

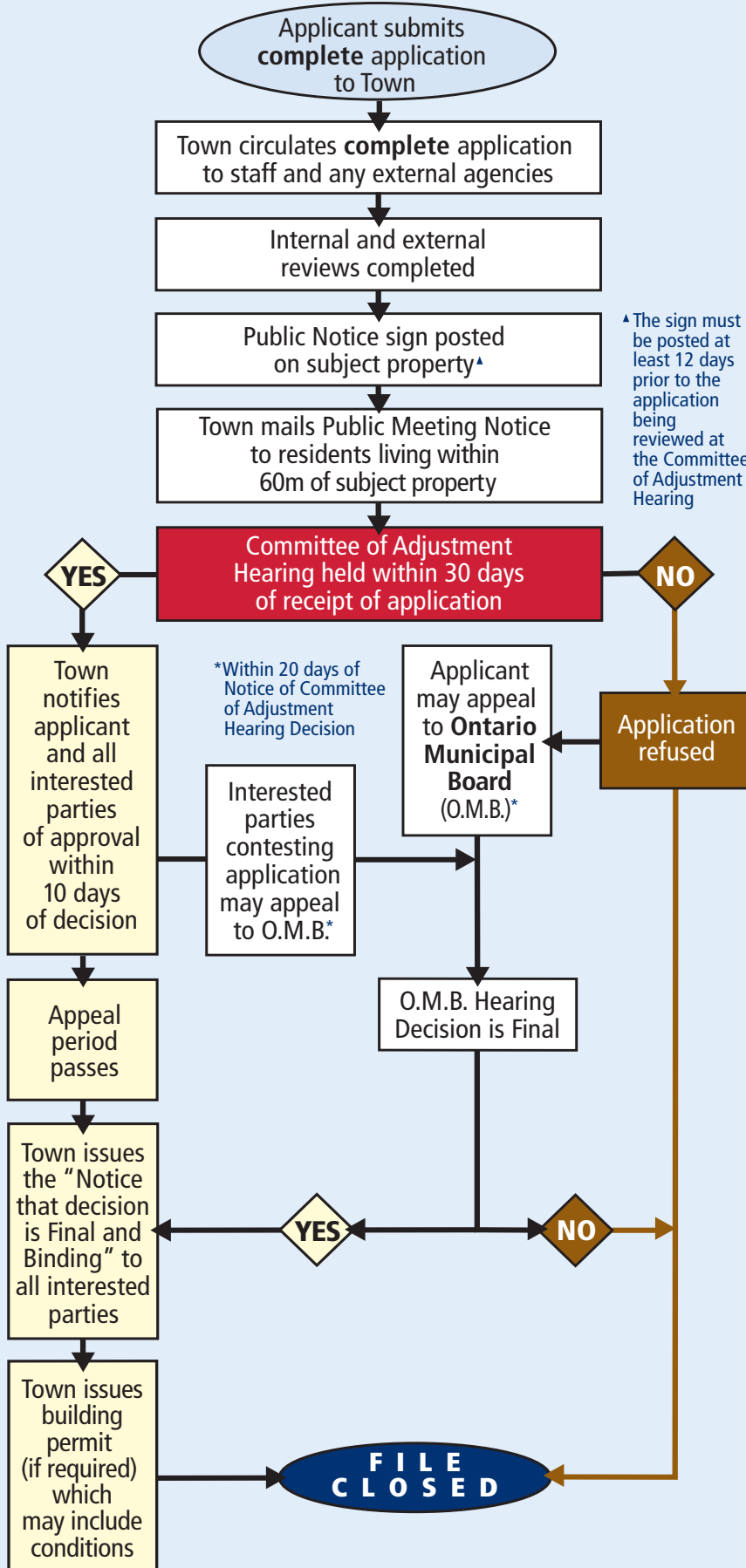
Minor Variance?

If your building proposal doesn't conform exactly to the Zoning By-Law, but follows its general intent, you can apply for a minor variance.

For example, you might want to build an extended deck on your property that doesn't conform to the By-Law development standards. You need an exception from the By-Law. In that case, you would apply for a minor variance to the Zoning By-Law.

MINOR VARIANCE APPLICATION PROCESS

This application process may take approximately 2 months to complete



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

CONSIDERATIONS:

When reviewing an application, consideration is given to the nature of the proposed change, the suitability of the land for the proposed use, vehicle access, water supply, sewage disposal, the design of structures, heritage conservation issues, tree preservation, site parking layout, grading, drainage and public input.

The following criteria are required under the Ontario Planning Act:

- the variance must be minor in nature;
- the variance must be desirable, for the appropriate development or use of land, building or structure;
- the general intent and purpose of the Zoning By-Law must be maintained;
- the general intent and purpose of the Official Plan must be maintained.

The following are our guiding principles:

- buildings should enhance the image of the Town and respect their context;
- buildings should provide a consistent built form that reinforces the public streetscape;
- landscaping should be attractive, sustainable and respectful of the existing environment.

Pre-consultation

Before submitting an application, we recommend that you take the time to discuss your proposal with Town staff. Planning and Urban Design Department staff can guide you through the process, by providing preliminary comments about the viability of your proposal and ensuring you submit a complete application for consideration. An incomplete application will delay or stop the process.

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".

Submitted plans must be folded to no larger than 11 x 17 in (28 x 43 cm).

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
- Zoning By-Law(s)
- Heritage Conservation District Plans
- Design Guidelines (where available).

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

MINOR VARIANCE APPLICATION PROCESS

PROCESS GUIDELINES

The Process

The flow chart represents the Minor Variance process in the Town of Markham. Please keep in mind that each proposal is unique and the process may vary slightly for each application.