



APPLICATION FOR NEW RESIDENTIAL/NEW HERITAGE RESIDENTIAL OR ADDITION SITE PLAN

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 2009-159. 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' SIGNATURES** It is required that this form be signed before a Commissioner of Oaths. If more than 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 Client Services Counter @ 905-475-4861**.

Revised – July 15, 2010

FOR OFFICE USE ONLY		
<i>Date Rec'd :</i>	<i>New Single Detached/Semi-Detached - \$1240.00 + \$161.20(HST)=\$1401.20</i>	<i>Addition or Alteration Less than 50m2 - \$50 + \$6.50(HST) = \$56.50 More than 50 m2 - \$500 + \$65.00(HST) = \$565.00 Alteration to Driveway/Parking Area - \$100 + \$13.00(HST) = \$113.00</i>
<i>Application Commissioned</i>	<i>All Required Drawings and Documents Submitted</i>	<i>Urban Design Review Fee: Minor App. Between 50m2 to 100m2 - \$150 + \$19.50(HST) = \$169.50 Minor App. Over 100 m2 - \$300 + \$39.00(HST) = \$339.00</i>
<i>Entered Into AMANDA by:</i>	<i>Date:</i>	



NEW RESIDENTIAL/NEW HERITAGE RESIDENTIAL OR ADDITION SITE PLAN CONTROL APPLICATION

For applying for approval under Section 41(4) of the Planning Act
For applying for approval under Section 33 of the Ontario heritage Act (individually designated property) or Section 42 of the Act (properties within a heritage conservation district), where applicable.

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.

APPLICATION TYPE <input type="checkbox"/> (Check one)				
<input type="checkbox"/> New Residential – single, semi-detached unit governed by Heritage District, By-law 262-94 or condition of consent.	<input type="checkbox"/> Residential Additions/Alterations in Heritage Conservation Districts, Study Areas, Designated Buildings			
Is this an Individually Designated Property?	Yes	No	By-Law No.	
Is this property located in a Heritage Conservation District?	Yes	No	District Name	
Are there previous development applications on subject lands?	Yes	No	Don't Know	
If yes, previous file number(s) and date of application(s):				
PROPERTY INFORMATION				
Municipal Address:	Street No.:	Street Name:	Unit Num.:	
Registered Plan Number:	Lot/ Block Numbers:			
Roll Number:	Conc. & Lot Number:			
OWNER/ APPLICANT INFORMATION				
PROPERTY OWNER INFORMATION: (check		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:	
AGENT, SOLICITOR, OR PLANNING CONSULTANT				
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

OWNER'S 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:
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Printed Name of Signatory:	Title:
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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:
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Printed Name of Signatory:	Date:
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DETAILED APPLICATION INFORMATION TABLE (METRIC)

Name of Owner		
Description of Project/ Application:		
Targeted Start Date of Construction:		
SITE STATISTICS (All Sections Must Be Completed)	PROPOSED (as per application)	EXISTING (if applicable)
Lot Area (hectares)		
Lot Coverage (as a percentage)		
Size of detached garage		
Area of Addition (square metres)		*****
Bldg. Gross Floor Area (square metres)		
SITE SERVICING (Check One)		
<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Private Septic
<input type="checkbox"/> Private Well	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Communal Septic

Submission Requirements:

Heritage Applications:

- New Residential/Addition
 - 6 Copies of the Site Plan
 - 1 Reduction of the Site Plan (8.5" x 11")
 - 6 Copies of the Building Elevations
 - 1 Reduction of the Building Elevations (8.5" x 11")
 - 1 Legal Survey of the Property
 - 2 Copies of Tree Preservation Plan
 - Applicable Planning Fee (The Town of Markham has a \$2000 limit on any credit card, any fees greater than this must be paid by cheque).

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 Client Services at: 905- 475-4861.

Site Plan Processing Fees: (As per By-Law 2009-159)

Residential:

- $\$1240.00 + \$161.20(\text{HST}) = \$1401.20$ per unit for single detached or semi-detached unit governed by Site Plan Control By-law 262-94 as amended or as a condition of consent.

Residential Additions / Alterations in Heritage Conservation Districts, Heritage Study Areas, Designated Buildings, and in Heritage Estates:

- less than 50m² $\$50.00 + \$6.50(\text{HST}) = \$56.60$ per unit
- 50m² or larger $\$500.00 + \$65.00(\text{HST}) = \$565.00$ per unit
- Alteration to Driveway/parking area application $\$100.00 + \$13.00(\text{HST}) = \$113.00$ per application

URBAN DESIGN FEES

(a) Heritage Site Plan (Payable at Submission of Application)

- Minor application between 50m² and 100m² $\$150.00 + \$19.50(\text{HST}) = \$169.50$ per agreement
- Minor application over 100m² $\$300.00 + \$39.00(\text{HST}) = \$339.00$ per agreement

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.
- Gross Floor Area (GFA) of the proposed building.
- Net Floor Area of the proposed building.
- The Floor Area Ratio (FAR) shown as a percentage of the total lot area.
- Lot Coverage shown as a percentage of the total lot area.
- 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 landscaped area shown as a total area and percentage of the total area of the lot.

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.

Elevations must show:

- The height and width of all proposed buildings.
 - 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, 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.



TREE PRESERVATION PLAN REQUIREMENTS

- A tree preservation plan will be required at the time of submission of an application for site plan approval or subdivision approval. This plan should describe the existing vegetation with all proposed development superimposed thereon, including all existing and proposed site grading. The existing vegetation should be described as follows:
 - Designation of species types
 - Location of all trees and shrubs on the development site
 - Existing and proposed elevations at the base of trees to be preserved
 - Size, general health and quality of this vegetation
 - An opinion as the retention value considering future development
- The plan will be prepared by a qualified Landscape Architect in good standing with the O.A.L.A., in conjunction with a qualified arborist who will prepared the vegetation analysis.
- The plan should indicate all existing vegetation within 3m of adjacent lands.
- Provide a Key Map
- If there is no existing vegetation on the proposed development site, a statement to that effect must be made on the draft plan.
- **SPECIFICATIONS FOR THE PROTECTION AND PRESERVATION OF EXISTING TREES**
- All existing trees which are to remain shall be fully protected with fencing erected beyond the “drip line”. Groups of trees and other existing plantings to be protected, shall be done in a like manner with fencing around the entire clump(s). Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment.
- This work shall be completed, to the satisfaction of the Commissioner of Development Services, prior to the issuance of Building Permits for the site development.
- No rigging cables shall be wrapped around or installed in trees; and surplus soil, equipment, debris or materials shall not be placed over root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.
- The developer or his agent shall take every precaution necessary to prevent damage to trees or shrubs to be retained.
- Where limbs or portions of trees are removed to accommodate construction work, they will be removed carefully and exposed wood treated with an approved tree wound dressing.
- Where root systems of protected trees are exposed directly adjacent to or damaged by construction work, they shall be trimmed nearly and the area back filled with appropriate material to prevent desiccation.
- Where necessary, the trees will be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the tree.
- Trees to be preserved that have died or have been damaged beyond repair, shall be replaced by the developer at his own expense with trees of a size and species as approved by the Commissioner of Development Services
- If grades around trees to be preserved are likely to change, the developer shall be required to take such precaution as dry welling and root feeding to the satisfaction of the Commissioner of Development Services.