



DEVELOPMENT SERVICES COMMISSION  
 101 TOWN CENTRE BOULEVARD  
 MARKHAM, ONTARIO, L3R 9W3  
 (905) 475-4861  
 fax (905) 479-7768

## APPLICATION FOR PLAN OF SUBDIVISION

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 2010

### FOR OFFICE USE ONLY

Date Rec'd :		Base Fee: \$14718.00 + \$1913.34(HST) (100% payable at submission of application).  +\$760.00 x # of Ground Oriented Units x 0.13% HST. Submission – 10% Draft Approval – 30% Execution of Agreement – 60%	Non-Residential Fee \$3800.00 x .5 ha (or part thereof) x 0.13% HST. Submission – 10% Draft Approval – 30% Execution of Agreement – 60%
Application Commissioned	All Required Drawings and Documents Submitted		
Entered Into AMANDA by:		Date:	

# SUBDIVISION APPLICATION

For applying for approval under the Planning Act and under the Condominium 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 form will be returned to the applicant.

PROPERTY INFORMATION			
Legal Description:			
Roll Number:		Lot & Conc. Numbers:	
Municipal Address:		Postal Code:	
PREVIOUS APPLICATION FOR LANDS <input type="checkbox"/> (Check one)			
Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Don't Know: <input type="checkbox"/>		Application Type: <input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
If yes, previous file number and date of application:			
Are there any listed heritage properties or designated heritage properties within the proposed plan of subdivision? If yes, provide addresses.			
APPLICANT INFORMATION			
PROPERTY OWNER INFORMATION			
Registered Land Owner:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:	Prov	Postal Code:	
Telephone:		Fax:	
AGENT, SOLICITOR, OR PLANNING CONSULTANT			
Firm Name:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:	Prov	Postal Code:	
Telephone:		Fax:	
ONTARIO LAND SURVEYOR			
Firm Name:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:	Provi	Postal Code:	
Telephone:		Fax:	
Designate One Name to Which All Correspondence Will be Sent:			

## LAND TABLE INFORMATION

### Table Definitions

<i>Dwelling Unit</i>	<i>a room or group of rooms accommodating a single household</i>
<i>Single or Detached</i>	<i>a building containing one dwelling unit</i>
<i>Double or Semi-Detached</i>	<i>a building containing two dwelling units</i>
<i>Row or Multiple-Attached</i>	<i>a building containing three or more dwelling units, all with individual access at ground level</i>
<i>Apartment</i>	<i>a building containing three or more dwelling units, all with access through a common space</i>

PROPOSED USE	NUMBER OF RESIDENTIAL UNITS	LOTS AND/OR BLOCKS AS LABELED ON DRAFT PLAN	AREA (ha)	DENSITY (units/ha)	NUMBER OF PARKING SPACES*
Single or Detached					
Double, Semi-Detached					
Row or Multiple Attached					
Apartment- less than 2 bedrooms.					
Apartment- 2 or more bedrooms.					
Seasonal Residential					
Mobile Home Residential					
Other Residential (specify below)					
Commercial					
Industrial					
Park, Open Space					
Institutional (specify below)					
Roads					
Other (specify below)					
<b>TOTALS</b>					

## PLANNING INFORMATION

1. What is the land use designation of the subject lands in the approved regional official plan?

If an amendment to the Regional Official Plan is required, has an application been submitted to the region?  
 Yes  No. If yes, state region application number or adopting by-law number:

2. What is the land use designation of the subject lands in the Town's official plan?

If an amendment to the Town's Official Plan is required, has an application been submitted?  
 Yes  No. If yes, state the application number:

**Any application that is not in conformity with official plan provisions may be returned to the applicant, or held until the appropriate provincial ministry is in receipt of an amendment to redesignate the subject lands. At that time both the draft plan and the amendment can circulate concurrently.**

3. What is the zoning of the subject lands?

4. What is the relevant parent by-law number?

Amending by-law numbers?

5. Are any lands within the application intended to be conveyed to the Town of Markham for public purposes?  Yes  No

**If yes, Council policy requires the submission of a Phase 1 Environmental Site Assessment for those lands being conveyed to the Town. The Council Policy on the 'Environmental Clearance for Lands to be Used for Public Purposes' was adopted by Council on April 15, 1997 and is available under separate cover.**

**PRIOR TO APPROVAL OF THE FINAL PLAN OF SUBDIVISION, THE SUBJECT LANDS MUST BE APPROPRIATELY ZONED.**

## SERVICING

1. Indicate proposed method of servicing.

Water Supply:  municipal (piped)  private individual wells  other (specify)

Sewage Disposal:  municipal (sewers)  private individual system  other (specify)

2. Has availability of connections and capacities for municipal servicing been discussed with :  
 Town staff  Yes No  Regional Staff  Yes  No

3. If the development is to be privately serviced, additional information must be provided in the form of a hydrogeologic or geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity. Have such studies been prepared and forwarded to: MOE  Yes  No Local Health Unit  Yes  No

4. Storm Drainage- A stormwater management report is required for all developments, outlining the means by which stormwater will be conducted both on-site and on adjacent lands. This report should also indicate the means by which erosion, siltation, and sedimentation will be minimized both during and after construction. Has such a report been forwarded to:

Markham Engineering  Yes  No

MOE:  Yes  No

MTRCA  Yes  No

MNR:  Yes  No

## ACCESS

1. Is there direct access from the subject lands to a publicly maintained road?  Yes  No

If no, what provisions is there for access to lands?

2. Have proposed access points to abutting roads, widening of roads, internal road widths and pattern, and location of access control reserves been discussed with:

Area Municipality?  Yes  No

Region Transportation Dept.?  Yes  No

3. If a waterfront development is proposed without road access, what type of docking and parking facilities exist or will be provided at the subject lands?

## SURROUNDING LANDS

*Much of the information referred to in this item and in the next section should be shown on the draft plan*

1. What are the adjacent land uses?

North:

East:

South:

West:

2. Indicate whether any of the following land uses exists within 1000m of the subject lands:

Land Fill (closed or operational)?

Yes  No

Abattoir

Yes  No

Industrial Use (past or present)?

Yes  No

Active Railway Line

Yes  No

Agricultural?

Yes  No

Provincial Highway

Yes  No

Airport?

Yes  No

Natural Features, including forest, water courses, animal habitats, and wetlands?

Yes  No

3. What measures are to be undertaken to eliminate any adverse environmental effects (such as increased traffic traffic, noise, odors, pollution of nearby water bodies, run-off, etc.) from this proposed development on the surrounding area?

4. What measures (such as buffering, berms, setbacks, etc.) are to be undertaken to eliminate any adverse effects from the surrounding area on this proposed development? In agricultural areas, refer to the Agricultural Code of Practice. Where potential adverse effects are foreseen, consultation is recommended with any or all of the Ministry of Environment, the Ministry of Natural Resources, and the Ministry of Agriculture Food.

## SITE APPRAISAL AND EVALUATION

1. TOPOGRAPHY- The draft plan must include a statement that elevations shown thereon relate to Canadian Geodetic Datum. Outline the general topography and any special characteristics (such as escarpments, rock outcrops, etc.) that may effect development.

2. VEGETATION- What types of vegetation (such as grass, woodlots, or orchards) exist on the subject lands?

3. DRAINAGE PATTERNS- Describe the drainage of the subject lands and any on-site or nearby water bodies (such as creeks, ponds, lakes, etc.)?

4. UNIQUE LAND FEATURES- What consideration has been given to preserving the natural amenities (such as strong topographical features, pleasant views, mature trees, etc.) of the subject lands?

5. INTEGRATION INTO SURROUNDING AREA- What consideration has been given to ensuring that the proposal will be integrated with the existing character of the surrounding area, and that the amenities of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhanced?

6. EXISTING STRUCTURES- Describe any buildings, historical or otherwise, and any man made features on the subject lands, and their proposed use (whether to be retained, modified, relocated, demolished etc.)

7. EXISTING USE OF SUBJECT LANDS- Describe any present use of the subject lands and/or buildings thereon.

8. PREVIOUS USE OF SUBJECT LANDS- Describe any significant previous uses of the subject lands, and if the lands are vacant or idle, describe the most recent productive use of the subject lands.

9. IS CHMC FUNDING PROPOSED WITH RESPECT TO THIS DEVELOPMENT? [ ] Yes [ ] No

## 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 also complete the following and a similar authorization on the draft plan. 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 prepare a draft plan *(indicate type)* [  ] Subdivision [  ] Condominium, and to make application to the

Town of Markham for approval thereof.

Signature:

Date:

Printed Name of Signatory:

Title:

*Corporate Seal*

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

<b>Application Type:</b>	<b>Submission Requirements:</b>
<ul style="list-style-type: none"><li>■ New Residential, Industrial, Commercial, or Institutional;</li><li>■ Amendment to Existing Residential, Industrial, Commercial, or Institutional</li></ul>	<ul style="list-style-type: none"><li>● 35 copies of draft plans of subdivisions plan</li><li>● 1 reduction of draft plans of subdivision plan</li><li>● 1 legal plan of survey</li><li>● CAD drawing of plans and elevations on disk in a DGN/DXF/DWG (version 14) format</li><li>● Applicable Processing Fee</li><li>● Engineering Studies</li></ul>

---

**Notes:**

- 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 under any circumstances.
- 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.

# PLANNING DIVISION FEES

## 1. PLAN OF SUBDIVISION

### (a) PLAN OF SUBDIVISION

**(i) Base Fee, collected at time of application:** \$14,718.00 + \$1913.34(HST) per application (payable with application), plus;

(ii) Commercial, institutional, industrial (ICI) other non-residential uses, mixed-use (community amenity) and high and medium density residential blocks greater than 10 units (excluding park blocks, valleylands, hazard land, environmental buffer blocks, stormwater management blocks and open space areas to be conveyed into public ownership), collected at time of application. 10% collected at time of application, 30% collected at draft plan approval and 60% collected at execution of agreement. \$3,800.00 per half hectare or part thereof x 0.13% HST.

(iii) Ground-Oriented Residential Uses (Single detached, semi-detached, townhouse within a block of 10 units or less). 10% collected at time of application, 30% collected at draft plan approval and 60% collected at execution of agreement. Per Unit Fee Payable  
\$760.00 x 0.13% HST per unit

*Note: Adjustments to the total fee payable will be required at each payment stage, to reflect increases in the total number of units. (100% of fees payable for all phases is due with registration of first phase).*

**(b) Extension of Draft Approval** \$3,220.00 + \$418.60(HST) per application

**(c) Revision of Draft Approved Plan and/or Draft Plan Conditions, when requested by the owner:**

(i) Minor (no report required) \$2,000.00 + \$260.00(HST) per application  
 (ii) Major (report required) \$6,300.00 + \$819.00 (HST) per application

**(d) Request for subdivision agreement:**

(i) First phase of subdivision \$21,180.00 + \$2753.40(HST) per agreement  
 (ii) Subsequent phases \$14,870.00 + \$1933.10(HST) per agreement

**(e) Model Homes/Sales trailer agreement, payable at execution of agreement.** \$2,070.00 + \$269.10(HST) per agreement

**(f) Exemption from Part Lot Control** \$3,220.00 + \$418.60(HST) per M-plan

**(g) Recirculation of draft plan not approved (when requested by owner). Payable prior to recirculation.** \$2,000.00 + \$260.00(HST) per set of drawings.

## DESIGN DIVISION FEES (Landscaping Plan Processing Fees)

• Unless otherwise noted, Design Division fees are collected at the site plan control execution stage or plan of subdivision registration stage.

**1. SUBDIVISION AGREEMENT - Review and approval of landscape drawings and inspection of site.**

- 5.1% of the estimated cost of construction of the landscaping works x 0.13% HST or \$250 x 0.13% HST per unit/lot on the plan of subdivision whichever is higher.

**2. Fee for additional submission/review and inspections**

Where an owner files more than three submissions of landscaping drawings, due to revisions by the owner or the owner's failure to revise drawings as requested by the Town, an additional fee will be charged.

- \$2,450 + \$318.50(HST) per submission.

**3. Where a third (or more) inspection is required, due to unaddressed deficiencies identified during earlier inspections, an additional fee will be charged.**

- \$620 + \$80.60(HST) per inspection

# ENGINEERING DIVISION FEES

- Unless otherwise noted, Engineering Division fees are collected at site plan agreement or subdivision agreement stage.

## 1. PLAN OF SUBDIVISION

Review and approval of engineering drawings, inspection and administration of agreement. Fee is based on percentage of the estimated construction cost of public works plus 10% contingencies, including but not limited to; erosion and sedimentation controls, underground and above ground works, streetlights, etc. within the plan of subdivision, (both internal and external works) as prepared by the consulting engineer. 40% payable at submission of engineering drawings and 60% payable at either pre-servicing stage or agreement stage, whichever is earlier.

- 5.1% of the final construction cost of public works x 0.13% HST or \$660.00 x 0.13% HST per lot or block, whichever is higher

## 5. FEE FOR ADDITIONAL SUBMISSION/REVIEW AND INSPECTIONS

Where an owner files more than three submissions of engineering drawings, due to revisions by the owner or the owner's failure to revise drawings as requested by the Town, an additional fee will be charged.

Where a third (or more) inspection is required, due to unaddressed deficiencies identified during earlier inspections, an additional fee will be charged.

- \$2,450 + \$318.50(HST) per submission

\$620 + \$80.60(HST) per inspection



**SPECIFICATIONS FOR PARCEL MAPPING FOR DGN SUBMISSIONS**

<b>Scale Factor:</b>	<b>0.999874</b>
<b>Measuring Units:</b>	<b>metres</b>
<b>Units of Resolution</b>	<b>1:250</b>
<b>Global Origin:</b>	<b>0, -4600000</b>
<b>Coordinate System:</b>	<b>MTM</b>
<b>Datum:</b>	<b>NAD 83</b>

**LEVEL SPECIFICATIONS FOR PARCEL MAPPING:**

Level 1	Street Lines (Road Allowance)
Level 2	Property Lot Lines
Level 5	Subdivision Plan Linework
Level 6	Subdivision Text
Level 7	Reference Plan Linework
Level 8	Reference Plan Text
Level 9	Other Plan Linework
Level 10	Other Plan Text
Level 12	Street Names
Level 27	Condominium Plan Linework
Level 28	Condominium Plan Text
Level 41	Ground Control Points eg: SIBs etc
Level 42	Ground Control Text eg: SIBs etc
Level 45	Survey Control Monuments

***Note: No duplicate linework and all linework should be broken at connection points.***

If you require additional information regarding the digital MICROSTATION submission, please contact Stephen Geyer at (905) 477-7000 extension 3620, Centre for GIS, Town of Markham.