



# APPLICATION FOR SITE PLAN APPROVAL

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. The approved Pre-Consultation meeting checklist must accompany this completed application form. 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 @ The Corporation of the Town of Markham, 101 Town Centre Blvd., Markham, Ontario, L3R 9W3 Tel: (905) 475 4861 Fax: (905) 479 7768 Email: DevelopmentServices@Markham.ca**

Revised July 15, 2010

## FOR OFFICE USE ONLY

Date Rec'd :		<i>Industrial/Commercial/Institutional:</i> <i>Base Fee: \$4480.00+ \$582.40(HST)(100%)=\$5062.40</i> <i>+Total G.F.A. x \$1.88 x 40% x HST (to be paid upon submission of application)</i> <i>Mixed Residential/Commercial:</i> <i>Base Fee: \$4480.00+ \$582.40(HST)(100%)=\$5062.40</i> <i>+ Total Commercial G.F.A. x \$1.88 + #of Apts x \$515 x 40% x HST – (to be paid upon submission of application)</i> <i>Residential:</i> <i>Base Fee: \$4480.00+ \$582.40(HST)(100%)=\$5062.40 +# of Residential Units x \$760 x 40% x HST- to be paid upon submission of application</i> <i>Telecommunications Towers - \$7780.00 + \$1011.40(HST) = \$8791.40</i>	<i>Minor Amendments:</i> <i>Changes to existing parking lots and outdoor patios - \$1000.00 + \$130.00(HST) = \$1130.00</i>  <i>All other Site Plan application not included in Site Plan Section 3 a, b or c of By-law 2009-159, including but not limited to, new parking lot, façade changes, changes to approved plans etc. - \$2000.00+ \$260(HST) = \$2260.00</i>
Application Commissioned	All Required Drawings and Documents Submitted		
Entered Into AMANDA by:		Date:	



# SITE PLAN CONTROL APPLICATION

For applying for approval under Section 41(4) of the Planning Act  
 For applying for approval under Section 33 of the Ontario Heritage Act (individually designated property) or Section 42 of the Act (properties within a heritage conservation district), where applicable.

**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 you. The Detailed Application Information Table must be completed and attached to the application.

## APPLICATION TYPE (Check one)

<input type="checkbox"/> New/Addition to Industrial, Commercial, Institutional, and Mixed Use Buildings.	<input type="checkbox"/> Ground Oriented Residential (single detached, semi-detached, townhouse blocks with 11 units or more) and		
<input type="checkbox"/> Minor Application (including but not limited to; changes to parking lots, revisions to facades, outdoor patios, amendment to existing agreements.	<input type="checkbox"/> Telecommunication Facilities (Not Subject to Section 41(4) of the Planning Act.		
<b>Is this an Individually Designated Property?</b>	Yes	No	By-Law #
<b>Is the Property in a Heritage Conservation District?</b>	Yes	No	District Name
<b>Are there previous development applications on subject lands?</b>	Yes	No	Don't Know
<b>If yes, previous file number(s) and date of application(s):</b>			

## PROPERTY INFORMATION

Municipal Address:	Street No.:	Street Name:	Unit Num.:
Registered Plan Number:	Lot/ Block Numbers:		
Roll Number:	Conc. & Lot Number:		

## OWNER/ APPLICANT INFORMATION

<b>PROPERTY OWNER INFORMATION: (check</b>		<b>Person(s)</b>		<b>Company</b>	
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)

<input type="checkbox"/>	the Owner	<input type="checkbox"/>	the agent of the owner
<input type="checkbox"/>	an officer of the owner	<input type="checkbox"/>	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:

Printed Name of Signatory:

Title:

## ENVIRONMENTAL CLEARANCE FOR LANDS TO BE CONVEYED TO THE TOWN

For lands to be conveyed to the Town, an Environmental Site Assessment Phase I (and Phase II where required), prepared by a Qualified Person (QP), all in accordance with the Environmental Protection Act and its regulations, must be submitted to the Town for peer review. Prior to conveyance of any lands to the Town, the Town's peer reviewer has to be satisfied that the lands are remediated where necessary and are suitable for its intended use. The owner/applicant will pay for the cost of the peer review service and the owner's QP will file a Record of Site Conditions (RSC) with the Provincial Site Registry.

## SIGN GUIDELINE FOR SITE PLAN APPLICATIONS

**"Where an exterior sign contains any message that is expressed in a language other than English, the same message should also be expressed in the English language and should be prominent in terms of size, type of lettering and design"**

## APPLICANT'S SIGNATURE

I, hereby make the above application for site plan control, 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:

Printed Name of Signatory:

Date:

## DETAILED APPLICATION INFORMATION TABLE (METRIC)

Project/ Marketing Name:		
Description of Project/ Application:		
Uses proposed in building/buildings:		
SITE STATISTICS (All Sections Must Be Completed)	PROPOSED (as per application)	EXISTING (if applicable)
Lot Area (hectares)		
Lot Coverage (as a percentage)		
Total Bldg. G.F.A. (square metres)		
Commercial G.F.A. (square metres)		
No. of Residential Dwelling Units		
Building Height (# of storeys)		
Number of Parking Spaces Provided		
Number of Handicapped Spaces		
Number of Loading Spaces		
OUTDOOR PATIO REQUIREMENTS		
Proposed Patio Area (square metres)		
Existing G.F.A. of Restaurant		
Number of Parking Spaces		
TELECOMMUNICATIONS TOWER REQUIREMENTS		
MAIN BUILDING	PROPOSED	BY-LAW REQUIREMENTS
Tower Height		
Size of all structures (square metres)		
Size of Leased/Fenced Area (square metres)		
SITE SERVICING (Check One)		
<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

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

### **Application Type:**

- New Residential, Industrial, Commercial, or Institutional;
- Amendment to Existing Industrial, Commercial, or Institutional
- Telecommunications Towers

### **Submission Requirements:**

- The approved Pre-Consultation meeting checklist
- 20 Copies of the Site Plan
- 1 Reduction of the Site Plan (8.5" x 11")
- 11 Copies of the Building Elevations
- 1 Reduction of the Building Elevations (8.5" x 11")
- 1 Legal Survey of the Property
- 4 Copies of the Landscape Plan
- 1 electronic disk of the CAD drawing of the Plans and Elevations in either, DGN/DGF/DWG (version 14) format.
- 1 electronic disk of the Plans and Elevations in a PDF (Adobe) format.

#### **Mandatory Engineering Submissions**

- a) 2 copies of Studies or Reports
  - Stormwater Management Report (Engineering Study Review Fee Required)
  - Sanitary Design Calculation
- a) 4 sets of Plans or Drawings
  - Grading Plan
  - Drainage Plan for Minor and Major Flow
  - Site Servicing Plan and Municipal Connection Drawing
- Applicable Processing Fee

- 
- Outdoor Patio

- The approved Pre-Consultation meeting checklist
- 8 Copies of the Site Plan and Elevations of the Fencing Details
- 1 Legal Survey of the Property
- Applicable Processing Fee
- (All plans may be in a reduced format. (8.5" x 11"))

### **Heritage Applications:**

- Industrial, Commercial, Institutional, and amendments to existing Site Plan Control Agreements.

- The approved Pre-Consultation meeting checklist
- 15 Copies of the Site Plan
- 1 Reduction of the Site Plan (8.5" x 11")
- 11 Copies of the Building Elevations
- 1 Reduction of the Building Elevations (8.5" x 11")
- 1 Legal Survey of the Property
- 4 Copies of the Landscape Plan
- CAD drawing of Plans and Elevations on disk in a DGN/DXF/DWG (version 14) format.
- Applicable Planning Fee

#### **Mandatory Engineering Submissions**

Plans or Drawings

- 4 copies of Grading Plan
  - 4 copies of Site Servicing Plan and Municipal Connection Drawing
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**Notes:**

- Please refer to drawing requirements on page 6.
- Regard should be given to “Joint Municipal Guidelines for Accessibility” – available at the Development Services Counter.
- 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.
- 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. and experienced in Municipal Engineering and storm water management to prepare the Engineering submissions prior to the Director of Engineering for his approval prior to site plan endorsement.
- Colour renderings of site plans and drawings will be required at all public meetings.

**SITE PLAN PROCESSING FEES:** (As per By-Law 2009-159)**(i) Residential:**

- Blocks or buildings of 11 units or more:
    - Base Fee: \$4480.00 + \$582.40(HST)
    - Ground-Oriented Residential  
Uses: (Single detached, semi-detached, townhouse blocks or buildings with 11 units or more) \$760.00 + \$98.80(HST) per unit
    - Apartments \$515.00 + \$66.95(HST) per unit
- (Note: 40% collected at submission of application and 60% collected at execution of agreement)

**(ii) Industrial, Commercial, Institutional:**

Base Fee (payable at time of application)	\$4480.00 + \$582.40(HST) per application
Gross Floor Area, 40% collected at time of application And 60% collected at execution of agreement or Undertaking.	\$1.88 m2 of GFA x 0.13% (HST)
ICI for less than 50m2 (Heritage Bldg and Heritage Districts)	\$1000.00 + \$130(HST) per application

**(iii) Minor Site Plan Control Applications:**

Changes to existing parking lots and outdoor patios	\$1000.00 + \$130(HST) per application
All other Site Plan applications not included under 3 a, b or c above, including but not limited to, new parking lots, façade changes, changes to approved plans.	\$2000.00 + \$260(HST) per application

**(iv) Telecommunication Tower** \$7780.00 + \$1011.40(HST) per application

**(v) Model Homes/Sales Trailer Agreement** \$2,070.00 + \$269.10(HST) at time of execution

## URBAN DESIGN FEES

Unless otherwise noted, Urban Design fees are collected at execution of agreement.

### 1. Site Plans:

Review and approval of landscape drawings and inspection of site. Minimum fee is \$1840.00 + \$239.20(HST). Or 5.1% of the estimated cost of construction of the landscape works x 0.13 % HST or \$1840 + \$239.00(HST) whichever is higher.

2. Minor Applications requiring Short Form Agreements where GFA is between 50m<sup>2</sup> and 100m<sup>2</sup> \$150.00 + \$19.50(HST)

Minor Applications requiring Short Form Agreements where GFA is over 100m<sup>2</sup> \$300.00 + \$39.00(HST)

### 3. Fee for Additional Submission/Review and Inspections:

Where an owner files more than three submissions of landscape drawings, due to revisions by the owner or the owner's failure to revise drawings as requested by the Town, an additional fee will be charged. \$2450.00 + \$318.50(HST)

Where a third (or more) inspection is required, due to unaddressed deficiencies identified during earlier inspections, an additional fee will be charged. \$620.00 + \$80.60(HST)

## ENGINEERING FEES

### 1. Site Plan Works

Review and approval of internal and external drawings and inspections. Fee is based on percentage of cost of internal works, including but not limited to; curbs, pavement, parking lot structure, retaining walls, grading, storm sewers, storm-water management facilities etc. and external works, including but not limited to; sanitary and storm sewer connections, water service, driveways, sidewalks, boulevard treatment, road works, traffic controls, etc. Minimum fee of \$3190 + \$414.70(HST). **Payable either prior to conditional permit or execution of site plan agreement stage whichever is earlier.**

5.1% + 0.13% HST or \$3190 + \$414.70(HST) whichever is higher.

For Multi Storey residential applications only \$110 + 0.13% HST per residential unit to a maximum of 100 units

### 2. Grade Related Residential Service Connection (Single Family, Semis or Townhouses)

Fee is based on percentage of the total cost of engineering work required within the municipal road allowance. 16.0% + 0.13% HST

### 3. Peer Review Of Engineering Studies

Actual cost of peer reviewer. A deposit is required at submission of the study.

### 4. Fee For Additional Submission/Review and Inspections

Where an owner files more than three submissions of engineering drawings, due to revisions by the owner or the owner's failure to revise drawings as requested by the Town, an additional fee will be charged. Payable at time of submission.

\$2,450 + \$318.50(HST) per submission

Where a third (or more) inspection is required, due to unaddressed deficiencies identified during earlier inspections, an additional fee will be charged. Payable at time of request for additional inspection.

\$620 + \$80.60(HST) per inspection

**Site Plan and Elevation Drawing Requirements:**

- Key Map: Indicating the location of the subject property and the local vicinity.

***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.
- The first floor elevation.
- All retaining walls over 0.5 m in height.
- Abutting streets.
- All existing underground municipal services and utilities.

***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.

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**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.



## LANDSCAPE PLAN REQUIREMENTS FOR SITE PLAN APPROVAL

- Landscape Concept drawing to be submitted at time of application.
- Landscape Plans to be prepared by a Landscape Architect having membership with the Ontario Association of Landscape Architects submitted to the Commissioner of Development Services for approval and inclusion in the Site Plan Agreement
- Landscape Plans may be submitted after but in conformity with the site plan approved by Council at an adequate scale to explain and indicated the following:
  - A tree preservation program (where applicable) see Tree Preservation Plan Requirements
  - All existing trees, accurately located on the plan with base elevations provided and clearly specified as to the type, caliper, condition. Existing trees to be removed must be indicated with a broken line. The location and details of all protective fences must be indicated.
  - All existing trees within 3m of the property line should be indicated on the Landscape Plans and on the Tree Preservation Plan
  - A plant list, using a key system, to indicate the full botanical name, common name, quantity, quality, caliper, height, spread and special remarks.
  - Provide a Key Map
  - Natural and man-made features such as berms, swales, ponds, creeks, rivers and ditches and the top of valley banks must be indicated and generally dimensioned.
  - Details and specifications of the following items:
    - Planting details of trees, shrubs, groundcover etc.
    - Walls, fences and screening
    - Walkways, curbing, ramps, stairs and paved areas and any features or special area. spot elevations for proposed grading and top and bottom elevations of ramps, stairs, retaining walls, planters, underground parking structures. parking stalls/lines.
    - Lighting fixtures, planters, ground signs etc. (catalogue photocopies are acceptable)
    - Tree preservation fencing
  - Features and planting on adjacent lands owned by the applicants and which are held or are to be developed in a subsequent stage.
  - Proposed planting on lands

### AT TIME OF SUBMISSION:

- Provide 4 folded copies of the Landscape Package.
- Provide a cost estimate.
- Provide a Land Appraisal for calculations of Cash-in-Lieu of Parkland
- If necessary at the agreement stage provide \$300 per Street Tree as determined for the site



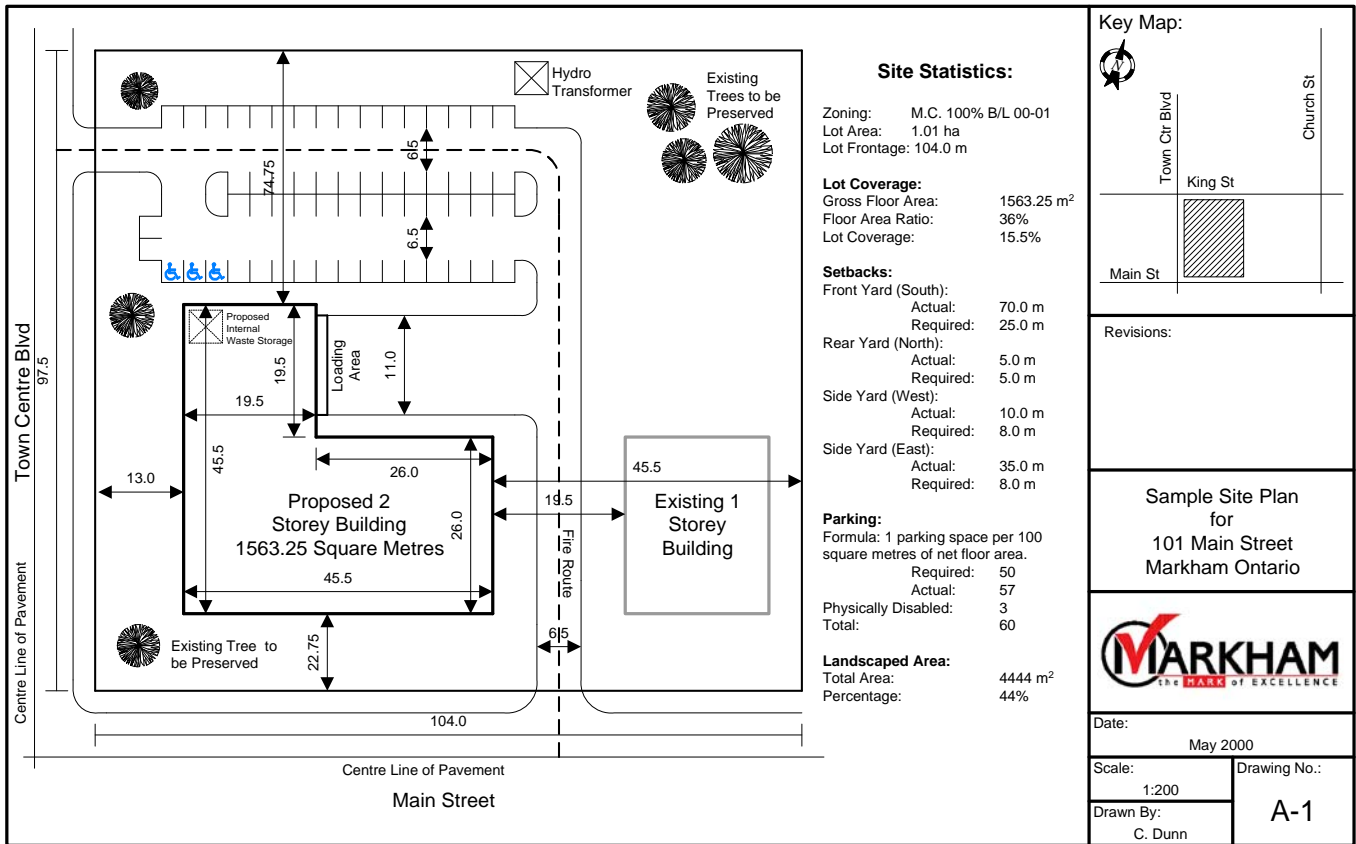
## **TREE PRESERVATION PLAN REQUIREMENTS**

- A tree preservation plan will be required at the time of submission of an application for site plan approval or subdivision approval. This plan should describe the existing vegetation with all proposed development superimposed thereon, including all existing and proposed site grading. The existing vegetation should be described as follows:
  - Designation of species types
  - Location of all trees and shrubs on the development site
  - Existing and proposed elevations at the base of trees to be preserved
  - Size, general health and quality of this vegetation
  - An opinion as the retention value considering future development
- The plan will be prepared by a qualified Landscape Architect in good standing with the O.A.L.A., in conjunction with a qualified arborist who will prepared the vegetation analysis.
- The plan should indicate all existing vegetation within 3m of adjacent lands.
- Provide a Key Map
- If there is no existing vegetation on the proposed development site, a statement to that effect must be made on the draft plan.

## **SPECIFICATIONS FOR THE PROTECTION AND PRESERVATION OF EXISTING TREES**

- All existing trees which are to remain shall be fully protected with fencing erected beyond the “drip line”. Groups of trees and other existing plantings to be protected, shall be done in a like manner with fencing around the entire clump(s). Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment.
- This work shall be completed, to the satisfaction of the Commissioner of Development Services, prior to the issuance of Building Permits for the site development.
- No rigging cables shall be wrapped around or installed in trees; and surplus soil, equipment, debris or materials shall not be placed over root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.
- The developer or his agent shall take every precaution necessary to prevent damage to trees or shrubs to be retained.
- Where limbs or portions of trees are removed to accommodate construction work, they will be removed carefully and exposed wood treated with an approved tree wound dressing.
- Where root systems of protected trees are exposed directly adjacent to or damaged by construction work, they shall be trimmed nearly and the area back filled with appropriate material to prevent desiccation.
- Where necessary, the trees will be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the tree.
- Trees to be preserved that have died or have been damaged beyond repair, shall be replaced by the developer at his own expense with trees of a size and species as approved by the Commissioner of Development Services
- If grades around trees to be preserved are likely to change, the developer shall be required to take such precaution as dry welling and root feeding to the satisfaction of the Commissioner of Development Services.

# Sample of a Site Plan and Elevation Drawings:



**Key Map:**

**Revisions:**

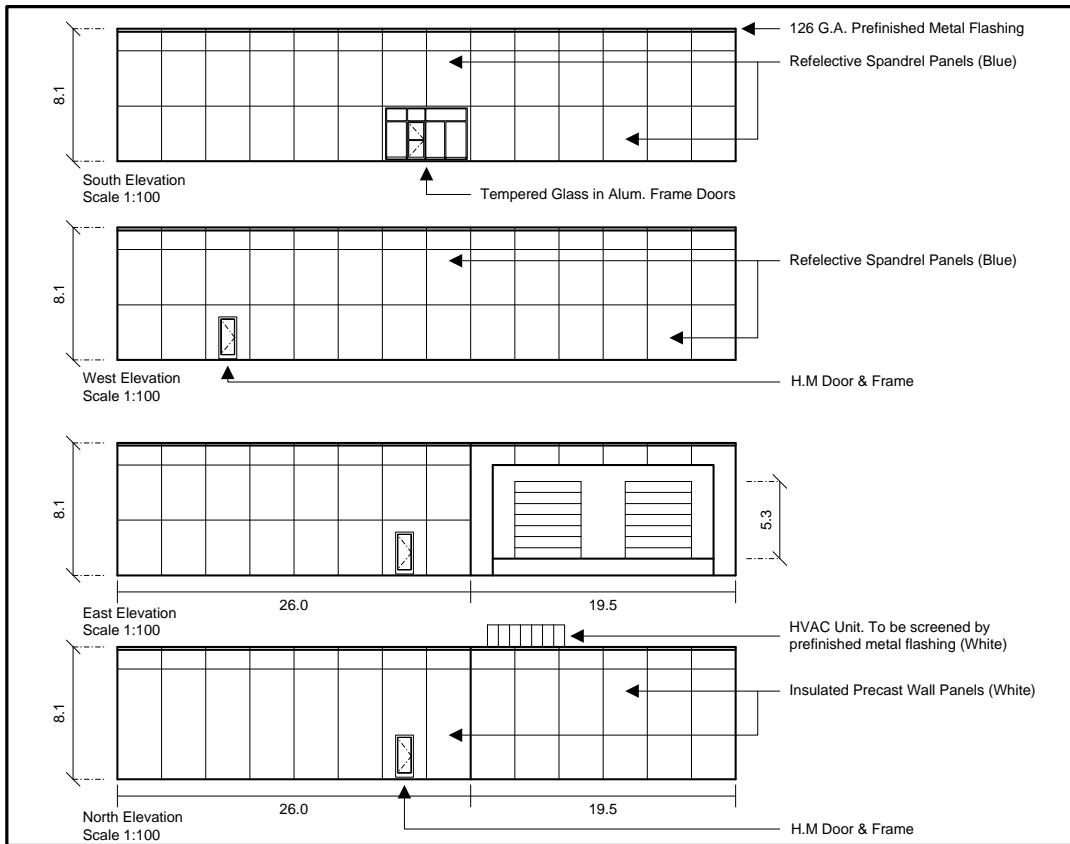
**Sample Site Plan for 101 Main Street Markham Ontario**

**MARKHAM THE MARK OF EXCELLENCE**

Date: May 2000

Scale: 1:200 | Drawing No.: A-1

Drawn By: C. Dunn



**Key Map:**

**Revisions:**

**Sample Building Elevations for 101 Main Street Markham Ontario**

**MARKHAM THE MARK OF EXCELLENCE**

Date: May 2000

Scale: 1:100 | Drawing No.: A-2

Drawn By: C. Dunn

## **SPECIFICATIONS FOR PARCEL MAPPING FOR DGN SUBMISSIONS**

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

### **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, The Corporation of the Town of Markham 101 Town Centre Blvd., Markham, Ontario, L3R 9W3

## CHECKLIST FOR TELECOMMUNICATION FACILITIES

1. Site Plan Approval Application (including all standard submission requirements)
2. A site selection/justification report outlining the location of non-tower and co-location options which have been considered, and why the proponent's proposal is the preferred option. This report shall include details with respect to the coverage and capacity of the existing facilities in the surrounding area, and confirm the need for a new tower at the proposed location with this context.  
 Yes                       No
3. Map/inventory of all towers within the proponent's search area.  
 Yes                       No
4. PIN printout/survey  
 Yes                       No
5. Colour photograph(s) with support structure superimposed.  
 Yes                       No
6. Information required as per municipal building permit process (if required)  
 Yes                       No
7. Information required as per Conservation Authority permit process (if required)  
 Yes                       No
8. Environmental impact statement, if required under the existing land use designation.  
 Yes                       No
9. Confirmation of appropriate utility locates, such as gas companies and hydro providers, have been consulted.  
 Yes                       No
10. Confirmation that Transport Canada has been consulted.  
 Yes                       No

**TOWN OF MARKHAM  
DEVELOPMENT ENGINEERING SECTION, ENGINEERING DEPARTMENT  
COMPLETE ENGINEERING SUBMISSION FOR SITE PLAN CONTROL APPLICATIONS**

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Owners/applicants are advised to consult with Engineering staff, prior to making a formal application, to determine any site specific issues and special studies that may be required to make a complete submission.

The following submissions: (A) Mandatory Engineering Submissions and (B) Other Engineering Submissions form a complete application for site plan control application for the Engineering Department. Other departments of the Town, external jurisdictions or agencies may have other submission requirements in addition to the Town's requirements.

**(A) Mandatory Engineering Submissions**

- a) Studies or Reports
  - Stormwater Management Report
  - Sanitary Design Calculation
- b) Plans or Drawings
  - Grading Plan
  - Drainage Plan for Minor and Major Flow
  - Site Servicing Plan and Municipal Connection Drawing

**(B) Other Engineering Submissions**

- a) Studies or Reports
  - Traffic Impact Study
  - Environmental Site Assessment
  - Noise Study
  - Environmental Impact Study
  - Geotechnical Study/Soil Report
  - Functional Servicing Study (when there are potential downstream capacity issues)
- b) Plans or Drawings

**(C) Other Requirements**

- a. Execution of a Site Plan Agreement (typical engineering condition)
- b. Execution of Servicing Agreement
- c. Payment of Engineering Fees (see Fee By-law)
- d. Payment of On-site Engineering Security (see Calculation of On-site Engineering Security)
- e. Payment of Off-site Engineering Security (see Calculation of Off-site Engineering Security)
- f. Payment of Recovery (see Recovery Pamphlet)

## **STORMWATER MANAGEMENT REPORT**

### **Purpose**

- To determine the quantity and quality changes in stormwater runoff due to the proposed development on existing infrastructure and watercourses
- To identify municipal infrastructure improvements required to support the proposed development
- To identify mitigation measures to minimize adverse impacts and opportunities to improve existing conditions

### **When Required**

All site plan control applications will require some form of stormwater management. For singles and semis where stormwater runoff is not controlled, a letter report is required to indicate that the subdivision has been designed to accommodate the stormwater runoff. Where the proposed development is a renovation or addition of a small scale, a letter report is required to demonstrate that there is no or negligible impact due to the proposed development.

### **Format**

A stormwater management report is prepared by a professional engineer with a Certificate of Authorization from the Professional Engineers of Ontario and qualified in municipal engineering/stormwater management. The report is to follow the Town of Markham Guidelines for the Preparation of Stormwater Management Reports (under review). Depending on the proposed development and its impact on stormwater run-off, the submission includes computer modelling results, design calculations, list of referenced materials (e.g. master environmental servicing plans) drawings and reports to demonstrate how storm run-off is to be managed. Documentations to show approval of the stormwater management concept from other agencies, e.g. TRCA are to be included in the report.

Where stormwater run-off has significant impact on downstream watercourse, a separate environmental impact study may be required.

### **Principles**

A stormwater management report must be based on established stormwater management principles, best practices, policies of the Town and conservation authority of the affected watershed, policies and guidelines from the Ministry of the Environment.

### **Contents**

A stormwater management report must address the following:

- Quantity and control of minor flow from the site
- Quantity and control of major flow from the site
- Quality control of storm run-off from the site
- External drainage areas under pre-development and post-development conditions including impact on external flows
- Impact and capacity of downstream sewer systems
- Impact on downstream watercourses and/or other stormwater management facilities, including capacity, flooding, erosion control
- Stormwater management principle that maximize source control to reduce runoff from the site and maximize conveyance control to infiltrate and/or treat runoff before entering the municipal sewer system
- Other agencies that are required to grant approval or issue permits
- Studies or reports that were used to formulate the stormwater management proposal

## **SANITARY DESIGN CALCULATION**

### **Purpose**

- To determine the quantity of sanitary flow due to the proposed development
- To identify municipal infrastructure improvements required to support the proposed development

### **When Required**

Some site plan control applications will generate increase in sanitary flow and sanitary design calculation is required to track this increase. Where the proposed development is a renovation or in-fill addition of a small scale and increase in sanitary flow is not anticipated, a letter report is required to support this and to confirm that the existing sanitary connection will continue to be used for the proposed development. Where the proposed development is on a vacant site, a letter report is required to demonstrate that sanitary flow from the site has been designed for under the subdivision and indicated in subdivision servicing study.

### **Format**

A sanitary design calculation is prepared by a professional engineer with a Certificate of Authorization from the Professional Engineers of Ontario and qualified in municipal engineering. For smaller development proposals, the submission of a sanitary design sheet may be acceptable.

Where downstream capacity is not available and on-site mitigation cannot adequately address downstream capacity deficiency, an area-wide functional servicing report will be required.

### **Principles**

A sanitary design calculation must be based on established municipal servicing principles for anticipated population or equivalent population of non-residential uses.

### **Contents**

A sanitary design calculation must address the following:

- Quantity of sanitary flow
- Size and invert of sanitary connection
- Mitigation measures where downstream capacity is not available

## **TRAFFIC IMPACT STUDY**

### **Purpose**

- To analyze potential traffic impact of the proposed development related to existing and proposed access points and on-site vehicle circulation
- To identify external infrastructure improvements required to mitigate the identified traffic impact

### **When Required**

Some site plan control applications with high traffic generating uses at access points (driveways) and can negatively impact the traffic operations of the abutting streets. Traffic impact studies are typically not required for elementary schools, places of worship, neighbourhood retail developments.

### **Format**

A traffic impact study is prepared by a qualified transportation consultant. The report will analyse existing conditions and future conditions at different horizon years and peak periods.

### **Principles**

A traffic impact study must be based on established transportation and traffic engineering principles and supplemented by surveyed traffic data. Various established traffic forecasting techniques can be used depending on the projection horizon years.

### **Contents**

A traffic impact study must address the following:

- Traffic generation for various peak periods
- Assumptions for trip distribution
- On-site circulation and impact to access points
- Conflicts and level of service analysis at access points
- Mitigation measures to address level of service deficiencies

## **ENVIRONMENTAL SITE ASSESSMENT**

*A working committee with representative from the Town's Engineering Department, Planning and Urban Design Department and Legal Department is currently developing policies related to soil and groundwater contamination. It is anticipated the new policies will be presented to Council later in 2007 for adoption.*

### **Purpose**

- To identify soil and/or groundwater contamination that do not meet the standards stipulated in the Environmental Protection Act and its regulations
- To identify remedial action plan or environmental management plan to address the identified contamination
- To ensure all lands to be conveyed to the Town are environmentally acceptable for their intended use

### **When Required**

### **Format**

### **Principles**

### **Contents**

## **NOISE STUDY**

*A working committee with representative from the Town's Engineering Department and Planning and Urban Design Department is currently developing policies related to noise policy. It is anticipated the new policies will be presented to Council later in 2007 for adoption.*

*In the interim, Engineering staff will determine if noise studies are required. All noise studies are peer reviewed to ensure they meet MOE requirements.*

### **Purpose**

### **When Required**

### **Format**

### **Principles**

### **Contents**

## **GEOTECHNICAL STUDY/SOIL REPORT**

### **Purpose**

- To determine and mitigate the impact of the proposed development on stability of the land
- To determine the stability of slopes and mitigation measures
- To determine any construction safety measures required due to unique soil and ground conditions

### **When Required**

Some site plan control applications involve changing the existing topography of the land, e.g. adding fill materials, cutting new slopes, or developing on lands with unique geotechnical conditions. In situations where the Town requires assurance that the proposed development and/or construction methods are not going to cause adverse geotechnical conditions such as excessive or uneven settlement, slope instability, a geotechnical report will be required.

### **Format**

A geotechnical report is prepared by a professional engineer with a Certificate of Authorization from the Professional Engineers of Ontario and qualified in geotechnical engineering or soil mechanics.

### **Principles**

A geotechnical report must be based on established principles with considerations for local conditions. The analysis must use assumptions/parameters derived for site investigation, field and laboratory testing. The results of computer models may have to be verified by suitable in-situ testing.

### **Contents**

A geotechnical report must address the following:

- Soil and geotechnical parameters
- Factor of safety and risk assessment
- Mitigation measures and monitoring program where necessary

## **FUNCTIONAL SERVICING STUDY**

### **Purpose**

- To determine the area-wide capacity of municipal services including stormwater, sanitary sewage and water supply
- To identify municipal infrastructure upgrades, cost estimates and impact to existing infrastructure required to support the proposed development

### **When Required**

This type of study is more typically required for changes in the types or intensity of land use such as in an official plan amendment application or a zoning amendment application. However, a functional servicing study is required for a site plan application where a proposed development creates a demand for municipal services (stormwater, sanitary sewage, water supply) that cannot be mitigated on-site and requires upgrades to existing infrastructure or installation of new infrastructure.

### **Format**

A functional servicing study is prepared by a professional engineer with a Certificate of Authorization from the Professional Engineers of Ontario and qualified in municipal engineering.

### **Principles**

A functional servicing study must be based on established municipal servicing principles for anticipated population or equivalent population of non-residential uses.

### **Contents**

A functional servicing study must address the following:

- Water Consumption -estimated consumption, capacities of trunk watermains, water pressure,
- Sanitary Sewage – estimated discharge, capacities of trunk sewers,
- Storm Drainage – estimated run-off, methods of attenuation, capacities of conveyance systems and end-of-pipe treatment
- Capacity and System Improvements – areas of deficiencies and mitigation alternatives, systems improvements and associated costs.