

Heritage Site Plan Control?

A Heritage Site Plan Control is the process through which the Town guides and approves the design and layout of buildings and development within the Town's heritage conservation districts, as well as additions to individually designated heritage properties throughout Markham.

Our goal is to achieve high quality buildings that contribute to, and are compatible with, the special character of the heritage district, and to ensure alterations to designated properties conserve heritage attributes. We do this by examining both the design and technical aspects of proposed developments.

All buildings within a heritage conservation district are subject to Site Plan Approval regardless of their use or size. Alterations and additions to both district and individually designated properties are also subject to this process. Until Site Plan Approval is obtained, a building permit cannot be issued and construction cannot begin. Site Plan Approval is authorized by the Ontario Planning Act.

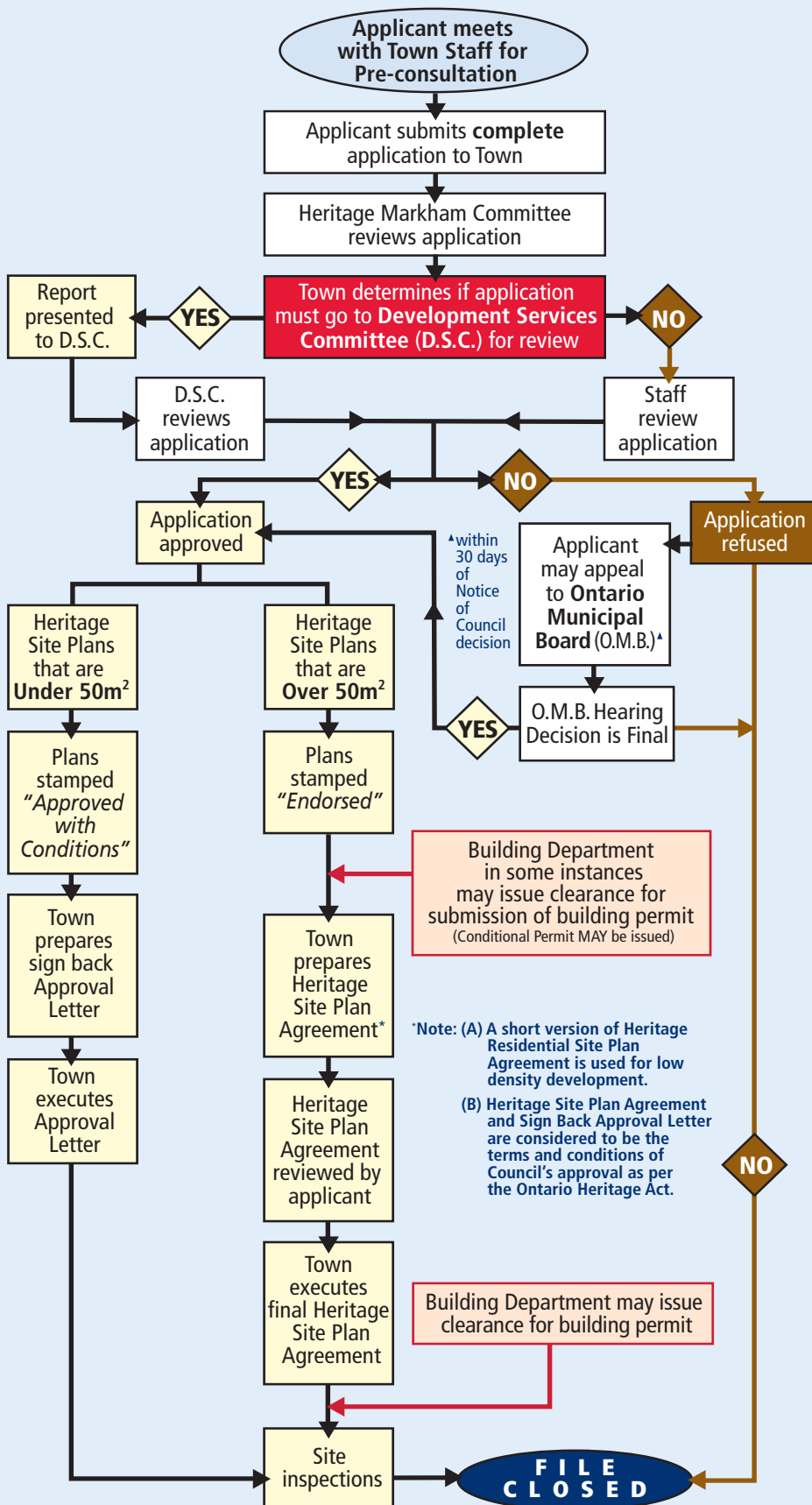
CONSIDERATIONS: When reviewing an application, consideration is given to the suitability of the land for the proposed use, vehicle access, water supply, sewage disposal, the design of structures, tree preservation, site parking layout, grading and drainage. Design factors are extremely important. Follow the design guidelines and policies adopted in the Heritage Conservation District Plan or accepted heritage practices, paying attention to scale, massing, height, materials, window and door treatment, decorative features and landscaping.

We recommend the following:

- review the applicable Heritage Conservation District Plan for guidance;
- ensure that heritage attributes and features are conserved;
- ensure that new construction is complementary and respectful of the heritage building and/or the district character;
- consult with Heritage Section staff before you submit an application.

HERITAGE SITE PLAN CONTROL APPLICATION PROCESS

This application process may take 4 to 6 months to complete



Building Department in some instances may issue clearance for submission of building permit (Conditional Permit MAY be issued)

*Note: (A) A short version of Heritage Residential Site Plan Agreement is used for low density development.
 (B) Heritage Site Plan Agreement and Sign Back Approval Letter are considered to be the terms and conditions of Council's approval as per the Ontario Heritage Act.

Building Department may issue clearance for building permit

Pre-consultation

New procedures now require you to meet with Town staff before submitting an application. This will allow you to explain the proposal and will allow staff to guide you through the process, provide preliminary comments about the viability of your proposal and advise you what plans and studies are required to support an application. At the pre-consultation meeting a checklist will be provided setting out the submission requirements for a complete application. These procedures are in accordance with Official Plan Amendment No. 172 and the Consultation By-Law 2008-148. An application may be deemed incomplete and refused if these procedures are not followed.

HOW TO APPLY

Heritage Permit application forms are available at the **Development Services Counter**. They can also be downloaded from the Town's website at www.markham.ca under the Forms and Applications tab "Building and Planning Permits".

Other Documents to Review

If applicable, review these documents, which are available at the **Development Services Counter** prior to filing your application:

- Town of Markham Official Plan/ Secondary Plan Policies
- Zoning By-Law(s)
- Heritage Conservation District Plans
- Heritage Matters in Markham brochure entitled *Approval of New Construction, Additions and Alterations*
- Heritage Matters in Markham brochure entitled *Conservation Principles - Ontario Ministry of Culture*.

Contact Us

This brochure is part of a series that outlines development processes in the Town of Markham. If you have any questions, please contact the staff of the Development Services Commission.

Development Services Commission

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DEVELOPMENT SERVICES

HERITAGE SITE PLAN CONTROL APPLICATION PROCESS

PROCESS GUIDELINES

The Process

The flow chart represents the Heritage Site Plan Control Approval process in the Town of Markham. Please keep in mind that each proposal is unique and the process may vary slightly for each application.

Development under 50 m² is usually considered minor, and if approved, a simple site plan approval letter is prepared, including any specific Town requirements.

For new, low density residential construction or additions over 50 m² in size, a short version residential site plan agreement is used and includes any specific Town requirements (grading, tree preservation, design).

Non-residential development generally follows the Town's standard Site Plan Approval process.