



# APPLICATION FOR TOWNHOUSE SITING APPROVAL

IT IS THE RESPONSIBILITY OF THE OWNER OR AUTHORIZED AGENT TO PROVIDE COMPLETE AND ACCURATE INFORMATION AT ALL TIMES. **THIS FORM WILL NOT BE ACCEPTED AS AN APPLICATION UNTIL SUCH TIME AS ALL QUESTIONS HAVE BEEN ANSWERED AND ALL REQUIREMENTS HAVE BEEN MET IN THE MANNER REQUESTED HEREIN. PLEASE READ THE FOLLOWING CAREFULLY:**

- APPLICATION:** It is the responsibility of the Owner or Authorized Agent to provide complete and accurate information at all times. This Form **will not be accepted** as a complete application until such time as all questions have been answered and all requirements have been met in the manner requested herein. Please read the following carefully.
- FEE:** Please refer to Fee By-law 2008-257. Make all cheques payable to Treasurer, Town of Markham. The Town of Markham has a \$2000 limit on any credit card, payments over this amount must be made by **Cheque**.
- AUTHORIZATION:** All agents **MUST** file an authorization form signed by **ALL REGISTERED OWNERS** when filing on their behalf.
- PLANS:** Refer to the submission requirements within the application. All full-sized plans **MUST BE** folded to **8 1/2 X 11**. All required documents and drawings must be submitted for the application to be considered complete.
- COMMISSIONERS'** It is required that this form be signed before a Commissioner of Oaths. If more than
- SIGNATURES:** one owner, **ALL OWNERS** are required to sign before a Commissioner, otherwise an authorization form will be necessary. Commissioners are available at the Development Services Front Counter. If you have any questions regarding your application please contact **The Development Services Counter @ 905-475-4861**.

Revised January 2009

<b>FOR OFFICE USE ONLY</b>			
<i>Date Rec'd :</i>		<i>\$220 X ___ units = \$_____</i>	
<i>Proof of Ownership Submitted and Application Commissioned</i>		<i>All Required Drawings and Documents Submitted</i>	
<i>Entered Into AMANDA by:</i>		<i>Date:</i>	



# TOWNHOUSE SITING APPROVAL APPLICATION

for applying for approval under Section 41(4) of the Planning Act

**APPLICANTS ARE REQUIRED TO CONSULT WITH THE PLANNING AND URBAN DESIGN DEPARTMENT PRIOR TO REMOVAL OR MODIFICATION OF ANY TREES OR VEGETATION ON THE SITE.**

**HAVE YOU CONSIDERED DEVELOPMENT CHARGES?**

Please complete all applicable sections of the application form. An incomplete application will be returned to you. The Detailed Application Information Table must be completed and attached to the application.

<b>What are the associated subdivision # s</b>		<b>19TM -</b>		<b>SU</b>			
<b>PROPERTY INFORMATION</b>							
Municipal Addresses:		Street Nos.:		Street Name:			
Registered Plan Number:			Lot/ Block Numbers:				
Roll Number:		Conc. & Lot Number:					
<b>OWNER/ APPLICANT INFORMATION</b>							
<b>PROPERTY OWNER INFORMATION: (check)</b>			Person(s)			Company	
Registered Land Owner:		Surname:		First Name:		Initial:	
Name		(if Company)		Company Officer:			
Application Contact:		Surname:		First Name:		Initial:	Position:
Address:		Street No.:	Street Name:				Unit Num.:
Municipality:		Province:			Postal Code:		
Telephone:		No. ( )		Fax: ( )		E- Mail:	
<b>AGENT, SOLICITOR, OR PLANNING CONSULTANT</b>							
Firm:							
Application Contact:		Surname:		First Name:		Initial:	Position:
Address:		Street No.:	Street Name:				Unit Num.:
Municipality:		Province:			Postal Code:		
Telephone:		No. ( )		Fax: ( )		E- Mail:	
Legal Name for Use with Agreements:							
Designate to Which All Correspondence Will be Sent							

## APPLICATION DECLARATION

I, (name) \_\_\_\_\_ of the (municipality) \_\_\_\_\_

in the (region) \_\_\_\_\_ solemnly declare that I am (choose one of following)

the Owner	the agent of the owner
an officer of the owner	an officer /employee of the agent of the owner,

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

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of a Commissioner for taking Affidavits      Signature of Declarant

## OWNERS AUTHORIZATION

*If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.*

I, \_\_\_\_\_ being the registered owner of the subject

lands, hereby authorize (print name of agent),

to submit the above application to the Town of Markham for approval thereof.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_ Title: \_\_\_\_\_

## APPLICANT'S SIGNATURE

I, hereby make the above application for site plan control, declaring the all information contained herein is true and correct, and acknowledging the Town of Markham will process the application based on the information provided. Along with the application, I am submitting a processing fee of \$ \_\_\_\_\_.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Rec'd : \_\_\_\_\_ Fee Rec'd: \_\_\_\_\_ Fee Req'd: \_\_\_\_\_

Detailed Application Information Table Rec'd    Yes    No    Table Type: \_\_\_\_\_

Application Rec'd By: \_\_\_\_\_

Outstanding Requirements for Approved Application Status: \_\_\_\_\_

Date Application Approved for Receipt: \_\_\_\_\_ Approved By: \_\_\_\_\_

Entered Into AMANDA by: \_\_\_\_\_ Date: \_\_\_\_\_

## DETAILED APPLICATION INFORMATION TABLE (METRIC)

Project/ Marketing Name:		
Description of Project/ Application:		
<b>Data required for individual block (if submitting more than one block please provide one page per block)</b>		
SITE STATISTICS (All Sections Must Be Completed)	PROPOSED (as per application)	EXISTING (if applicable)
Block Area (hectares)		
# of Units (Residential) per block		
# of Units (Mixed – Use) per block		
G.F.A. of commercial units (excluding residential area)		

**Submission Requirements: MUST BE SUBMITTED WITH APPLICATION**

**Application Type:**

**Submission Requirements:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Residential Within a Plan of Subdivision</li> </ul> | <ul style="list-style-type: none"> <li>• 4 Copies of the Site Plan</li> <li>• 1 Reduction of the Site Plan (8.5" x 11")</li> <li>• 4 Copies of the Building Elevations</li> <li>• 1 Reduction of the Building Elevations (8.5" x 11")</li> <li>• 1 Legal Survey of the subject properties</li> <li>• CAD drawing of Plans and Elevations on disk in a DGN/DGF/DWG (version 14) format.</li> <li>• Applicable Processing Fee (The Town of Markham has a \$2000 limit on any credit card, any fees greater than this must be paid by cheque).</li> </ul> |
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**Notes:**

- Please refer to drawing requirements on page 4.
- Regard should be given to "Joint Municipal Guidelines for Accessibility" – available at the Development Services Counter.
- All reductions should be 8.5" x 11". If the reductions are not legible at this size, 11" x 17" reductions will be accepted.
- All drawings must be folded to 8.5" x 11". Rolled drawings will not be accepted.
- The 'Site Statistics' table must be completed. Applications that state: "See Drawings" will not be accepted.
- The owner and/or applicant must retain a Professional Engineer who holds a Certificate of Authorization from the P.E.O. for Municipal Engineering applications to prepare the design of grading and site servicing plans, municipal service connection designs, and storm water management reports which are to be submitted to the Director of Engineering for his approval, at building permit stage.
- Colour renderings of site plans and drawings will be required at all public meetings.
- If you have any questions regarding this application form, please contact Development Services at: (905) 475-4861.

**Site Plan Processing Fees:** (As per By-Law 2008-257)

**(i) Residential:**

- \$220.00 per unit for ground oriented townhouse dwelling units (blocks of 10 units or less) within a plan of subdivision where the applicable per unit planning processing fee has been paid through a subdivision.

### **Site Plan and Elevation Drawing Requirements:**

- Key Map: Indicating the location of the subject property and the local vicinity.

### ***A Table of Statistics that indicate the following information:***

- Total lot area of the subject property.
- The front, rear and, side setbacks of the proposed building, both provided and as required by the applicable Zoning By-Law, and the distance between existing and proposed buildings.

### ***The Site Plan must include:***

- The location of all existing trees and proposed landscaping details.
- The location and dimensions of all existing and proposed buildings.
- The location and dimensions of all hydro transformers.

### ***Elevations must show:***

- The height and width of all proposed buildings.
- The location of all windows, doors, loading docks, etc.
- The details of all four sides of the proposed building(s), including the type and colour of materials to be used.

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### **DEFINITIONS:**

**FLOOR AREA:** means the total area of all floors in a building, measured between the exterior faces of the exterior walls of the building at each floor level.

**FLOOR AREA, GROSS:** means the aggregate of the floor areas of a building above or below the established grade, but excluding car parking areas within the building that are below established grade.

**FLOOR AREA, LEASABLE:** means the aggregate of the floor areas of a shopping centre that are leased to the tenants of the shopping centre for their exclusive use, above or below established grade.

**FLOOR AREA, NET:** means the aggregate of the floor areas of a building above or below established grade, but excluding car parking areas within the building stairways, elevator shafts, service/mechanical rooms and penthouses, washrooms, garbage/recycling rooms, staff locker and lunch rooms, loading areas, any space with a floor to ceiling height of less than 1.8 metres and any part of a basement that is unfinished, is used solely for storage purposes and is not accessible to the public.