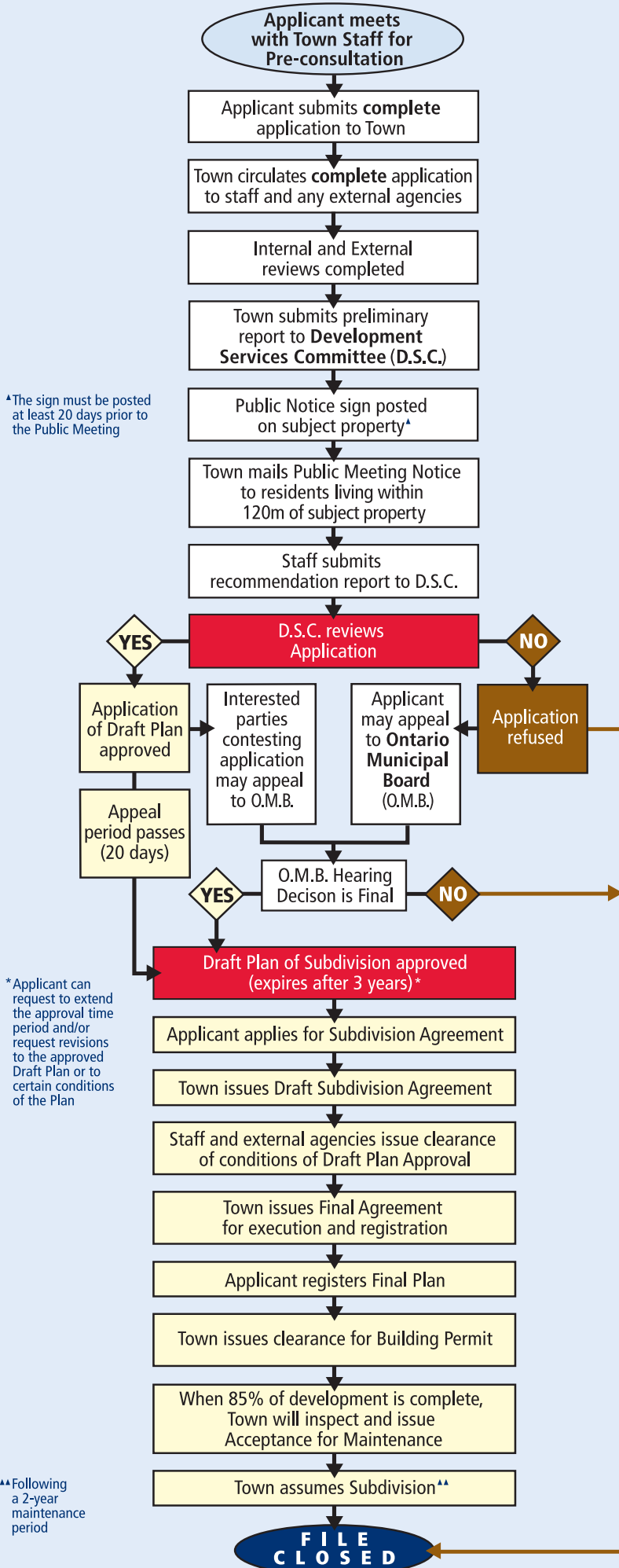


# Plan of Subdivision Approval?

## SUBDIVISION APPLICATION PROCESS

This application process may take up to 3 years from pre-consultation to registration of plan



\*The sign must be posted at least 20 days prior to the Public Meeting

\* Applicant can request to extend the approval time period and/or request revisions to the approved Draft Plan or to certain conditions of the Plan

\*\*Following a 2-year maintenance period

This flow chart highlights the basic process – some steps may not be shown.

Plan of Subdivision Approval is the process through which the Town guides and approves the design and layout of building lots and roads (neighbourhoods). Our goal is to achieve excellent, high quality residential and industrial subdivisions that contribute to the public realm and environment in which they are placed. We do this by examining both the design and technical aspects of proposed developments.

Plan of Subdivision Approval is authorized by the Ontario Planning Act. A building permit cannot be issued and construction cannot begin until Subdivision Approval is obtained.

### CONSIDERATIONS:

When reviewing an application, consideration will be given to the suitability of the land for the proposed use, sustainability, vehicle access, water supply, sewage disposal, the design of structures, tree preservation, site parking layout, grading and drainage.

### Submission requirements are as follows:

- completed application form;
- 30 copies of Plan of Subdivision;
- 1 reduction of Plan of Subdivision;
- CAD drawing of plans on disk in a DGN/DXF/DWG (version 14) format;
- 1 legal plan of survey;
- Engineering surveys;
- applicable fee;
- plans must be folded no larger than 8.5 x 11 in;
- other studies and plans as determined at the pre-consultation meeting

## 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.

Application forms are available at the **Development Services Counter** or can be downloaded from the Town's website at [www.markham.ca](http://www.markham.ca) under the Forms and Applications tab "Building and Planning Permits".

HOW TO APPLY

## 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
- Secondary Plan Policy specific to the property development
- Zoning By-Law(s)
- Design Guidelines (where available)
- Development Charges By-Law
- Interim sustainable development standards.

## 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

Town of Markham  
Markham Civic Centre  
101 Town Centre Boulevard  
Markham, Ontario L3R 9W3

T: 905-475-4861

F: 905-479-7768

E: [developmentsservices@markham.ca](mailto:developmentsservices@markham.ca)

[www.markham.ca](http://www.markham.ca)



## DEVELOPMENT SERVICES

### PLAN OF SUBDIVISION APPROVAL PROCESS INCLUDING DRAFT PLAN APPROVAL

### PROCESS GUIDELINES

## The Process

The flow chart represents the Plan of Subdivision Approval process in the Town of Markham. This is a 2-phase application process. It may take approximately 9 to 12 months from pre-consultation to Draft Plan Approval. Registration of a Plan of Subdivision may take up to 3 years depending on the applicant meeting all the conditions of Draft Approval. Please keep in mind that each proposal is unique and the process may vary slightly for each application.