



## APPLICATION FOR OFFICIAL PLAN AMENDMENT

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.

**PUBLIC INFORMATION** All information submitted with this application will be made available to the Public.

**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 December 15, 2009

### FOR OFFICE USE ONLY

Date Rec'd :		Major Amendment: \$27,350.00	Minor Amendment: \$10,290.00
Application Commissioned		All Required Drawings and Documents Submitted	
Entered Into AMANDA by:		Date:	



# OFFICIAL PLAN AMENDMENT APPLICATION

for applying for approval under Section 34 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 the applicant. Attached to the application must be the corresponding Detailed Application Information Table.

## APPLICATION TYPE (Check One)

<input type="checkbox"/> Minor Amendment (see notes for definition)	<input type="checkbox"/> Major Amendment (see notes for definition)
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 one)		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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## ENVIRONMENTAL CLEARANCE FOR LANDS TO BE USED FOR PUBLIC PURPOSES

**An Environmental clearance in the form of a Phase I Environmental Site Assessment (ESA) in accordance with the Canadian Standards Association standard Z768-94, or latest edition, shall be submitted to and approved by the Town for all lands being conveyed to the municipality for public purposes . The requirement for a Phase I ESA shall form a condition of Site Plan Approval to apply to lands being conveyed to the municipality.**

## APPLICANT'S SIGNATURE

I, hereby make the above application for OFFICIAL PLAN AMENDMENT, 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)

Project/ Marketing Name:	
What is the Purpose of the requested Amendment:	
What is the Current Official Plan Designation:	
List the Land Uses the OP Designation authorizes:	
Does the requested Amendment change or replace a designation? <input type="checkbox"/> Yes <input type="checkbox"/> No (Identify):	
List the Land Uses the OP Designation would	
Does the Amendment change, replace or delete a policy in the <input type="checkbox"/> Yes <input type="checkbox"/> No Identify the Section of the Official Plan and provide changes in the Draft Official Plan Amendment submitted with application.	
Does the Amendment add a new Policy to the Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Outline the additional Policy Information in The Draft Official Plan Amendment submitted with application.	
Is the requested amendment consistent with the Policy Statements issued under Subsection 3(1) of the Act. Explain:	
Is the subject land within an area of lands designated under any Provincial Plan or Plans? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the amendment conform to the Provincial Plan? Explain:	
Does the amendment remove the subject land from an area of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, provide extracts of the Official Plan Policies that deal with the removal of land from an employment area.	
Is the subject land or land within 120m of it, the subject of an application under the Act for a Minor Variance, Consent, an amendment to an Official Plan, a Zoning By-law, Minister's Zoning Order, Plan of Subdivision or Site Plan Control. If yes, please provide following information:	
(a) File Number	
(b) Name of Approval Authority considering it.	
(c) The land it affects:	
(d) It's purpose	
(e) It's status	
(f) It's effect on the requested amendment.	

**SITE STATISTICS**  
(All Sections Must Be Completed)

**PROPOSED**  
(as per application)

**EXISTING**  
(if applicable)

Official Plan Designation		
Secondary Plan Designation		
Zoning Designation		
Use		
Lot Area (hectares)		
Lot Frontage		
Lot Depth		
<b>SITE SERVICING (Check One)</b>		
<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
<input type="checkbox"/> Lake	<input type="checkbox"/> Ditches	<input type="checkbox"/> Privy
<input type="checkbox"/> Other	<input type="checkbox"/> Swales	<input type="checkbox"/> Other
<b>ACCESS (Check One)</b>		
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal Road	<input type="checkbox"/> Other Public Road
<input type="checkbox"/> Right of Way	<input type="checkbox"/> Water	<input type="checkbox"/>
If access to property is by water only, the parking and docking facilities to be used and the approx. distance of these facilities from the subject land and nearest public road.		

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

<b>Application Type:</b>	<b>Submission Requirements:</b>
<ul style="list-style-type: none"> <li>Major Amendment/Minor Amendment</li> </ul>	20 Copies of the Draft Official Plan Amendment 20 Copies of a conceptual Site Plan/Area Context Map (Folded to 8.5" X 11") 1 reduction of conceptual Site Plan/Area Context Map (reduced to 8.5" X 11") 1 Copies of the Legal Plan of Survey A Detailed Description of the Proposal (Letter Format) Complete Application Form 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).

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed a **Servicing Options Report** and a **Hydrogeological Report must be submitted**.

**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.
- 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.

**Official Plan Amendment Processing Fees:**

(As per By-Law 2009-159)

- (i) Minor Amendment (see definition): \$10,290.00 per application
- (ii) Major Amendment (see definition): \$27,350.00 per application

**Official Plan Amendment:**

**Minor:** An application for minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands.

**Major:** An application to amend the Official Plan that is more significant in scale and scope than a minor Official Plan Amendment, and which may have greater impact or policy implications beyond the subject lands. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.

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

- Key Map: Indicating the location of the subject property and the local vicinity.
- The approximate location of all natural and artificial features (for example, building, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application.
- The current uses of land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way.
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.

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

- The current zoning designation and applicable Zoning By-Law of the subject property.
- Total lot area of the subject property.
- Gross Floor Area (GFA) and Gross Leasable Area (GLA) 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.
- Number of parking spaces, both provided and required by By-Law 28-97 (including physically disabled parking spaces.)
- 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.
- The location and dimensions of all hydro transformers.
- The proposed parking layout, including isle widths and dimensions of parking spaces.
- The location and dimensions of all waste storage and loading/unloading facilities.
- The location of the proposed fire route.

### ***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.
- The location of all roof-top mechanical equipment (HVAC, etc.) and proposed screening.

## 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.

## Sample of a Site Plan and Elevation Drawings:

