



**REAL PROPERTY
EXTERNAL REQUESTS**

Date

REQUEST TYPE _____

A. APPLICANT					
Company Name					
Contact Person	Surname:		First Name:		
Address	Street No.:	Street Name:			
City		Province		Postal Code	
Telephone	Tel:	Ext.:	Cell:	Fax:	
Email					

B. DESCRIPTION/LOCATION OF SUBJECT PROPERTY			
Property Owner			
Municipal Address	Street No.:	Street Name:	
Legal Description			
PIN		Roll Number	
Site Map		Please attach a site map that illustrates the location of the subject property	
If the requested information is unavailable, please describe the lands:			

C. DESCRIPTION OF REQUEST

City of Markham Departments consulted (list departments and names, if any):

Disclaimers:

- All applications are subject to the review and approval of City of Markham staff and Council (or Delegated Authority, where applicable). Submission of this application does not guarantee approval of the request.
- The standard time for completion of Permission to Enter Agreements or requests for a Lease or Licence is 3-6 months.
- The standard time for the completion of a request for the acquisition or disposal of property is 6-18 months.
- The time for the completion of all other requests will be determined by the nature of the request.
- Applicable fees will be charged in accordance with Fees By-law 2002-276, as amended, and are **non-refundable**.
- Requests may be subject to other charges and/or annual fees as determined through the review of the request.
- All applicable costs associated with insurance requirements, the preparation of surveys and appraisals, and/or other required supporting documentation shall be the responsibility of the applicant.
- Supporting documentation will not be returned. Please **do not** send original copies.

D. DECLARATION OF APPLICANT

I hereby declare that I have read and understand the aforementioned disclaimers

Date:

Signature of Applicant: