

# ATTACHMENT 1

## Draft Policy Regime, “Pre-Consultation and Complete Application Submission Requirements”, Chapter 10.1.3 Vaughan Official Plan – Volume 1

### 10.1.3 Pre-Consultation and Complete Application Submission Requirements

The *Planning Act* provides that Councils may require that applicants consult with the municipality prior to the submission of development applications; and provide information and material that it may need to process the applications. This is contingent on the Official Plan containing provisions related to these requirements.

This Official Plan considers the pre-consultation process to be a critical first step in the development review process. Its purpose is to ensure that applications are complete and supported by submissions that will fulfill the review requirements of the City and other pertinent agencies. The intention of the process is to ensure that each application is capable of being processed in a timely manner, can be completed within the timelines required under the Planning Act and that it can facilitate quality development consistent with the policies of this Plan. Therefore, pre-application consultation will be required.

It is the policy of Council that:

- 10.1.3.1 A pre-application consultation meeting with the City be held prior to the submission of applications for Official Plan Amendments, Zoning By-law Amendments, Consents and Draft Plans of Subdivision, Draft Plans of Condominium and Site Plan Approvals.
- 10.1.3.2 The purpose of the pre-application consultation meeting is to identify the required information, materials and studies to assist an applicant in the preparation of a complete planning application. The comments resulting from the pre-application consultation meeting do not constitute an approval and any discussion on the merits of the subject development proposal would require a separate meeting.
- 10.1.3.3 Pre-application consultation meetings will be conducted by the City and include pertinent City departments and review agencies. Applicants will be required to provide at minimum, the site address and legal description of the subject lands, conceptual plans illustrating the proposed development, the known constraints or encumbrances and a written description of the proposal. Such materials will be of sufficient quality and detail to allow for the identification of the information, materials or studies that may be needed to support a complete application. The requirements identified at the meeting will be documented and will form the basis for the forthcoming application. Further articulation of the pre-application consultation process will be provided in the form of a guidance document/application form issued by the City.

- 10.1.3.4 The City and/or the review agencies may issue terms of reference or other such guidance documents to establish the technical standards and format for any information, material and studies that are required through the pre-application consultation process. In absence of written terms of reference and guidance documents, applicants will rely on the instruction provided by the City and review agencies at the pre-application consultation meeting in preparing their submissions.
- 10.1.3.5 For the purpose of deeming applications for Official Plan Amendments, Zoning By-law Amendments, Consents and Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approvals complete, the following information is required, to the satisfaction of the City:
- a. A completed application form for the applicable approval;
  - b. The prescribed application fee in accordance with the Tariff of Fees By-law for Planning Applications in effect on the date the application is submitted to the City;
  - c. Any prescribed information or material pertaining to the application type;
  - d. A draft of the Official Plan and/or Zoning By-law Amendment(s), if applicable, including the proposed text and all proposed schedules;
  - e. All other information, materials, studies or other information, that may have been identified through the pre-application consultation meeting(s), including the requirements of other review agencies, in a form and with content satisfactory to the City;
  - f. Confirmation of a minimum of one pre-application consultation meeting with the City, in the form of the signed Pre-Application Confirmation Understanding, for the purposes of confirming the required submission information and application submission materials and to confirm the other review agencies that the applicant was required to consult with.
- 10.1.3.6 The City, in consultation with any affected review agencies, will evaluate the submission for completeness taking into consideration, but not limited to, the following:
- a. The content of the application;
  - b. Its adherence to statutory and prescribed requirements;
  - c. The submissions are consistent with the information, material and studies that were required at the pre-consultation meeting;
  - d. The submissions meet the technical requirements of the City and review agencies sufficient to allow for a timely review of the application, consistent with statutory timelines and supportive of development consistent with the intent of this Plan.

10.1.3.7 If the submissions do not contain the information, material and studies required by regulation or through the pre-application consultation process, or do not address technical issues identified through pre-consultation, the City may refuse to accept or further consider the application.

10.1.3.8 When the application is deemed complete, the processing of the application will begin.

10.1.3.9 The following information, materials and studies, or other information identified through the pre-application consultation meeting, may be required to be submitted in support of a complete application for an Official Plan Amendment, Zoning By-law Amendment, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and/or Site Plan Approval. These include:

a. Demonstration of Pre-Submission Public Consultation

There will be cases where applications would benefit from pre-application public consultation, which can inform the preparation of the submission material, resolve contentious issues and minimize the need for further consultation within the time-sensitive processing terms for development applications. When required, the application will include a Public Consultation Summary Report, which will include:

- i. The time, date and location of the meeting;
- ii. The public notification protocol;
- iii. The representatives of the applicant in attendance;
- iv. The number of people in attendance, including the sign-in sheet;
- v. A copy of the applicant's presentation/presentation material;
- vi. Meeting notes identifying the issues that were identified and discussed and the responses from the applicant's representatives;
- vii. Any commitments to further work to address the issues.

The City may develop a guideline and standard reporting format for such processes.

b. Delineation of Environmental Development Limits

Where an application proposes development within or adjacent to a Valley or Stream Corridor, the applicant shall, prior to submission, establish to the satisfaction of the Toronto and Region Conservation Authority and the City the precise limits of the Valley or Stream Corridor, including the required buffers. Such delineation may be submitted in the form of a freestanding report or may be integrated into another related environmental study.

c. Planning Related Information, Materials and Studies

- i. Application Form
- ii. Description of the Development Proposal
- iii. Colour Aerial Orthophotograph(s);
- iv. Legal Survey Plan;
- v. Parcel abstract (Within last 30 days);
- vi. Planning Justification Report;
- vii. Draft Official Plan Amendment;
- viii. Draft Zoning By-law Amendment;
- ix. Draft Plan of Subdivision;
- x. Draft Plan of Condominium;
- xi. Site Plans (Architectural, Landscaping and Servicing)
- xii. Concept Plan;
- xiii. *Development* Concept Report and Phasing Plan;
- xiv. Comprehensive *Development* Plan;
- xv. Reduction of Plans (Legal Size 8.5" X 14");
- xvi. Market Impact Study (Retail, Office, Residential);
- xvii. Community Services & Facilities Study;
- xviii. CPTED Study;
- xix. Special Policy Area Studies (Woodbridge);
- xx. Agricultural Impact Assessment;
- xxi. Housing Options Statement

d. Plans and Drawings:

- i. Architectural Site Plan;
- ii. Internal Floor Plans;

- iii. Roof Top screening Details and/or cross section;
- iv. Building Elevations (both black and white and colour);
- v. Larger scale drawings of building elevations related to the public realm;
- vi. Coloured Renderings (perspective ground or human scale);
- vii. Landscape Plans, including Landscape Costs Estimate;
- viii. Sign Details (including materials and colours);
- ix. Photometric Lighting Plan;
- x. Waste collection design standards;
- xi. Architectural Control Architect Approved Drawings;
- xii. Reductions of Plans (Legal Size); and
- xiii. Digital versions of plans in both AutoCAD and PDF formats, or the applicable format at the time of application submission.

e. Urban Design Reports and Studies:

- i. Urban Design Brief or Guidelines;
- ii. Architectural Guidelines;
- iii. Sustainable *Development* Report;
- iv. Public Realm Plan;
- v. Streetscape Plan;
- vi. Computer generated building mass model;
- vii. Wind Study; and
- viii. Sun/Shadow Study.

f. Environmental Reports and Studies:

- i. Master Environment and Servicing Plan;
- ii. Environmental Impact Study;

- iii. Phase 1 Environmental Site Assessment;
- iv. Demarcation of physical and stable top of bank areas regulated by Toronto and Region Conservation Authority and/or limits of elements of the Natural Heritage Network, and/or hazard lands;
- v. Valley Policy Area 1 to 4;
- vi. Edge Management and/or Restoration Plans;
- vii. Oak Ridges Moraine Conformity Report;
- viii. Greenbelt Conformity Report;
- ix. Special Policy Areas Study;
- x. Erosion and Sediment Control Plan;
- xi. Environmental Site Screening Checklist;
- xii. Community Energy Plan;
- xiii. Natural Heritage and/or Hydrologic Evaluation;
- xiv. Landform Conservation Plan; and
- xv. Flood Risk Assessment Plan.

g. Transportation Reports and Studies;

- i. Transportation Master Plan;
- ii. Transportation Study and Impact Report;
- iii. Transportation Demand Management Plan;
- iv. Parking Study;
- v. Pedestrian and Cycling Circulation Plan;
- vi. Mobility Plan; and
- vii. Transit Facilities Plan.

h. Engineering Reports and Studies:

- i. Master Environment and Servicing Plan;

- ii. Phasing Plan;
- iii. Functional Servicing Report;
- iv. Water Supply Analysis Report;
- v. Wellhead protection area Risk assessment;
- vi. Wellhead protection area Risk management plan;
- vii. Stormwater Management Report;
- viii. Noise and Vibration Report;
- ix. Geotechnical and Soils Report; and
- x. Site Servicing and Grading Plan.

i. Heritage Reports and Studies:

- i. Cultural heritage survey;
- ii. Cultural heritage impact assessment;
- iii. Cultural Heritage Management Plan;
- iv. Heritage Conservation District Conformity Report;
- v. Archaeological; and
- vi. Archaeological Assessment.

j. Other Reports and Studies:

- i. Market Impact Study;
- ii. Commercial Impact Statement;
- iii. Housing Options Statement;
- iv. Appraisal Report;
- v. Parks and Open Space Plan;
- vi. Landscape Master Plan;
- vii. Employment Area Compatibility Assessment report;

- viii. Tree inventory and preservation study;
- ix. Arborist report; and
- x. Any Other Plans, Reports, Studies and/or Materials the City deems necessary to properly review and evaluate the application

10.1.3.10 That through the application review process for an Official Plan Amendment, Zoning By-law Amendment, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and/or Site Plan Approval 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 date the original application was deemed complete.

10.1.3.11 That where a study has been submitted in support of a development application, and it is determined that a peer review is required, the peer review shall be coordinated by the City and undertaken by a peer reviewer retained by the City but at the expense of the applicant.

10.1.3.12 That the City may require a pre-consultation process for Block Plan approvals, based on the policies of this section, scoped to the needs of Block Plan process.

10.1.3.13 Development agreements based on the findings of this Plan or any Secondary Plan or Block Plan and the findings of any other studies deemed necessary by Council to achieve municipal objectives related to development and the provision of services as may be defined by Council, shall be entered into by the benefiting parties and approved by the City as a condition of the approval of development applications.

10.1.3.14 Development approvals shall implement the required equitable contributions of funds, lands and commitments for services will be in place and operative prior to, or coincident with occupancy and use of the land. Items which may be addressed in development agreements include but are not limited to:

- a. parks and open space and Natural Heritage Network features, including the protection, ownership and management of tableland *woodlands*;
- b. features that enhance the environmental sustainability and *ecological function* of the subject lands;
- c. streetscaping and landscaping;
- d. water provision;
- e. wastewater collection;
- f. stormwater management;
- g. municipal services;



- h. street, cycling and pedestrian infrastructure;
- i. transitways and pedestrian access to transit facilities;
- j. financial arrangements required to implement the *development*; other utilities and improvements, and
- k. preservation of heritage structures and surrounding landscapes.