

# ENGINEERING APPROVAL APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS

To facilitate a Regional development review process for an Engineering Approval application, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

### SUBMISSION CHECKLIST

**1. Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:

- › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.

**2. Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):

Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email [developmentservices@york.ca](mailto:developmentservices@york.ca) to inquire about and/or initiate this process.

**3. Plans/Reports:**

|                              |  |
|------------------------------|--|
| Plan and Profile Drawings    | Landscape Plans  |
| Servicing Plans              | Tree Protection Plan and Inventory                                 |
| Stormwater Management Report | Erosion and Sediment Control Plans (including Construction Access) |
| Grading Plans                | Traffic Management Plan  |

**4. The following additional requirements** will be determined through pre-consultation with Regional staff (**one set** of each drawing and **one copy** of each report):

|   |  |
|---|--|
| Functional Servicing Report   | Cross-Sections at 20 metre intervals                       |
| Transportation Mobility Plan  | Survey Plan  |
| Transportation Demand Management Plan   | Draft M-Plan   |
| Noise and Vibration Study   | Irrigation Plan  |
| For Lands to be Conveyed to York Region:  | Arborist Report  |
| Phase 1 Environmental Site Assessment report (and Phase 2 if required) completed in general accordance with Ontario Regulation 153/04. The report must be less than two years old at the time of land conveyance. | Traffic Management Plan                                    |
| Hydrogeological Report  | Pavement Marking and Signage Plans                         |
| Geotechnical Report   | Road Restoration Detail/Plan                               |
| Composite Utility Plans   | Dewatering Management Plan                                 |
|   | Additional Financial Requirements                          |
|   | Additional Electrical and Landscape Drawings and documents |

**5. Applicant's Articles of Incorporation** or Proof of Land Ownership (i.e. Certificate of Title)

\*Not all of the materials identified above may be required.

# ENGINEERING APPROVAL APPLICATION

## YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

### OWNER CONTACT INFORMATION

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NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

### AGENT/CONSULTANT CONTACT INFORMATION

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NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: \_\_\_\_\_ DATE:

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**Submit the completed form,** submission materials, financial documents and related inquiries to: [developmentservices@york.ca](mailto:developmentservices@york.ca)