concept Plan	✓					20
8. Draft Plan of Subdivision and/or Condominium				✓	✓	25
9. Reductions of Plans (Legal Size 8 -1/2 x 14)	✓	✓	✓	✓	✓	3
10. Heritage Impact Assessment						
11. Archaeological Assessment				✓		3
12. Market Impact Study						
13. Architectural Site Plan		✓	✓			20
14. Internal Floor Plans			✓			6
15. Roof-Top Screening Details / Cross Section			✓			3
16. Sign Package (Details of all wall, pylon, and directional signs, materials, colours, etc.)			✓			5
17. Comprehensive Development Plan						
18. Digital Documents: AutoCAD and PDF/TIFF	✓	✓	✓	✓	✓	1
19. Appraisal Report						



**PRE-APPLICATION CONSULTATION  
UNDERSTANDING**

<b>Submission Requirements</b>						
<b>Drawings and reports</b>	<b>OPA</b>	<b>ZBL</b>	<b>DA</b>	<b>SUB</b>	<b>CONDO</b>	<b># of Copies</b>
<b>Engineering Requirements:</b>						
1. Master Environmental Servicing Plan (MESP)	✓			✓		6
2. Stormwater Management Report			✓			6
3. Functional Servicing Report <sup>Note 2</sup>			✓	✓		6
4. Phase I Environmental Impact Report <sup>Note 1</sup>	✓	✓	✓	✓	✓	6
5. Transportation Study or Traffic Impact Study <sup>Note 2</sup>				✓		6
6. Noise & Vibration Report <sup>Note 2</sup>				✓		6
7. Geotechnical/Soils Report <sup>Note 2</sup>				✓		6
8. Parking Study	✓					3
9. Site Servicing & Grading Plan <sup>Note 2</sup>			✓			4
10. Erosion and Sediment Control Plan <sup>Note 2</sup>			✓			4
11. Environmental Site Screening Checklist	✓	✓	✓	✓	✓	3
12. Transit Facilities Plan <sup>Note 2</sup>						
13. Environmental Impact Study/Report <sup>Note 2</sup>						
<b>Urban Design Requirements:</b>						
1. Urban Design & Sustainable Design Guidelines	✓			✓		4
2. Urban Design & Sustainable Design Brief			✓			4
3. Landscape Cost Estimate			✓	✓		2
4. Landscape Plans			✓	✓		8
5. Landscape Master Plan	✓			✓		4
6. Elevations (Colour & Black and White)		✓	✓			6
7. Coloured Rendering (Perspective Ground or Human-Scale)			✓			15
8. Architectural Control Architect Approved Drawings			✓			1
9. Architectural Guidelines				✓		4
10. Wind Study	✓			✓		3
11. Sun/Shadow Study	✓			✓		3
12. Demarcation of physical and stable top of bank, areas regulated by the Toronto and Region Conservation Authority, and/or limits of natural heritage systems, wetlands, and/or natural hazards		✓		✓		8
13. Tree Inventory and Preservation Study/Arborist Report/Edge Management/Restoration Plans			✓	✓		6
14. Pedestrian and Bicycle Circulation Plan	✓			✓		6
15. Computer Generated Building Mass Model	✓					6
16. Photometric Lighting Plan			✓			6
<b>Public Works Requirement</b>						
1. Waste Collection Design Standards			✓			3
<b>Specific Area Requirements:</b>						
1. Oak Ridges Moraine Conformity Report						
2. Greenbelt Conformity Report						
3. Environmental Features Checklist						



**PRE-APPLICATION CONSULTATION  
UNDERSTANDING**

Submission Requirements						
Drawings and reports	OPA	ZBL	DA	SUB	CONDO	# of Copies
4. Special Policy Area Studies (Woodbridge)						
5. Valley Policy Area 1 to 4 (Kleinburg)						
6. Heritage District Conformity Report						

- Notes**
- Phase 2 and/or Phase 3 Environmental Impact Reports may be required by the Engineering Department after the review of the Phase 1 Report
  - If the subject lands are located abutting a Regional Road or Provincial Highway, provide 3 additional copies of the plan or document

Other Agencies to be Contacted by Applicant (Check the Required Agency(ies))			
Region of York		PowerStream	
Toronto and Region Conservation Authority		City of Toronto	
Toronto Transit Commission		Region of Peel	
Go Transit/Metrolinx		City of Brampton	
TransCanada Pipeline		Township of King	
Enbridge Gas		Town of Richmond Hill	
Ministry of Transportation		York Region District School Board	
Ministry of Environment		York Region Catholic School Board	
Ministry of Municipal Affairs and Housing		Canadian National Railway	
Hydro One		Canadian Pacific Railway	
Telecommunication Companies		Canada Post	
Other:		Other:	
Other:		Other:	

\_\_\_\_\_  
Development Planning Staff (Please Print)

\_\_\_\_\_  
Development Planning Staff (signature)

\_\_\_\_\_  
Date

**Applicant Signatures:**

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

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

\_\_\_\_\_  
Owner/Agent (Please Print)

\_\_\_\_\_  
Owner/Agent (Signature)

\_\_\_\_\_  
Date



**PRE-APPLICATION CONSULTATION  
UNDERSTANDING**

**Notes:**

---



---



---

1. Conformity with Regional Official Plan land use designation? (www.region.york.ca) Yes  No   
 If "No", has an application been made to amend the Regional Official Plan or Regional Exemption? (**Note: an Exemption must be approved by the Region of York PRIOR TO the statutory Public Meeting**) Yes  No
  
2. Existing City Official Plan designation: \_\_\_\_\_  
 Conformity with the City's Official Plan land use designation? Yes  No   
 If "No" what is the nature of the amendment needed?  
 \_\_\_\_\_
  
3. Existing Zoning:  
 Compliance with the City's Zoning By-law? Yes  No   
 If "No" what is the proposed zoning or amendment required?  
 \_\_\_\_\_
  
4. Applicable Policies:  
 Compliance with the Greenbelt Plan? Yes  No   
 Compliance with the Oak Ridges Moraine Plan? Yes  No   
 Compliance with the applicable Heritage Conservation District Plan? Yes  No   
 Compliance with the Special Policy Area? Yes  No   
 Compliance with the Architectural/Urban Design Guidelines? Yes  No   
  
 Compliance with the following additional policies:  
 \_\_\_\_\_ Yes  No   
 \_\_\_\_\_ Yes  No
  
5. Related File No(s): \_\_\_\_\_
6. Additional Agencies to be contacted by Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Important Notes:**

- a) The purpose of this agreement is to identify the information required to commence a complete application as set out in the *Planning Act*. Pre-Application Consultation does not imply or suggest any decision whatsoever on the part of City staff or the Corporation of the City of Vaughan to either support or refuse the application(s).
- b) This agreement expires 180 days from the date of signing. In the event that this Pre-Application Consultation Understanding expires prior to the complete application being accepted by the City, another agreement shall be required.





*The City Above Toronto*

**PRE-APPLICATION CONSULTATION  
UNDERSTANDING**

- c) An application submitted without the information identified in this Pre-Application Consultation Understanding will not be considered a complete application. If a site walk is required, the application will not be considered complete until it has taken place.
- d) All reports, documents and drawings must be submitted in hard copy and digital (i.e. AutoCAD with a list identifying each layer and PDF/TIFF) form.
- e) Acknowledgement of Public Information:  

The applicant acknowledges that the City considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the City photocopying, posting on the internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.
- f) Additional studies and/or information may be required to be submitted as identified by the City and/or external agencies through the planning review process.
- g) All required fees are required to be submitted in accordance with the Tariff of Fees for Vaughan Planning Applications at the time of submission.

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

**Drawings and Reports:**

1. **Aerial Photograph(s)**  
A recently dated colour high-resolution aerial photo showing the context of the application is required for all applications.
2. **Planning Justification Report**  
A qualified planner must submit a report providing planning justification for the proposal based on the principles and objectives of Provincial (e.g. Places to Grow Act and Provincial Policy Statement), York Region and City of Vaughan planning documents.
3. **Parcel Abstract**  
An up-to-date (within the last 30 days) parcel abstract page can be obtained from the Land Registry/Land Titles Office. This will be used to verify ownership and legal description.
4. **Draft Official Plan Amendment**  
The applicant must provide a draft official plan amendment including all text, maps and appendices.
5. **Draft Zoning By-law Amendment**  
The applicant must provide a draft zoning by-law amendment including all text, maps and appendices.
6. **Survey Plan**  
Current survey prepared by a qualified Ontario Land Surveyor that includes the location and nature of any easement affecting the subject lands.
7. **Concept Plan** – All drawings are to be folded to 8.5" x 14" (legal size) with the title block exposed.
  - a) Concept plan showing the proposed development in context of adjacent lands including land across the street. The plan is to show all buildings, land uses, sidewalks, walkways, driveways, street trees, street intersections and any other natural or made-made elements.
  - b) In addition, digital plans (AutoCAD and PDF/TIFF) are required to be submitted in a format compatible with the City's current software requirements. The current standard is a vector format "DWG" file. A list identifying each layer in the "DWG" file is mandatory.
8. **Draft Plan of Subdivision and/or Draft Plan of Condominium** – The information required on plans is to be in accordance with the Planning Act and its regulations. See relevant application forms for details. All drawings are to be folded 8.5" x 14" with title block exposed.
9. **Reduction of Plans**  
Legal size (8.5" x 14") reductions of all original plans or surveys submitted in support of the application.
10. **Heritage Impact Assessment**  
A Heritage Impact Assessment demonstrates how new development involving a heritage resource will preserve, protect, improve and/or manage the resources(s).

- 11. Archaeological Assessment**  
An Archaeological Assessment must be completed in accordance with Provincial and municipal requirements in or near areas of archaeological potential.
- 12. Market Impact Study**  
The purpose of a Market Impact Study is to define the trade area, the current and future market supports, identify the area and measure the existing competition, evaluate the sales impact implications for existing and planned retail facilities, and address the existing market and potential impacts of an application. These studies will be evaluated by the City on the basis of a peer review to be undertaken at the applicant's expense.
- 13. Architectural Site Plan**  
A plan prepared by a qualified person including, but, not limited to: a north arrow and bar scale; a legible chart on the plan summarizing the total area of the property, total building area, lot coverage, paved and/or gravelled area, parking space breakdown; access ways, with the dimensions and width, including proposed direction of traffic flow; parking and loading spaces; walkways; and, existing and proposed grades.
- 14. Internal Floor Plans**  
Plans that show the typical layout of each floor. Respecting residential apartment / condominium buildings, the floor plans shall identify the multi-sort recycling system on every floor, in accordance with the City's "Waste Collection Design Standards Policy" and "Recycling in New Residential Apartment and Condominium Buildings" report, which can be found on the City's website at [www.vaughan.ca](http://www.vaughan.ca).
- 15. Roof-Top Screening Details/Cross Section**  
A cross-section of the building illustrating that roof-top mechanical equipment is not visible from any abutting streets. The plan shall include all details of all screening materials /parapets (heights, materials, dimensions, and colours).
- 16. Sign Package (Details of All Buildings, Directional Signs, etc.)**  
A sign package consists of a plan illustrating the details of all proposed signage including pylon, building/wall and directional signs, and shall include dimensions (in metric), materials, and colours.
- 17. Comprehensive Development Plan**  
A plan that illustrates the subject lands in context with abutting properties and land uses in the surrounding area.
- 18. Digital Documents**  
Digital plans and plans (AutoCAD and PDF/TIFF) are required to be submitted in a format compatible with the City's current software requirements. The current standard is a vector format "DWG" file. A list identifying each layer in the "DWG" file is mandatory.
- 19. Appraisal Report**  
An appraisal prepared by a certified Ontario Land Appraiser to establish the current market value of the lands.

**Engineering Requirements:**

- 1. Master Environmental Servicing Plan (MESP)**  
A plan to address environmental and servicing considerations in regards to a development application.
- 2. Storm Water Management Report**  
A report that presents the data, methods, procedures and predicted results associated with the design of drainage works and erosion protection measures related to a development application. Such a report shall be prepared by a qualified engineer and provide details on the following: techniques used to control storm runoff to allowable runoff rate; and method and volume of storm water storage.
- 3. Functional Servicing Study**  
The report must address and ensure that the proposed development may be serviced in accordance with all City of Vaughan Engineering Department Design Standards and Criteria. The Report should include the proposed servicing scheme (Water Supply and Distribution, and Sanitary and Storm Drainage), the proposed grading for the site, and Roads/Access and Right-of-Way widths, etc.
- 4. Phase I Environmental Impact Report**  
The first phase of the systematic identification and evaluation of the potential impacts (effects) of proposed developments relative to the physical, chemical and biological components of the environment. Please note that a Phase II or III Environmental Report may be required pending the recommendations of the Phase 1 Report.
- 5. Transportation Study/Assessment or Traffic Impact Study**  
These can be required by City or Regional Staff. Contact the City's Engineering Department and/or the Regional Transportation Services Department for detailed information on study requirements. The prescribed format for this study can be obtained from the Region of York website at [www.york.ca](http://www.york.ca).
- 6. Noise and Vibration Report**  
A noise and/or vibration study determines the impact on adjacent developments and recommends mitigation measures.
- 7. Geotechnical/Soils Report**  
This report analyses soil composition to determine its structural stability and its ability to accommodate development.
- 8. Parking Study**  
A study typically prepared when a development proposal that does not meet the minimum parking standards prescribed by the City's zoning by-law. The study shall be prepared by a qualified transportation engineer and provide a basis in support of the reduced parking standard.
- 9. Site Servicing & Grading Plan**  
A plan detailing the water and sanitary servicing, hydro, lighting, and other infrastructure, and grading to facilitate the development of a specific site. The plan shall be prepared by a qualified engineer.

- 10. Erosion & Sediment Control Plan**  
A plan detailing the measures that will be taken to control sediment and erosion. The plan shall be prepared by a qualified engineer.
- 11. Environmental Site Screening Checklist**  
A copy of the Environmental Site Screening Checklist is found in the respective application form. In accordance with the protocol for contaminated sites, the possibility of site contamination may result in a required Phase 1 Environmental Assessment, Phase 2 Environmental Assessment and/or Record of Site Condition.
- 12. Transit Facilities Plan**  
The Transit Facilities Plan addresses transit facilities in the planning of the proposed development and their integration into the transit network.
- 13. Environmental Impact Study/Report**  
A report that addresses among other things and contains a description of the proposal, a description of the natural environment, and assessment of environmental effects, a description of mitigating measures and recommendations.

**Urban Design Requirements:**

- 1. Urban Design & Sustainable Design Guidelines**  
The purpose of the Urban Design and Sustainable Design Guidelines is to illustrate a detailed design solution for new development based on a thorough contextual analysis of the site and the surrounding area, and the implementation of sustainable developments, which meets the needs of the present without compromising the ability of future generations to meet their own needs.
- 2. Urban Design & Sustainable Design Brief**  
Usually provided in conjunction with a site development application - The purpose of the Urban Design & Sustainable Design Brief is to outline the vision and context of a development proposal in relation to certain terms of reference (i.e. Urban Design and Sustainable Design Guidelines).
- 3. Landscape Cost Estimate**  
The landscape cost estimate must provide detailed information on the hard and soft landscaping elements itemizing quantities, areas, sizes, equipment, and labour and material costs required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate, which indicates the area and work to be undertaken for each phase, must be provided. The landscape cost estimate shall be provided by a qualified landscape architect.
- 4. Landscape Plans**  
The landscape plan is to include:
  - a) location of existing trees 20cm in caliper and greater and proposed methods of preservation;
  - b) property lines, surrounding streets, contour lines, setbacks, easements;
  - c) existing site features, retention/preservation areas;
  - d) vehicular and pedestrian paving, planting, fencing, landscape structures;
  - e) location of all engineering services (overhead, underground, light standards, etc.), which may affect landscaping;

- f) adjacent landscape/development features, where applicable;
- g) indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in metric;
- h) plant list naming all recommended plant material and size specification;
- i) area of site to be landscaped; and,
- j) shall be provided by a fully certified landscape architect.

The landscape plan shall illustrate opportunities and connections for the creation of well defined and dynamic public spaces, which includes, but not limited to public squares, public courtyards, and public commons.

**5. Landscape Master Plan**

Required for any application where all or part of a new City park/open space or addition to a City park/open space and boulevards, buffers and streetscape areas, are included as part of the proposal. The required facilities and standards are available from the Parks Development Department and the Development Planning Department.

**6. Elevation (Colour & Black and White)**

Construction drawings showing the external character and elevations of building walls, retaining walls, fences, signs, and garbage collection facilities. Drawings showing the external character of buildings shall include all windows, doors, loading bays, projections, fascia trim, decorative elements, and lighting all finishing materials indicating: exterior materials (e.g., brick, stucco, vinyl siding, and metal siding.)

**7. Coloured Rendering (Perspective Ground or Human-Scale)**

Renderings of the proposed development provided in colour from either a ground or human-scale perspective. The coloured renderings shall be provided by a qualified urban designer or architect.

**8. Architectural Control Architect Approved Drawings**

Drawings including site plan, elevations, and landscape plans that are signed by the control architect in locations where architectural control is applicable, certifying that said plans have been reviewed in the context of the architectural control guidelines and determined to be in compliance with the guidelines.

**9. Architectural Guidelines**

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

**10. Wind Study**

A wind study will determine the impact on adjacent developments and recommends mitigation measures.

**11. Sun/Shadow Study**

A study showing the effects of the development on sunlight reaching surrounding properties and buildings by calculating the shadow that will be cast by the development at different times of day in different seasons. Sun/Shadow Studies may be required for Official Plan Amendments, Zoning By-law Amendments and Site Plan Applications for developments usually over 20 metres in height. The Study may also be required for developments that are lower than 20 metres near shadow sensitive areas.

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

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

The shadow study is to be carried out, verified and signed by a qualified urban designer, architect or other qualified professional.

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

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

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

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

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

**14. Pedestrian and Bicycle Circulation Plan**

A plan may be required to demonstrate conformity with the City's approved pedestrian and bicycle circulation master plan.

**15. Computer Generated Building Mass Model**

The digital model needs to be completed in AutoCAD or other software compatible with City software, i.e. Sketch-Up.

**16. Photometric Lighting Plan**

Also known as a Lighting Plan, which shows the location of each current and/or proposed outdoor lighting fixture with projected hours of use measured in lux and the area of the lighting dispersement by each lighting fixture.

**Public Works Requirement:**

**1. Waste Collection Design Standards**

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

**Specific Area Requirements:**

**1. Oak Ridges Moraine Conformity Report**

A report required in accordance with the Oak Ridges Moraine Conservation Plan (ORMCP) for developments on any lands located on the Oak Ridges Moraine for the purpose of ensuring that the proposed development conforms with the plan's policies. For applications in the Natural Core, Natural Linkage or Countryside designations, the applicant should follow the policies provided in Section 19.2 under Part III of the Oak Ridges Moraine Conservation Plan. For applications in Settlement designations, the applicant should follow the policies in Section 19.3 under Part III of the Oak Ridges Moraine Conservation Plan. The applicant should also include or make reference to one or more of the 17 technical papers in the Technical Paper Series, as needed, to prepare the conformity report. Note that a Natural Heritage Evaluation (NHE) is required for applications (a) within 90 m of an OS5 Zone as described in Zoning By-law 1-88, equivalent to the 120 m area of influence of a key natural heritage feature or key hydrological feature, and (b) in the Natural Core, Natural Linkage or Countryside designation of the ORCMP. The NHE requirements are described in Section 23 of the ORMCP.

**2. Greenbelt Conformity Report**

A report required in accordance with the Greenbelt Plan for developments on any lands located within the Greenbelt, or within 120m adjacent to a key natural feature, for the purpose of ascertaining that the proposed development is in conformance with the plan's policies. Applicants are advised to seek advice from City staff regarding the nature and scope of a conformity report.

**3. Environmental Features Checklist**

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

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

**4. Special Policy Area Studies (Woodbridge)**

Studies carried out in relation to a proposed development in the Woodbridge Special Policy Area. The nature of these studies as well as the geographical boundaries of the Special Policy Areas is explained in Subsection 6.3.3 of OPA 240, the Woodbridge Community Plan, as amended by OPA 440 and OPA 597. These studies must be approved by the City and/or other relevant agencies before their findings are accepted, and shall be carried out by qualified professionals in the relevant field/fields. Please note that an Official Plan Amendment within a Special Policy Area must be approved by both the Minister of Municipal Affairs and Housing and the Minister of Natural Resources as noted in the Provincial Policy Statement.

**5. Valley Policy Area 1 to 4 (Kleinburg/Nashville)**

Studies to be carried out in relation to a proposed development in the Kleinburg/Nashville Valley Policy Area - the nature of these studies as well as the geographical boundaries of the Valley Policy Area are explained in s.4.10.10.1 15) of OPA 601, as amended by OPA 610. The purpose of these studies will be to identify the appropriate, primarily low intensity land uses, while also



addressing issues regarding the following: the environmental function of the area, including integration of a trail system, transportation impacts on the functioning of Regional Road 27, servicing options, urban design, etc. The studies will include consultation with the TRCA, affected landowners, York Region, and area residents, and shall be carried out by qualified professionals in the relevant fields.

**6. Heritage District Conformity Report**

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

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

## **NOTICE OF COMPLETE APPLICATION**

Insert Date

BY FAX Insert fax number

Insert recipient's name  
C/O Insert Company's Name  
Insert Address Insert Postal Code

Dear Insert recipient's name,

**RE: Insert File Name  
Insert Location Information  
Notice of Complete Application  
Insert File Number(s)**

---

The Development Planning Department has conducted a preliminary review of the following applications, which was/were received by the Development Planning Department on Insert Date:

- to amend the City of Vaughan Official Plan in accordance with Sections 22(4) and 22(6.4) of the Planning Act, File OP-\_\_\_\_; and/or,
- to amend the City of Vaughan Zoning By-law in accordance with Sections 34(10.1) and 34(10.4) of the Planning Act, File Z-\_\_\_\_; and/or,
- for approval of Draft Plan of Subdivision in accordance with Sections 51(17) and 51(19.1) of the Planning Act, File 19T-\_\_V\_\_; and/or,
- an application for Site Plan Approval under Section 41 of the Planning Act, File DA-\_\_\_\_; and/or,
- an application for approval of a Plan of Condominium under Section 9 of the Condominium Act, S.O. 1998, c. 19, as amended, File 19CDM-\_\_V\_\_.

In accordance with Schedule "1" of Ontario Regulation 543/06 (Official Plan) and/or 545/06 (By-laws) and/or 544/06 (Plans of Subdivision), and/or Official Plan Amendment Number 705, this/these applications is/are deemed to be complete.

If you have any questions, please contact **Insert Planner's Name**, the Planner working on the file(s) at 905.832.8585, Extension **Insert number**.

Yours truly,

**Insert Planner's Name**  
Development Planning Department  
R:\SER\SHARED\BILL51\DOCUMENTS\Forms\CW Attachments\Notice to Applicant of Complete Application.doc  
Copy: Jeffrey A. Abrams, Clerks Department



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

## **NOTICE OF INCOMPLETE APPLICATION**

Insert Date

BY FAX Insert fax number

Insert recipient's name  
C/O Insert Company's Name  
Insert Address 1  
Insert Address 2  
Insert Postal Code

Dear Insert recipient's name,

**RE: Insert File Name  
Insert Location Information  
Notice of Incomplete Application  
Insert File Number(s)**

---

The Development Planning Department has conducted a preliminary review of the above-noted application(s), which was/were received by the Development Planning Department on Insert Date. In accordance with Regulations 543/06 (Official Plan) and/or 544/06 (Plans of Subdivisions) and/or 545/06 (Zoning) under the Ontario Planning Act, January 1, 2007, and in accordance with Official Plan Amendment Number 705, this/these applications is/are deemed to be incomplete.

Schedule "1" of the Regulation 543/06 (Official Plan) and/or 545/06 (By-laws) and/or 544/06 (Plans of Subdivisions), Official Plan Amendment Number 200, as amended by Official Plan Amendment Number 705, and By-law #-2009 requires additional detailed information to be provided in order for the municipality to conduct the review of the application(s). The following items, but not limited to, are required:

1. ;
2. ; and,
3. .

**Please Note:** it is imperative that all required information noted above is provided in order to deem this/these applications complete under the Ontario Planning Act. If you have any questions, please contact **Insert Planner's Name**, the Planner working on the file(s) at 905.832.8585, Extension **Insert number**.

Yours truly,

**Insert Planner's Name**  
Development Planning Department  
RASER\SHARED\BILL51\DOCUMENTS\FORMS\CW Attachments\Notice to Applicant of Incomplete Application.doc

Copy: Jeffrey A. Abrams, Clerks Department



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

## **NOTICE TO THE PUBLIC OF COMPLETE APPLICATION**

Insert Date

Dear Sir or Madam,

**RE: Insert File Name**  
**Insert Location Information**  
**Insert Municipal Address if known**  
**File Name: Insert File Name**  
**File Number(s): Insert File Number(s)**

---

Pursuant to the prescribed regulations of the Ontario Planning Act, effective January 1, 2007, a "Notice of Complete Application" is required to be given to the public within 15 days of informing the Owner that the above noted application(s) is/are deemed complete.

The City of Vaughan Development Planning Department has reviewed the above referenced application(s). In accordance with Ontario Regulation(s) 543/06 (Official Plan) and/or 545/06 (By-laws) and/or 544/06 (Plans of Subdivision), this/these application(s) is/are deemed to be complete.

If you have any questions, please contact **Insert Planner's Name**, the Planner working on the file(s) at 905.832.8585, Extension **Insert number**.

**JEFFREY A. ABRAMS**  
City Clerk

Attachments:

1. Location Map
2. Include plan of proposal

/

R:\SER\SHARED\BILL51\DOCUMENTS\FORMS\CW Attachments\Notice to the Public of Complete Application.doc

**\*\*\*\*This Notice is to go out not later than 15 days after the day of the refusal as per Subsection 22(6.6) of the Planning Act**

Please Quote File #: OP.  
File Inquiries: (\*Planner Name), Development Planning Department, Ext: 8\*\*\*

Date of this Notice: \*  
Last Day of Appeal: \*

**RE: NOTICE OF DECISION FOR OFFICIAL PLAN AMENDMENT APPLICATION  
LOT \* , CONCESSION \* , CITY OF VAUGHAN  
(\*OWNER/APPLICANT)**

---

On (DATE) an Official Plan Amendment Application was made to City of Vaughan for (STATE PURPOSE).

**TAKE NOTICE** that the Council of the City of Vaughan has made the decision to REFUSE the above proposed official plan amendment. Enclosed is a copy of the decision.

**AND TAKE FURTHER NOTICE** that under subsection 22(7) and 22(7.0.3) of the Planning Act, the applicant or the Minister may appeal to the Ontario Municipal Board in respect to the refusal of said official plan amendment by filing with the Clerk of the Corporation of the City of Vaughan not later than the \*\_\_ day of \* , 200\*, (NOTE: THIS DAY IS TO BE 20 DAYS FROM THE DATE OF THIS NOTICE) a notice of appeal setting out the objection to the official plan refusal and the reasons in support of the objection, together with a cheque in the amount of \$125.00 payable to the Minister of Finance. The reasons must be given or it will not be considered an objection.

Despite the above, under Subsection 22(7.2) and 22(7.3) there is no appeal in respect of all or any part of the amendment to an official plan if the amendment or part of the amendment proposes to a) alter all or any part of the boundary of an area of settlement in a municipality; b) establish a new area of settlement in a municipality; or, c) amend or revoke official plan policies that are adopted to permit the erecting, locating or use of two residential units in a detached house, semi-detached house or rowhouse situated in an area where residential uses, other than ancillary residential use, is permitted; and, d) the removal of land from areas of employment, even if other land is proposed to be added.

The decision of the Council of the City of Vaughan is final if a notice of appeal is not received before or on the last day for filing a notice of appeal.

**JEFFREY A. ABRAMS**  
City Clerk

Enclosures: Staff Report/Minutes  
R:\SER\SHARED\BILL51\DOCUMENTS\FORMS\CW Attachments\Notice of Refusal to Adopt an Official Plan Amendment.doc

**\*\*\*\*\*This Notice is to go out not later than 15 days after the day of the refusal as per Subsection 34(10.9) of the Planning Act**

Please Quote File #: Z.  
File Inquiries: (\*Planner Name), Development Planning Department, Ext: 8\*\*\*

Date of this Notice: \*  
Last Day of Appeal: \*

**RE: NOTICE OF DECISION FOR ZONING BY-LAW AMENDMENT APPLICATION  
LOT \* , CONCESSION \* , CITY OF VAUGHAN  
(\*OWNER/APPLICANT)**

---

On (DATE) a Zoning By-law Amendment Application was made to City of Vaughan for (STATE PURPOSE).

**TAKE NOTICE** that the Council of the City of Vaughan has made the decision to REFUSE the above proposed zoning by-law amendment. Enclosed is a copy of the decision.

**AND TAKE FURTHER NOTICE** that under subsection 34(11) and 34(11.0.3) of the Planning Act, the applicant or the Minister may appeal to the Ontario Municipal Board in respect to the refusal of said by-law amendment by filing with the Clerk of the Corporation of the City of Vaughan not later than the \*\_\_day of \*\_\_, 200\*, (NOTE: THIS DAY IS TO BE 20 DAYS FROM THE DATE OF THIS NOTICE) a notice of appeal setting out the objection to the by-law refusal and the reasons in support of the objection, together with a cheque in the amount of \$125.00 payable to the Minister of Finance. The reasons must be given or it will not be considered an objection.

Despite the above, under Subsection 34(11.0.4) there is no appeal in respect of all or any part of the amendment to a by-law if the amendment or part of the amendment to the by-law a) proposes to implement an alteration to all or any part of the boundary of an area of settlement; b) is a new area of settlement; or, c) if the Official Plan contains policies dealing with the removal of land from areas of employment and the Owner proposed to remove any land from an area of employment, even if other land is proposed to be added.

The decision of the Council of the City of Vaughan is final if a notice of appeal is not received before or on the last day for filing a notice of appeal.

**JEFFREY A. ABRAMS**  
City Clerk

Enclosures: Staff Report/Minutes  
R:\SER\SHARED\BILL51\DOCUMENTS\FORMS\CW Attachments\Notice of Refusal to Adopt a Zoning By-law Amendment.doc



**NOTICE OF A PUBLIC MEETING**

A public meeting to receive input on the following planning application(s) will be held on:

**COMMITTEE OF THE WHOLE (PUBLIC HEARING)**

**(Insert date) 2009 at 7:00 pm**

**at**

**CIVIC CENTRE COUNCIL CHAMBERS  
2141 MAJOR MACKENZIE DRIVE, VAUGHAN, ONTARIO L6A 1T1**

**PROPERTY:** \* Insert Property Address whenever available and general location i.e. - 10197 & 10211 Keele Street (southeast corner of Keele Street and McNaughton Road), City of Vaughan. (Attachment #1 – Ward \_\_\_\_).

**APPLICATION:** \*\* Insert simplified description of the proposal.

*Example:*

*To amend the City's Zoning By-law 1-88 to develop the property with a 3-storey building with 1,073 m<sup>2</sup> of ground floor commercial uses (office and retail) and a total of 95 residential condominium apartment units on the 2<sup>nd</sup> and 3<sup>d</sup> floors (Attachment #2).*

**APPLICANT:** \* Insert Applicant's Name

**FILE NUMBER(S):** \* insert File #

**CONTACT:**

Additional information may be obtained from \*(Planner's name) of the Development Planning Department at 905-832-8585, Extension \*\*. Comments may also be mailed to the Development Planning Department at the same address, or faxed to (905) 832-6080, or e-mailed to [DevelopmentPlanning@vaughan.ca](mailto:DevelopmentPlanning@vaughan.ca) prior to the meeting (please quote file name and number).

*The Planning Act, R.S.O. 1990, c.P.13 authorizes the City of Vaughan to collect any personal information in your communication or presentation to City Council or its Committees. The City collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, facsimiles, e-mails, presentations or other communications to the City, you should be aware that your name and the fact that you communicated with the City will become part of the public record and will appear on the City's website. The City will also make your communication and any personal information in it such as your address and postal code or e-mail address available to the public unless you expressly request the City to remove it.*

*The City audio records Council and Committee meetings. If you make a presentation to a Council or Committee, the City will be audio recording you and City staff may make these recordings available to the public.*

*Please direct any questions about this collection to the Planner listed above.*

**JOHN ZIPAY, Commissioner of Planning**  
**JEFFREY A. ABRAMS, City Clerk**

**NOTE**

**Official Plan (O. Reg. 543/06)**

*If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Vaughan before the proposed Official Plan Amendment is adopted the person or public body is not entitled to appeal the decision of The City of Vaughan or The Regional Municipality of York, as the case may be, to the Ontario Municipal Board.*

*If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Vaughan before the proposed Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.*

*If you wish to be notified of the adoption of the proposed Official Plan Amendment, or of the refusal of a request to amend the official plan, you must make a written request to the City of Vaughan, Clerks Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1.*

**Zoning By-law (O. Reg. 545/06)**

*If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Vaughan before the by-law is passed, the person or public body is not entitled to appeal the decision of the City of Vaughan to the Ontario Municipal Board.*

*If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Vaughan before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.*

*If you wish to be notified of the passing of a Zoning By-law, you must make a written request to the City of Vaughan, Clerks Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1.*

**Plan of Subdivision or Common Element/Vacant Land Condominium (O. Reg. 544/06)**

*If a person or public body does not make oral submissions at the public meeting or make written submissions to the City of Vaughan in respect of the proposed plan of subdivision/plan of condominium before the approval authority gives or refuses to give approval to the draft plan of subdivision/draft plan of condominium, the person or public body is not entitled to appeal the decision of the City of Vaughan to the Ontario Municipal Board.*



## **ATTACHMENT #11**

*If a person or public body does not make oral submissions at the public meeting or make written submissions to the City of Vaughan in respect of the proposed plan of subdivision/plan of condominium before the approval authority gives or refuses to give approval to the draft plan of subdivision/condominium, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.*

*If you wish to be notified of the decision of the City of Vaughan in respect of the proposed plan of subdivision/plan of condominium, you must make a written request to the City of Vaughan, Clerks Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1.*

**DATED** at the City of Vaughan this   <sup>th</sup> day of                   , 2009.

R:\SER\SHARED\BILL51DOCUMENTS\Forms\CW Attachment - NEWPHNOTICE-Template.doc