For approval of applications in accordance with the provisions of Section 41 of the Planning Act, R.S.O. 1990 and the Town’s Site Plan Control By-law (By-law No. 137-09, as amended).

PRE-SUBMISSION MEETING REQUIREMENT

All applicants are required to meet with Town staff prior to the formal submission of applications for Site Plan approval. To arrange a meeting, please contact the Planning and Regulatory Services Department via e-mail at planning@richmondhill.ca.

MATERIALS ATTACHED:

1. General Information
2. Plan Requirements and Supporting Documentation
3. Site Plan and Site Plan Amendment Application Form
4. Application and Processing Fees
5. TRCA Requirements

FOR INFORMATION REGARDING DETAILED APPLICATION REQUIREMENTS, PLEASE REFER TO THE TOWN’S SITE PLAN AND SITE PLAN AMENDMENT APPLICATION GUIDE AVAILABLE AT THE TOWN’S PLANNING AND REGULATORY SERVICES DEPARTMENT OFFICES OR ONLINE AT www.richmondhill.ca.
GENERAL INFORMATION

Applicants are required to contact the Planning and Regulatory Services (PRS) Department - Planning Division prior to formal application submission in order to clarify issues related to the processing of their application(s). Applicants must review the Town’s Site Plan and Site Plan Amendment Application Guide to determine the type and number of drawings and supporting documentation required. The Guide is available at the Town’s Planning and Regulatory Services Department offices, or on the Town’s website at www.richmondhill.ca. Completed applications should be submitted to:

Mailing/Delivery Address:
Commissioner of Planning and Regulatory Services
Town of Richmond Hill
Planning and Regulatory Services Department
225 East Beaver Creek Road, 4th Floor
Richmond Hill, ON L4B 3P4

Prior to application submission, applicants are encouraged to contact the following departments and agencies with regard to obtaining specific policies and guidelines that may apply to their development proposal:

Planning & Regulatory Services Dept. - Planning Division planning@richmondhill.ca (905) 771-8910
Planning & Regulatory Services Dept. - Building Division building@richmondhill.ca (905) 771-8810
Planning & Regulatory Services Dept. - Development Engineering Division planning@richmondhill.ca (905) 771-8830
Planning & Regulatory Services Dept. - Parks Planning and Natural Heritage Section planning@richmondhill.ca (905) 771-8910
Planning & Regulatory Services Dept. - Urban Design and Heritage Section planning@richmondhill.ca (905) 771-8910
Community Services Dept - Fire Services Division fire@richmondhill.ca (905) 883-5444
Corporate & Financial Services Dept. - Financial Services Division revenue@richmondhill.ca (905) 771-8800
York Region Transportation and Community Planning Dept. developmentservices@york.ca 1-877-464-9675
The Toronto and Region Conservation Authority planning&permits@trca.on.ca (416) 661-6600
Ministry of the Environment www.ene.gov.on.ca 1-800-565-4923
Ministry of Natural Resources www.mnr.gov.on.ca 1-800-667-1940
Ministry of Tourism, Culture and Sport www.mtc.gov.on.ca 1-888-997-9015
Ministry of Transportation www.mto.gov.on.ca 1-800-268-4686

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

In order to avoid processing delays, please ensure that:

- you refer to the Town’s Site Plan and Site Plan Amendment Application Guide in order to determine detailed submission requirements;
- all the information provided on the submitted drawings is complete. Incomplete applications WILL NOT be accepted for processing;
- all measurements on the submitted plans are required to be in METRIC;
- the minimum number of FULL SIZE copies of each required plan (with the exception of the Legal Description) are provided in accordance with the Town’s Site Plan and Site Plan Amendment Application Guide; and,
- all submitted plans are folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that UNFOLDED PLANS WILL NOT BE PROCESSED.

NOTE: FOLLOWING THE INITIAL SUBMISSION OF A DEVELOPMENT APPLICATION(S) TO THE TOWN, ALL SUBSEQUENT DOCUMENTS, CORRESPONDENCE, PLANS OR OTHER MATERIALS RELATED TO THE APPLICATION(S) MUST BE SUBMITTED DIRECTLY TO THE ASSIGNED PLANNER AND NOT TO INDIVIDUAL COMMENTING TOWN DEPARTMENTS/EXTERNAL AGENCIES.
ACCESSIBILITY GUIDELINES

The Canadian Charter of Rights and Freedoms Legislation now takes precedence over other Federal or Provincial legislation including the Building Code, as noted in Section 15 (1), “Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability”. When preparing both Site and Building Plans, please refer to the Town’s Joint Municipal Accessibility Guidelines which can be accessed through the Town of Richmond Hill’s website at www.richmondhill.ca or by contacting the Town’s Development Engineering Division at (905) 771-8830.

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

Development proposals which are adjacent to valley and stream corridors, wetlands, waterfront areas and hazard lands must undergo review by the TRCA. A fee is to be paid to the TRCA for this service before the TRCA can provide formal comments (for further information please visit the TRCA website at www.trca.on.ca). Please contact TRCA Development Services at (416) 661-6600, Extension 5271 for more information regarding the TRCA approval process and fees.

REGION OF YORK TRANSPORTATION SERVICES DEPARTMENT

Development proposals which are adjacent to Regional roads or other Regional infrastructure, within a Regional well-head protection area or situated on transit routes are required to be reviewed and approved by the Region of York. A review fee is to be paid to the Region prior to the issuance of Site Plan approval. If works are proposed within the Region’s right-of-way, an Insurance Certificate and security may be required. For more information, please contact Region of York Transportation Services Department at 1-877-464-9675 in this regard.

SIGNAGE

The location of all proposed fire route, street numbering, ground and wall signage is to be clearly depicted on the Site Plan and Elevation Plan. All proposed signage will be reviewed to determine conformity with the provisions of the Town’s Sign By-law. However, final approval of proposed signage is to be granted through a Sign Permit and, if necessary, a Sign By-law Variance Application.

SECURITY DEPOSIT/LETTER OF CREDIT

The Town requires the provision of securities pursuant to the conditions of approval of a Site Plan Agreement by way of Letter of Credit. Pursuant to the agreement, security may be required to cover grading, site works, exterior lighting, landscaping and/or fire-break lots. Acceptable forms of security alternative to a Letter of Credit are certified cheque, bank draft or money order (these are only acceptable where security is requested for a Site Alteration Permit for infill developments, single family dwellings and pools). For the Town’s pro forma Letter of Credit wording, contact the Corporate & Financial Services Department- Financial Services Division by calling (905) 747-6313 or visit the Town’s website at www.richmondhill.ca. All securities posted with the Town of Richmond Hill are held until all works as identified in the agreement are fulfilled by the Owner and inspections are completed to the satisfaction of the Town’s Planning and Regulatory Services Department.

BUILDING PERMIT REQUIREMENTS

Applicants are advised that specific requirements may be applicable to their development proposal which are to be submitted prior to Building Permit issuance (for more details regarding Building Permit issuance, please refer to the Site Plan and Site Plan Amendment Application Guide). Where applicable, a TRCA Permit under Ontario Regulation 166/06, as amended, is required prior to the Town issuing a Building Permit.

PARKLAND DEDICATION/CASH-IN-LIEU PAYMENT REQUIREMENTS

All development proposals are subject to the provisions of Section 42(1) of the Planning Act and Town By-Law No. 58-13, as amended. For more information, contact the Town’s Planning and Regulatory Services Department - Parks Planning and Natural Heritage Division at (905) 771-8870.

DEVELOPMENT CHARGES

Development Charges may be payable prior to the issuance of a Building Permit in accordance with the relevant by-laws of the Town of Richmond Hill, Regional Municipality of York and the York Region District and York Catholic District School Boards at the current rates in place at the time of actual payment. For more information contact the Town’s Corporate and Financial Services Department - Financial Services Division at (905) 747-6313.
### SITE PLAN AND SITE PLAN AMENDMENT APPLICATION FORM

#### APPLICANT INFORMATION

| Registered Property Owner (name in full): |  |
| Company (if applicable): |  |
| Address: |  |
| Municipality: | Province: | Postal Code: |
| Telephone: | Fax: | E-mail: |
|  |
| Applicant Name (in full): |  |
| Company (if applicable): |  |
| Applicant is: |  |
| ☐ Owner | ☐ Agent | ☐ Solicitor | ☐ Planning Consultant | ☐ Architect | ☐ Contractor | ☐ Other |
| Address: |  |
| Municipality: | Province: | Postal Code: |
| Telephone: | Fax: | E-mail: |

#### PROPERTY INFORMATION

| Municipal Address: |  |
| Legal Description: |  |
| Existing Uses of Property: |  |
| Lot Area (ha): | Frontage (m): | Depth (m): |
| Existing tenure: | ☐ Freehold | ☐ Rental | ☐ Condominium |
| Abutting Land Use(s): | North | ☐ | ☐ | ☐ | ☐ | East | West |

#### APPLICATION DETAILS

| Details of Development Proposal | Existing | Proposed |
| Gross Floor Area (m²) |  |  |
| Gross Leasable Floor Area (m²) |  |  |
| Lot Coverage (%) |  |  |
| Commercial (m²) |  |  |
| Industrial (m²) |  |  |
| Residential (m²) |  |  |
| Maximum Allowable Coverage (%) (as per applicable Zoning By-law) |  |  |
| Number of Units (if residential) |  |  |
| Unit Type |  |  |
| Number of Parking Spaces |  |  |
| Building Height (m) |  |  |
| Building Height (storeys) |  |  |
| Building Sprinklered | ☐ Yes | ☐ No | ☐ Yes | ☐ No |
| Building Classification |  |  |
| Phasing Plan Indicated | ☐ Yes | ☐ No | ☐ Yes | ☐ No |

| Site Servicing |  |
| Municipal Water |  |  |
| Private Well |  |  |
| Sanitary Sewer |  |  |
| Storm Sewer |  |  |
| Private Septic |  |  |
| Communal Septic |  |  |

| Zoning By-law Information |  |
| Current Zoning By-Law |  |  |
| Zoning Category |  |  |
| Zoning Amendment (if applicable) | ☐ Amendment | ☐ Exceptions | ☐ Variances |
## DESCRIPTION OF PROPOSAL

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## OTHER INFORMATION

**Signing Parties to the Agreement:**

<p>| |</p>
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**Date of Existing Agreement(s) affecting the lands (if applicable):**

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**Describe any other amendments including all previous Town File No.(s) which have been made to the existing Site Plan Agreement (if applicable):**

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**Fully describe the amendment(s) to the existing Site Plan Agreement which are proposed in this application (if applicable):**

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</table>
# APPLICATION AND SUPPORTING DOCUMENTATION CHECKLIST

## TYPE OF SITE PLAN APPLICATION (please check)

<table>
<thead>
<tr>
<th>Residential Development:</th>
<th>Non-Residential Development:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- New Detached Dwellings</td>
<td>- Mixed Use</td>
</tr>
<tr>
<td>- Detached Dwelling Additions/Alterations and others</td>
<td>- Commercial</td>
</tr>
<tr>
<td>- Semi-detached Dwellings, Duplexes, Block Townhouses, Multiples</td>
<td>- Industrial</td>
</tr>
<tr>
<td>- Apartments</td>
<td>- Institutional</td>
</tr>
<tr>
<td>- Additions/Alterations and others</td>
<td>- Outdoor Patios</td>
</tr>
<tr>
<td></td>
<td>- Sales Trailers/Pavilions</td>
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<td></td>
<td>- Temporary Tents and Structures</td>
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<tr>
<td></td>
<td>- Additions/Alterations to the above</td>
</tr>
<tr>
<td></td>
<td>- Sustainable Building Design</td>
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</table>

### Special Site Plan Control Areas:

<table>
<thead>
<tr>
<th>Lake Wilcox Area</th>
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</thead>
<tbody>
<tr>
<td>Snively Street Area</td>
</tr>
<tr>
<td>Oak Ridges Moraine Area</td>
</tr>
<tr>
<td>Residential Infill and Infill Bonusing Areas</td>
</tr>
</tbody>
</table>

## PLANS (check plans submitted with application)

<table>
<thead>
<tr>
<th>Type of Plan</th>
<th>Plan Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description</td>
<td>Stormwater Management Report and Plan</td>
</tr>
<tr>
<td>Tree Inventory and Preservation Plan</td>
<td>Erosion and Sediment Control Plan</td>
</tr>
<tr>
<td>Concept Plan</td>
<td>Construction Notes/Detail Plan</td>
</tr>
<tr>
<td>Site Plan</td>
<td>Exterior Lighting Plan</td>
</tr>
<tr>
<td>Elevation Plan</td>
<td>Underground Parking Plan</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>Landscape Plan</td>
</tr>
<tr>
<td>Roof Top Mechanical Screening Plan</td>
<td>Construction Notes/Detail Plan</td>
</tr>
<tr>
<td>Site Servicing Plan</td>
<td>Other (specify):</td>
</tr>
<tr>
<td>Grading Plan</td>
<td></td>
</tr>
</tbody>
</table>

## SUPPORTING DOCUMENTATION (check documentation submitted with application)

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Shadow Impact Assessment Study</td>
<td>Functional Servicing Report</td>
</tr>
<tr>
<td>Sight-line Study</td>
<td>Noise Attenuation Study</td>
</tr>
<tr>
<td>Environmental Site Assessment</td>
<td>Transportation Study (access, parking, etc.)</td>
</tr>
<tr>
<td>Environmental Impact Statement</td>
<td>Parking and Loading Study</td>
</tr>
<tr>
<td>ORMCP Conformity Statement/Study</td>
<td>Construction Traffic Management Plan</td>
</tr>
<tr>
<td>Hydrogeological Study</td>
<td>Regional Access and External Roadwork Plan</td>
</tr>
<tr>
<td>Natural Heritage Evaluation</td>
<td>Illumination and Traffic Signal Plan</td>
</tr>
<tr>
<td>Heritage Impact Assessment Report</td>
<td>Pavement Marking and Signage Plan</td>
</tr>
<tr>
<td>Archaeological Assessment</td>
<td>Photometric Analysis</td>
</tr>
<tr>
<td>Building Material Samples</td>
<td>Reference Plan for Land Conveyances</td>
</tr>
<tr>
<td>Urban Design Brief</td>
<td>Cost Estimate for Site Works (municipal/external works, shoring works, etc.)</td>
</tr>
<tr>
<td>Angular Plane Analysis</td>
<td>TRCA Studies and Drawings</td>
</tr>
<tr>
<td>Context Plan</td>
<td>Others (as required by the Town):</td>
</tr>
<tr>
<td>Coloured Perspective Drawings</td>
<td></td>
</tr>
<tr>
<td>Photographs of Existing Context</td>
<td></td>
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</tbody>
</table>
AUTHORIZATION OF REGISTERED OWNER(S)

I, ____________________________ of the ___________________________ in the ____________________________ of ____________________________ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

I/We, ________________, being the registered owner(s) of the subject lands, hereby authorize ___________________________ to prepare and submit this application for approval.

I/We, ________________, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the Town of Richmond Hill.

Signature of Registered Owner: ____________________________________________
Print Name: __________________________________________________________________

Signature of Registered Owner: ____________________________________________
Print Name: __________________________________________________________________
Date: ________________________________________________________________________

“Notice of Collection”
“The information collected on this form is authorized under the Planning Act R.S.O. 1990 as amended, c. P.13. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the Municipal Freedom of Information and Protection of Privacy Act.”

OFFICE USE ONLY

File Number:
- D06- ____________________________
Related File Number:
- D01- ____________________________
- D02- ____________________________
- D03- ____________________________
- D04- ____________________________
- D05- ____________________________
- D06- ____________________________

Date Received: __________________________________________________________________
Date Completed: __________________________________________________________________
Amount Paid: $ __________________________________________________________________
Checked by: _____________________________________________________________________
Pre-submission meeting date: __________________________________________________________________
Pre-submission meeting Planner(s): __________________________________________________________________
Planner Assigned: _____________________________________________________________________
Development Process Coordinator: __________________________________________________________________
Pre-application meeting date: __________________________________________________________________
Pre-application meeting Planner(s): __________________________________________________________________
Planner Assigned: _____________________________________________________________________
Development Process Coordinator: __________________________________________________________________

Richmond Hill
Site Plan and Site Plan Amendment Application Form
January 2016
### SITE PLAN APPLICATION AND PROCESSING FEES

<table>
<thead>
<tr>
<th>Single Detached Dwellings</th>
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<tbody>
<tr>
<td>Application Fee</td>
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<tr>
<td>Processing Fee</td>
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<tr>
<td>Re-Application Fee</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple Residential, Non-Residential and Mixed Use Development Proposals</th>
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<tbody>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Processing Fee for Multiple Residential development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Processing Fee for Non-Residential development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Processing Fee for Mixed Use development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Re-Application Fee (for all uses)</td>
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</table>

### SITE PLAN AMENDMENT APPLICATION AND PROCESSING FEES

<table>
<thead>
<tr>
<th>Single Detached Dwellings</th>
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<tbody>
<tr>
<td>MINOR Application Fee (involving no addition or increase to approved GFA)</td>
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<tr>
<td>MAJOR Application Fee (involving an addition of any size/type)</td>
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<tr>
<td>Processing Fee</td>
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<tr>
<td>Re-Application Fee</td>
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<tr>
<th>MINOR Amendment Applications for Multiple Residential, Non-Residential and Mixed Use Development Proposals</th>
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<tbody>
<tr>
<td>Application Fee (involving no addition or increase to approved GFA)</td>
</tr>
<tr>
<td>Application Fee (involving an addition or alteration of less than 10% of the existing GFA or less than 50.0 square metres/538.2 square feet)</td>
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<tr>
<td>Application Processing Fee</td>
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<tr>
<td>Re-Application Fee</td>
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<tr>
<td>Re-Application Processing Fee</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR Amendment Applications for Multiple Residential, Non-Residential &amp; Mixed Use Development Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee for all development proposals (involving an addition or alteration equal to or greater than 10% of existing GFA or 50.0 square metres/538.2 square feet)</td>
</tr>
<tr>
<td>Processing Fee for Multiple Residential development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Processing Fee for Non-Residential development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Processing Fee for Mixed Use development proposals (a minimum of $6,828.00 up to a maximum of $19,667.00)</td>
</tr>
<tr>
<td>Re-Application Fee (for all development proposals)</td>
</tr>
<tr>
<td>Re-Application Processing Fee for Multiple Residential development proposals (a minimum of $3,415.00 up to a maximum of $9,823.00)</td>
</tr>
<tr>
<td>Re-Application Processing Fee for Non-Residential development proposals (a minimum of $3,415.00 up to a maximum of $9,823.00)</td>
</tr>
<tr>
<td>Re-Application Processing Fee for Mixed Use development proposals (a minimum of $3,415.00 up to a maximum of $9,823.00)</td>
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<tr>
<th>Other</th>
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<tbody>
<tr>
<td>Sustainable Building Design Agreement (for individual development proposals required to implement the Town's sustainable design requirements)</td>
</tr>
<tr>
<td>Deregistration of Site Plan Agreement</td>
</tr>
</tbody>
</table>

**TOTAL = $ 583.00**

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**Note:**
- Non-residential development proposals shall include commercial uses, industrial uses, institutional uses, outdoor patios, sales trailers/pavilions and temporary tents/structures.
- A re-application fee shall apply to an application that has been dormant for one (1) year or for owner initiated modifications or revisions to an application previously circulated for review and comment.
- Applications submitted by the York District School Board, York Catholic District School Board or Conseil scolaire de district catholique centre-sud are not subject to any processing fee(s).
DEVELOPMENT APPLICATIONS

The Toronto and Region Conservation Authority (TRCA) is empowered by the Conservation Authorities Act to regulate development, interference with wetlands and alterations to shorelines and watercourses, and to provide technical expertise on flood and erosion control, stormwater management, and the protection of natural features and functions within watersheds.

It is the TRCA’s goal is to ensure that development is not at risk from flooding or erosion hazards; to protect and regenerate the ecological health and integrity of natural systems; and to provide opportunities for public use and enjoyment of the natural system.

Once an application has been deemed by complete by the TRCA, applications are subject to a 30 to 60 business day review which may extend further depending on the level of complexity.

The ‘TRCA Administrative Fee Schedule for Planning Services’ outlines application and processing fees that are to be paid to the TRCA. For further details please visit the TRCA website at www.trca.on.ca and click on the Planning and Permits button located near the top page.

PERMIT APPLICATION (Ontario Regulation 166/06)

The TRCA administers Regulation under the Conservation Authorities Act which requires any proposed development, interference to wetlands, or alterations to shorelines or watercourses within TRCA’s Regulated Area to receive a Permit from the TRCA. As such, a separate application for reviewing development within TRCA jurisdiction may be required through the development review process. It is important to note that a Permit can only be issued to the property Owner, not an agent or contractor, and Permits are not transferable. All Permits are valid for two (2) years unless otherwise specified. For further details please visit the TRCA website at www.trca.on.ca and click on the ‘Planning and Building’ button located near the top page.

Permit applications are subject to a separate process and fee that is to be paid prior to the Town of Richmond Hill’s approval. Please also refer to www.trca.on.ca and click on the ‘Planning and Permits’ button, located near the top of the page to see the ‘TRCA Administrative Fee Schedule for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 166/06, as amended)’.

NOTE: WHERE APPLICABLE, A TRCA PERMIT UNDER ONTARIO REGULATION 166/06, AS AMENDED, MAY BE REQUIRED PRIOR TO THE MUNICIPALITY ISSUING A BUILDING PERMIT.