



APPLICATION FOR PLAN OF CONDOMINIUM

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 December 15, 2009

FOR OFFICE USE ONLY

<i>Date Rec'd :</i>		<i>Plan of Condominium - \$13,800.00</i>	
		<i>Vacant Land or Common Element Condominium - \$16090.00</i>	
<i>Application Commissioned</i>	<i>All Required Drawings and Documents Submitted</i>		
<i>Entered Into AMANDA by:</i>		<i>Date:</i>	

CONDOMINIUM APPLICATION

for applying for approval under 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 review the attached Development Charge sheet to determine if charges apply to your project and should be incorporated into your project budget?

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 (Check one)

Yes: No: Don't Know: Application Type: Official Plan Amendment Zoning By-law Amend.

Plan of Condominium Minor Variance Consent to Severance Other:

If yes, previous file number and date of application:

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)					
TOTALS					

* FOR CONDOMINIUM APPLICATIONS ONLY

AFFORDABLE HOUSING SECTION

This section is to be completed for all residential uses. For tenure, indicate 'O' for privately owned (including condominium) and 'R' for rented. Space has been provided to allow for identification of three price/rent ranges for each housing type. If additional space is necessary, attach a separate page or pages in the same format as the following table.

Housing Type	Number of Residential Units	Average Unit Floor Area (m ²)	Tenure Form	Range of Estimated Price/ Rent per Mtn(\$)	Percent (Affordable)
Single, Detached Residential					
“					
“					
“					
Double, Semi Detached					
“					
“					
“					
Row, Multiple- Attached					
“					
“					
“					
Apartment-less than 2 bedrm.					
“					
“					
Apartment- 2 or more bedrm.					
“					
“					
Other (specify below)					
“					
“					
“					
“					
“					
TOTALS					

Will the construction of any of the units be subsidized or financed through government programs? If yes, please indicate government program and units

Government Program	Number of Units

Are any units targeted at a particular housing needs group? If yes, please indicate:
 Senior Citizen Disabled Students Other (please specify):

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 be circulated 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.

PLANNING INFORMATION (CONDOMINIUM APPLICATIONS)

1. Has a site plan been reviewed?

Yes No

2. Has a building permit been issued?

Yes No

3. Has construction begun?

Yes No

4. Is construction complete?

Yes No

5. If completed, have any units been occupied by persons other than those who have entered into an agreement or offer to purchase? 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:

Application Type:

- New Residential, Industrial, Commercial, or Institutional;

Submission Requirements:

- 35 copies of draft plans of subdivisions plan
- 1 reduction of draft plans of subdivision plan
- 1 legal plan of survey
- CAD drawing of plans and elevations on disk in a DGN/DXF/DWG (version 14) format
- 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).

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 CONDOMINIUM

(a) All Condominium Types	\$13,800.00 per application
(b) Vacant Land or Common Element Condominium	\$16,090.00 per application
(c) Extension of Draft Approval	\$3,220.00 per application
(d) Revision of draft approved plan and/or draft plan conditions, when requested by owner.	\$4,350.00 per application



SPECIFICATIONS FOR PARCEL MAPPING FOR DGN SUBMISSIONS

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

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.