



**Report to the Committee of Adjustment
Consent and Minor
Variance
Applications
Items K, L and M**

Date: July 18, 2024
Address: 76 Bond Crescent
Owner(s): Domenico & Raffaelina Pisani
Applicant: JKO Planning (Jim Kotsopoulos)
File Number(s): MV-24-41, MV-24-42 and CN-24-07
Related Application(s): N/A
Hearing Date: July 25, 2024
Prepared By: Giuliano La Moglie, Planner II

Applications

Consent Application (File Number CN-24-07)

The applicant is requesting approval of an application for provisional consent to:

- a) sever and convey a parcel of land with an approximate lot frontage of 17.64 m (57.87 ft) and an approximate lot area of 776.09 sq.m (8,353.76 sq.ft) (Part A on draft RPlan); and,
- b) retain a parcel of land with an approximate lot frontage of 13.75 m (45.11 ft) and an approximate lot area of 3,272.74 sq.m (35,227.48 sq.ft) (Part B on draft RPlan).

The purpose of the application is to facilitate the creation of a new residential lot on the severed lands, and to retain an existing dwelling on the retained lands.

Minor Variance Application (File Number MV-24-42) (Proposed severed lot, Part A on draft RPlan):

The following relief to By-law 1275, as amended, is requested:

	Zoning By-law Requirement	Proposed	Deficiency
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1.	Minimum Front Yard Setback	9.14 m (30.00 ft.)	6.00 m (19.69 ft.)	3.14 m (10.30 ft.)
2.	Minimum Side Yard Setback (East)	1.52 m (5.00 ft.)	1.20 m (3.94 ft.)	0.32 m (1.05 ft.)
3.	Minimum Rear Yard Setback	8.80 m (28.87 ft.)	7.50 m (24.60 ft.)	1.30 m (4.27 ft.)
4.	Minimum Lot Area	929.03 sq. m (10,000 sq. ft.)	775.0 sq. m (8,342.03 sq. ft.)	154.03 sq. m (1,657.96 sq. ft.)
5.	Minimum Lot Frontage	22.86 m (75.0 ft.)	17.64 m (57.87 ft.)	5.22 m (17.12 ft.)

The applicant is requesting relief from the requirements of the City of Richmond Hill Zoning By-law 1275, as amended, to create a new lot that will accommodate a new single-detached dwelling on the subject lands.

Minor Variance Application (File Number MV-24-41) (Proposed retained lot, Part B on draft RPlan):

The following relief to By-law 1275, as amended, is requested:

		Zoning By-law Requirement	Proposed	Deficiency
1.	Minimum Front Yard Setback	9.14 m (30.0 ft.)	6.68 m (21.92 ft.)	2.76 m (9.05 ft.)
2.	Minimum Side Yard Setback (East)	1.52 m (5.0 ft.)	1.19 m (3.90 ft.)	0.33 m (1.08 ft.)
5.	Minimum Lot Frontage	22.86 m (75.0 ft.)	13.75 m (45.11 ft.)	9.11 m (29.88 ft.)

The applicant is requesting relief from the requirements of the City of Richmond Hill Zoning By-law 1275, as amended, to accommodate the proposed retained lot and the existing single-detached dwelling on the subject lands.

Background

Subject Property and Area Context

The subject lands, municipally known as 76 Bond Crescent, are located on the north side of Bond Crescent. The lands presently contain a single detached dwelling which is proposed to remain and an accessory structure that is to be removed from the lands proposed to be severed. The lands also presently contain a servicing easement in favour of the City which runs along the west property boundary with a width of approximately 6.10 m (20.01 ft.).

The first Consent and Minor Variance proposal (City Files B023/23, A046/23 and A047/23) was brought forward to the December 7, 2023, Committee of Adjustment Hearing, whereby Committee accepted the applicant's request to defer their applications in order to address staff's comments contained within the Staff Reports. Subsequent to this meeting, the applicant revised their proposal by modifying the proposed lot frontages for the

proposed severed and retained lots, adjusting the proposed lot depth for the severed lands, and increasing the proposed rear yard setback on the proposed severed lot. The revised proposal was brought forward to the March 21, 2024, Committee of Adjustment Hearing, whereby no decision was made on the subject applications. Subsequent to this meeting, the applicant further revised their proposal by slightly reducing the proposed lot frontage for the severed lot and slightly increasing the proposed lot frontage for the retained lot.

Official Plan

The subject lands are designated as “Neighbourhood” in accordance with the City’s Official Plan (the “Plan”). The “Neighbourhood” designation permits low rise residential uses, including single detached dwellings. The policies for this designation require development to be compatible with the character of the adjacent and surrounding area, including but not limited to the size and configuration of lots, building massing, height and density, and the patterns of front, rear and side yard setbacks. Lands within the “Neighbourhood” designation are further subject to a maximum building height of three storeys, except along an arterial street, where four storeys is permitted.

The lands are also located within a Priority Infill Area subject to a Council approved Infill Study, being the Bond Crescent Neighbourhood Infill Study. In accordance with Policy 4.9.1.1.3 of the Plan, development shall be subject to the applicable study and shall be assessed in accordance with the guidelines which have been approved by Council for the area. In 1998, Council endorsed design guidelines and a preferred concept plan as a result of the Bond Crescent Neighbourhood Infill Study. Subsequently, an updated Infill Study was approved by Council on April 25, 2016, which builds upon the newer policy framework of the Plan, the City-Wide Urban Design Guidelines (2013), and the Sustainability Metrics (2013). The updated Infill Study contemplates the east-west connection of Wellspring Avenue to Elles Street and the construction of low density development along the connection.

The lands are also situated within the Settlement Area of the Oak Ridges Moraine, as defined in accordance with the Oak Ridges Moraine Conservation Plan (“ORMCP”). In accordance with Section 3.2.1.1(18) of the Plan, all uses, including the creation of new lots which are otherwise permitted under the Plan, shall be permitted within the Settlement Area.

Zoning

The subject lands are zoned “Residential Urban (RU) Zone” pursuant to By-law 1275, as amended. The zoning permits single detached dwellings, subject to specific lot and building standards.

Related Applications on the Subject Lands

N/A

Planning Comments

Consent Application (File Number CN-24-07)

Pursuant to Section 53(12) of the *Planning Act*, when considering an application for provisional consent, regard shall be had to prescribed criteria in Section 51(24) of the *Planning Act*. This includes, amongst other things:

- matters of provincial interest;
- conformity with the Official Plan and adjacent plans of subdivision;
- suitability of the land for the purposes in which it is to be subdivided;
- the dimension and shape of the proposed lots; and,
- adequacy of municipal services, highways and access.

Matters of Provincial Interest

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Matters of provincial interest include the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems, the orderly development of safe and healthy communities, the adequate provision of a full range of housing, the appropriate location of growth and development, and the promotion of built form that is well-designed and encourages a sense of place.

The proposal aims to facilitate a severance of the subject lands through both a consent and minor variance applications. The minor variance applications are required to permit reduced lot area and frontage for the severed lot (part A on draft RPlan) as well as a reduced lot frontage for the retained lot (part B on draft RPlan). In addition to the minor variances required to facilitate the proposed consent application, additional minor variances are also required to facilitate the construction of a new dwelling on the proposed severed lot and to permit reduced front yard and side yard setbacks for the existing dwelling on the proposed retained lot.

Staff notes that the proposal is to provide an additional residential lot within an established neighbourhood. The proposed severed and retained lots are to utilize existing municipal infrastructure and are to provide additional housing in the surrounding area.

Notwithstanding this, staff have concerns with the proposal as it seeks to achieve the severance through a minor variance process as opposed to a Zoning By-law Amendment application. This approach circumvents the comprehensive and fulsome review typically undertaken through a Zoning By-law Amendment application and staff note that historically, similar proposals within the surrounding area have been facilitated via a zoning by-law amendment application and an accompanying consent or draft plan of subdivision application, depending on the scale of the proposal. As such, staff believe that this approach is inconsistent with the Provincial Policy Statement (PPS) and does not support matters of provincial interest, including the orderly development of safe and healthy communities.

Conformity with Official Plan and adjacent plans of subdivision

The lands are located within a Priority Infill Area subject to a Council approved Infill Study, being the Bond Crescent Neighbourhood Infill Study.

The lot study indicates that for new infill development, appropriate zone standards shall be considered in the context of newer parent by-laws and that appropriate zone standards will be established through the approval of the implementing zoning by-law. Accordingly, the Study contemplates that new lot creation and development be considered and approved by Council through a comprehensive Zoning By-law Amendment review process. Given the above, staff are of the opinion that the consent application is premature and shall be considered by the Committee only after the lot is appropriately zoned through a Zoning By-law Amendment application.

Suitability of the land for the purposes in which it is to be subdivided

Given that the proposal is seeking to achieve the severance through a minor variance process as opposed to a Zoning By-law Amendment process, staff have concerns that the proposal does not follow orderly development of the lands.

The dimension and shape of the proposed lots

The lot dimensions for the proposed severed and retained lots are consistent with the development standards of the Single Detached Four (R4) Zone and Single Detached Six (R6) Zone under Zoning By-law 313-96, as amended, which are reflective of the City's newer development standards for residential development. The proposed lot dimensions are not consistent with the Residential Urban (RU) Zone under By-law 1275, as amended.

Adequacy of municipal services, highways and access

Staff note that there is adequate municipal sewer capacity to support the creation of an additional lot. Notwithstanding that there is municipal sewer capacity available, it is of the opinion of Staff that new lot creation and development be considered and approved by Council through a Zoning By-law Amendment process.

Minor Variance Applications (File Numbers MV-24-42 and MV-24-41)

Planning Staff have evaluated the requested minor variance(s) pursuant to the prescribed tests as set out in Section 45 (1) of the *Planning Act*, as follows:

1) Do the proposed variances meet the general intent and purpose of the Official Plan?

As previously mentioned throughout this report, the subject lands are designated as "Neighbourhood" in accordance with the City's Official Plan (the "Plan") and are also located within a Priority Infill Area subject to a Council approved Infill Study, being the Bond Crescent Neighbourhood Infill Study. In accordance with Section 7.2 of the Infill

Study, it is recommended that a minimum lot frontage of 13.7 metres be provided for new lots along existing public streets. The applicant's first proposal sought a lot frontage of 13.24 metres (43.43 feet) for the retained lands, whereas the revised proposal now seeks approval of a lot frontage of 13.75 metres (45.11 feet). Notwithstanding this, Section 7.2 of the Study notes that side and rear yard setbacks shall generally conform to the City's newer development standards and will be implemented through the enacting zoning by-law required to facilitate proposed development. Furthermore, Section 7.3 also recognizes that the appropriate zone standards will be considered in the context of newer parent by-laws and that appropriate zone standards will be established through the approval of the implementing by-law for approval. In this regard, the Study contemplates new lot creation and development be considered and approved by Council through a Zoning By-law Amendment process.

Based on the above, staff are of the opinion that the requested variances are not in keeping with the general intent and purpose of the Official Plan.

2) Do the proposed variances meet the general intent and purpose of the Zoning By-law?

Staff have reviewed the requested minor variances relative to the provisions of the current Zoning By-law and are of the opinion that the proposal does not meet the intent and purpose of the Zoning By-law. The Zoning By-law applicable to the subject lands is By-law 1275, as amended. The subject lands are zoned "Residential Urban (RU) Zone" which reflects the original large lot development patterns with lot areas generally exceeding 1 acres that characterized this neighbourhood and as such has development standards reflective of this characteristic. The proposed development contemplates the creation of a new residential lot for single detached purposes that is in keeping with development standards of the Single Detached Four (R4) Zone and Single Detached Six (R6) Zones under Zoning By-law 313-96 which are reflective of the City's newer development standards for residential development. This is consistent with redevelopment of surrounding lands that were facilitated by Zoning Bylaw Amendment applications.

While the trend of this neighbourhood has been towards similar redevelopment proposals, the existing By-law does not support the type of infill development proposed by the subject applications. As exemplified through the context of the area, new lots that have been created along Bond Crescent were subject to approvals of Zoning By-law Amendment applications in order to rezone the lands from the RU Zone, under By-law 1275, as amended, to various zone categories under the City of Richmond Hill's Zoning By-law 313-96, as amended. An example of such redevelopment is the approval of a Zoning By-law Amendment application (City File D02-04046) for the abutting lands to the east, municipally known as 74 and 74A Bond Crescent. The lands were rezoned in 2005 from the RU Zone under By-law 1275, as amended, to the R6 Zone under By-law 313-96, as amended, to facilitate a severance of the lands into two equal parts to create one additional lot for single detached purposes. Both lots were approved to have lot frontages of 15.69 metres and lot areas of 2,025.0 square metres.

Staff note that while there have been Committee of Adjustment approvals for Consent and Minor Variance applications under the RU Zone for various lots along Bond Crescent, the nature of those applications were to facilitate lot additions for backlot infill purposes to

support future redevelopment and not for the purposes of creating new residential lots along Bond Crescent. Furthermore, the variances for lot frontages of various lots were based on the existing condition. It should be noted that the backlot infill developments were subject to Zoning By-law Amendment and Draft Plan of Subdivision approvals.

With respect to the proposed variances for the redevelopment of the severed lands (Part A on draft RPlan), the applicant's proposal appears to establish a building envelope and not a proposed dwelling footprint. It should be noted that By-law 1275, as amended, does not have a maximum lot coverage provision; however, the proposed development envelope identified on the severed lands is larger than those on neighbouring properties. At this time, the proposed lot coverage of the building envelope remains unidentified. As noted previously, the applicant is seeking to establish zone standards more in line with the newer Parent By-law 313-96, as amended, which has been introduced in the area.

Given that the proposed standards are in keeping with zones under a different zoning By-law, staff are of the opinion that the requested variances do not meet the general intent and purpose of the RU Zone of By-law 1275, as amended.

With respect to the proposed severance plan, it is noted that the planning justification submitted in support of the application does not provide a rationale for the proposed lot frontages in consideration of the existing easement on the subject lands. With this, the extent of the easement has not been comprehensively reviewed and it has not been determined to what extent the impact is on the overall development.

Based on the above, staff are of the opinion that the requested variances are not in keeping with the general intent and purpose of the Zoning By-law.

3) Are the proposed variances considered desirable for the appropriate development of the land?

Staff note that the variances are not considered desirable, as they aim to enable the creation of a new lot by varying outdated zoning standards. Given the related infill study and newer zoning By-laws in the surrounding area, lot creation shall be considered through a Zoning By-law Amendment application to ensure proper assessment to permit the creation of a new lot.

Based on the above, staff are of the opinion that the requested variances are not desirable for the appropriate development of the land.

4) Are the proposed variances considered minor in nature?

Staff is of the opinion that the requested relief to the Zoning By-law requires a more comprehensive review and therefore, the requested minor variances are not minor in nature.

On the basis of the preceding, staff is of the opinion that the Minor Variance Applications do not meet the four tests described under Section 45(1) of the Planning Act and therefore, Planning staff recommends that the Minor Variance applications be denied. Given this, staff cannot support the subject Consent Application B023/23, as the severed

and retained land would not comply with the Zoning By-law and the proposal does not meet the criteria listed under Section 51(24) of the Planning Act.

Additional Comments

The subject consent and minor variance applications were circulated to Municipal Departments and external agencies for review and comment, as outlined below:

Department or Agency	Comments
Zoning	The proposed consent application will not create areas of noncompliance with respect to the Zoning By-law subject to the approvals of minor variance applications MV-24-41 and MV-24-42 and subject to the conditions of consent as per Appendix 'D'.
Development Engineering/Transportation	No objections, subject to the conditions of consent as per Appendix 'D'.
Parks & Natural Heritage	Staff have reviewed the proposal and have no objections. The property is subject to Tree Preservation By-law No. 41-07. Permits are required to remove or injure trees greater than or equal to 20 cm DBH (diameter measured 1.4 metres from the ground) requires permission (i.e. a permit) from City staff prior to the undertaking. Tree replacement will be a condition of any tree removal permit. Ensure the City's tree protection standards are adhered to prior to any construction commencing on the subject property.
Corporate & Financial Services	No objections, subject to the conditions of consent as per Appendix 'D'.
Alectra Utilities	No objections. See Appendix 'F' for comments.
Bell Canada	No objections.
York Region: Transportation & Community Planning Department	No objections.
Toronto & Region Conservation Authority (TRCA)	No objections.

Conclusion

Planning Staff have reviewed the requested variance pursuant to Section 45 (1) of the Planning Act, R.S.O, 1990, c.P.13, as amended. It is of the opinion of Staff that the requested variances do not meet the four tests of the Planning Act for granting of minor variances and recommend denial of Minor Variance Applications MV-24-41 and MV-24-42. Should Committee find it appropriate to approve the applications, the approval of the applications shall be subject to the conditions outlined in Appendix 'B' and Appendix 'C'.

Planning staff have reviewed the consent application relative to the prescribed criteria in Section 51(24) of the *Planning Act* R.S.O, 1990, c.P.13, as amended. Staff recommend denial of the Consent application. Should the Committee find it appropriate to approve the

Consent application, the approval of the applications be subject to the conditions outlined in Appendix 'D'.

Attachments

Appendix 'A' — Location Map

Appendix 'B' — Conditions of Approval (Minor Variance Application City File MV-24-41)

Appendix 'C' — Conditions of Approval (Minor Variance Application City File MV-24-42)

Appendix 'D' — Conditions of Approval (Consent Application City File CN-24-07)

Appendix 'E' — Proposed Consent Severance Plan

Appendix 'F' — Alectra Utilities Comment Letters

Appendix 'A' – Location Map



Appendix 'B' – Recommended Conditions of Approval

The following conditions are recommended should application MV-24-41 be approved by the Committee of Adjustment:

- 1) That the variances pertain only to the request as submitted with the application.
- 2) That development be substantially in accordance with the sketch submitted with the application as required by Ontario Regulation 200/96, as amended, Section 5.25.

Appendix 'C' – Recommended Conditions of Approval

The following conditions are recommended should application MV-24-42 be approved by the Committee of Adjustment:

- 3) That the variances pertain only to the request as submitted with the application.
- 4) That development be substantially in accordance with the sketch submitted with the application as required by Ontario Regulation 200/96, as amended, Section 5.25.
- 5) All proposed building/structures shall be out of the existing easement limits on the subject lands.

Appendix 'D' – Conditions of Approval for Provisional Consent

The following conditions of approval are recommended should the Committee of Adjustment approve application CN-24-07 to grant provisional consent:

Condition #	Department / Agency Contact:	Condition:				
1.	Building/Zoning: Karen Cree 905-771-9996 Ext. 2435	1. The Owner shall demonstrate to the satisfaction of the Chief Building Official that the proposal complies with the spatial separation requirements of the Ontario Building Code. 2. That the Owner apply to and receive from the Council of the City of Richmond Hill demolition approval pursuant to Demolition Control By-law No. 15-90 as required, and that the Owner demolish all buildings and/or structures on the severed parcel and remove all debris to the satisfaction of the Chief Building Official.				
2.	Development Engineering: Lucia Stanciu 905-771-9996 Ext. 3837	Applicants are encouraged to make submissions to satisfy the following conditions expeditiously following the receipt of a Notice of No Appeal. This is to ensure ample processing time in consideration of other applications in the processing queue and related Staff work loads. Applicants are advised that some of these conditions involve lengthy processing times. Please do not wait until near the end of the two year period to make submission and face possible lapsing of these conditions.				
3.	Development Engineering: Michael Ayers 905-771-9996 Ext. 6426	<u>GRADING CONDITION</u> That the applicant: <table><tr><th>Reference #</th><th>Condition Description</th></tr><tr><td>1.</td><td>Submit to the City's Infrastructure Planning and Development Engineering a grading plan prepared by a professional engineer or Ontario land surveyor detailing the drainage pattern while showing the existing and proposed elevations for both the severed and retained lands along with the adjoining lands;</td></tr></table>	Reference #	Condition Description	1.	Submit to the City's Infrastructure Planning and Development Engineering a grading plan prepared by a professional engineer or Ontario land surveyor detailing the drainage pattern while showing the existing and proposed elevations for both the severed and retained lands along with the adjoining lands;
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Condition #	Department / Agency Contact:	Condition:																					
		2.	Obtain the City's approval of the grading plan referred to in (1);																				
		3.	Enter into an agreement with the City (unless not required by the City) for either (i) grading and drainage; or (ii) grading and servicing, which addresses the provision of swales, easements and/or catch basins and which will be registered on title to the lands in priority to all other claims, encumbrances or other item or matter that the City Solicitor deems to be an encumbrance or claim; and																				
		4.	Ensure that any easements required to be provided pursuant to the agreement referred to in (3) are registered in priority to all other claims, encumbrances or any other item or matter the City Solicitor deems to be an encumbrance or claim.																				
4.	Development Engineering: Michael Ayers 905-771-9996 Ext. 6426	<u>FURTHER GRADING RELATED INFORMATION</u> Three prints of the above requested grading plan must be submitted for review and any related inquiries, should be directed to Mike Ayers, Development Engineering Technologist, Infrastructure Planning and Development Engineering, 905-747-6426. The City's current fees for such services are as per the <u>currently amended</u> Tariff of Fees By-law 94-23 <table><tr><th>Fee Description:</th><th>Fee:</th></tr><tr><td>Plan Review</td><td>\$ 489.00 + HST</td></tr><tr><td>Agreement Preparation</td><td>\$ 570.00 or \$ 2,883.00 + HST</td></tr><tr><td>Registration/Admin.</td><td>\$ 43.78</td></tr><tr><td>Install Catchbasin with Frame and Cover</td><td>\$ 7,373.00 + HST</td></tr><tr><td>Survey Layout</td><td>\$ 793.08 + HST</td></tr><tr><td>Pre C.C.T.V. Scan</td><td>\$ 750.00 + HST x 2 = \$1,695.00</td></tr><tr><td>Install Cleanout</td><td>\$ 1,484.00+ HST</td></tr><tr><td>Install vertical riser beyond 4.5 m in depth</td><td>\$ 2,212.00 per metre + HST</td></tr><tr><td>Decommission Catchbasin</td><td>\$ 1,935.00 + HST</td></tr></table>		Fee Description:	Fee:	Plan Review	\$ 489.00 + HST	Agreement Preparation	\$ 570.00 or \$ 2,883.00 + HST	Registration/Admin.	\$ 43.78	Install Catchbasin with Frame and Cover	\$ 7,373.00 + HST	Survey Layout	\$ 793.08 + HST	Pre C.C.T.V. Scan	\$ 750.00 + HST x 2 = \$1,695.00	Install Cleanout	\$ 1,484.00+ HST	Install vertical riser beyond 4.5 m in depth	\$ 2,212.00 per metre + HST	Decommission Catchbasin	\$ 1,935.00 + HST
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5.	Development Engineering:	<u>REGISTERED PLANS</u>																					

Condition #	Department / Agency Contact:	Condition:
	Michael Ayers 905-771-9996 Ext. 6426	That the applicant provide to the Infrastructure Planning and Development Engineering, to the attention of Mr. Michael Ayers, three white prints of the deposited plan of reference which outlines the necessary requirements of all Infrastructure Planning and Development Engineering conditions.
6.	Development Engineering: Michael Ayers 905-771-9996 Ext. 6426	<u>DEVELOPMENT AGREEMENT CONDITION</u> That the applicant enter into an Agreement with the municipality, to further develop the RETAINED portion of the subject lands through an application for a plan of subdivision only. On execution of this agreement, an authorizing ByLaw is required from City Council and subsequent registration of the Agreement on title for the subject lands, prior to satisfaction of this condition.
7.	Finance: Christina Giannakakis 905-771-5550	Payment of all current and outstanding taxes to date of consent.
8.	Finance: Christina Giannakakis 905-771-5550	No parkland or Cash-in-Lieu is required as a condition of consent. However, the Applicant (Owner) should be made aware that the City will require land to be conveyed for park or other recreation purposes or, at the option of the City, a payment of Cash-in-Lieu of such land prior to the issuance of a building permit pursuant to section 42 of the Planning Act. The Owner shall enter into an agreement acknowledging the foregoing, which agreement shall be registered on title to the SEVERED parcel for the purpose of notice. Further, the owner shall pay the City the cost set out in the City's Tariff of Fees By-law with respect to the preparation, processing and registration of the agreement. If the Owner does not wish to enter into the above agreement, the Owner may voluntarily pay any Cash-in-Lieu owing under section 42 of the Planning Act prior to the granting of the consent. The Applicant (Owner) may determine the amount of Cash-in-Lieu required by contacting the Finance Department.
10.	Region of York Parthvi Patel 1-877-464-9675 Ext. 74528	Prior to approval of the consent application, the Region requests that the City of Richmond Hill confirm through email that adequate water supply and sewage capacity has been allocated for the proposed new lot.
11.	Committee of Adjustment: 905-771-2443	That the applicant provides the Secretary-Treasurer with the legal description of the severed land in the form of a letter or draft transfer prepared by the applicant's solicitor.

Condition #	Department / Agency Contact:	Condition:
12.	Committee of Adjustment: 905-771-2443	That the applicant provides one white print of a deposited plan of reference of the entire land which conforms substantially with the application as submitted.
13.	Committee of Adjustment: 905-771-2443	That the Solicitor for the Owner give an undertaking in writing to provide to the Secretary-Treasurer of the City of Richmond Hill within 30 days of the date of registration in the Land Registry/Land Titles Office a copy of the receipted and registered electronic transfer document including the Form 4 for Consent C-24-07.