



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: All the information, documents, drawings and plans request are required to be provided in accordance with the provisions of the Planning Act R.S.O. 1990, c.P13, as amended and/or City policy.

FEE: Please refer to Fee By-law 211-83, as amended.
Payment can be made by:
Credit card payment online (maximum \$60,000) via ePLAN.
Certified cheque payable to the City of Markham.
Electronic Funds Transfer (EFT) are requested by email with the file number and project address to DSC@markham.ca. Please note that EFT payments can take 3-7 business days to confirm.

AUTHORIZATION: All agents must file an authorization form signed by all registered owners when filing on their behalf.

PLANS: Refer to the ePLAN submission requirements within the application.
All digital documents and drawings must be submitted via ePLAN

All information submitted with this application will be made available to the Public via MAPPiT, and in accordance with the Planning & Privacy Acts.



Revised January 2025



Official Plan Amendment Application Form

For applying for approval under Section 34 of the Planning Act

Applicants are required to consult with the Planning and Urban Design department prior 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)					
Minor Amendment (see notes for definition)			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:	
Company Name (if applicable):			Company Officer:		
Application Contact:	Surname:	First Name:		Initial:	Position:
Address:	Street No.:	Street Name:			Unit Num.:
Municipality:		Province:		Postal Code:	
Telephone:		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:		Fax:		E- Mail:	
Legal Name for Use with Agreements:					
Designate to Which All Correspondence Will be Sent:					



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? **If yes**, identify:

List the Land Uses the OP Designation would authorize:

Does the Amendment change, replace or delete a policy in the Official Plan? **If yes**, identify the Section of the OP and provide changes in the Draft Official Plan Amendment submitted with application:

Does the Amendment add a new Policy to the Plan? **If yes**, 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? Yes No

Does the amendment conform to the Provincial Plan? Explain:

Does the amendment remove the subject land from an area of employment? **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 is subject of an application by the applicant under the Act for a Minor Variance, a 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) Its purpose:

(e) Its status:

(f) Its 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 (ha)		
Lot Frontage (m)		
Lot Depth (m)		
SITE SERVICING (check all applicable)		
Municipal Water	Sanitary Sewer	Private Septic
Private Well	Storm Sewer	Communal Septic
Lake	Ditches	Privy
Other	Swales	Other
PROPERTY ACCESS (check one)		
Provincial Highway	Municipal Road	Other Public Road
Right of Way	Water	
If access to property is by water only, please specify 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)

Application Type:

- Major Amendment
- Minor Amendment

ePLAN Submission Requirements:

Approved Pre-consultation checklist
1 Copy of the Draft Official Plan Amendment
1 Copy of a conceptual Site Plan/Area Context Map
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
All materials submitted electronically via ePLAN

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:

- Reductions should be 8.5" x 11". If the reductions are not legible at this size, 11" x 17" reductions will be accepted.
- 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.

NOTE to all applicants, owners and agents regarding Markham's application submission policy:

The City of Markham will **only accept complete application submission.**

Toronto Region Conservation Authority no longer accept paper submissions with the exception of hard copies of documents that might be included in a "Record" sent to the Region (O. Reg. 543/06) for OP approval. Include all York Region submission requirements with your digital submission.

Official Plan Amendment Processing Fees:

(As per By-Law 211-83, as amended) per application

(i) Minor Amendment (see definition) \$32,029.00 + (HST)

(ii) Major Amendment (see definition): \$85,134.00 + (HST)

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.





Digital plans and submission criteria

The information within all maps included as part of supporting documents shall be submitted in either a CAD or GIS file format that is geospatially positioned to match the City of Markham's geographic and projected coordinate systems, as indicated below. This information shall be supplied on a Compact Disk. All CAD line work should be closed but broken at connection points. There should be no duplicate line work.

Projected Coordinate System: NAD_1983_UTM_Zone_17N

Projection: Transverse_Mercator
False_Easting: 500000.00000000
False_Northing: 0.00000000
Central_Meridian: -81.00000000
Scale_Factor: 0.99960000
Latitude_Of_Origin: 0.00000000
Linear Unit: Meter

Geographic Coordinate System: GCS_North_American_1983

Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree



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:

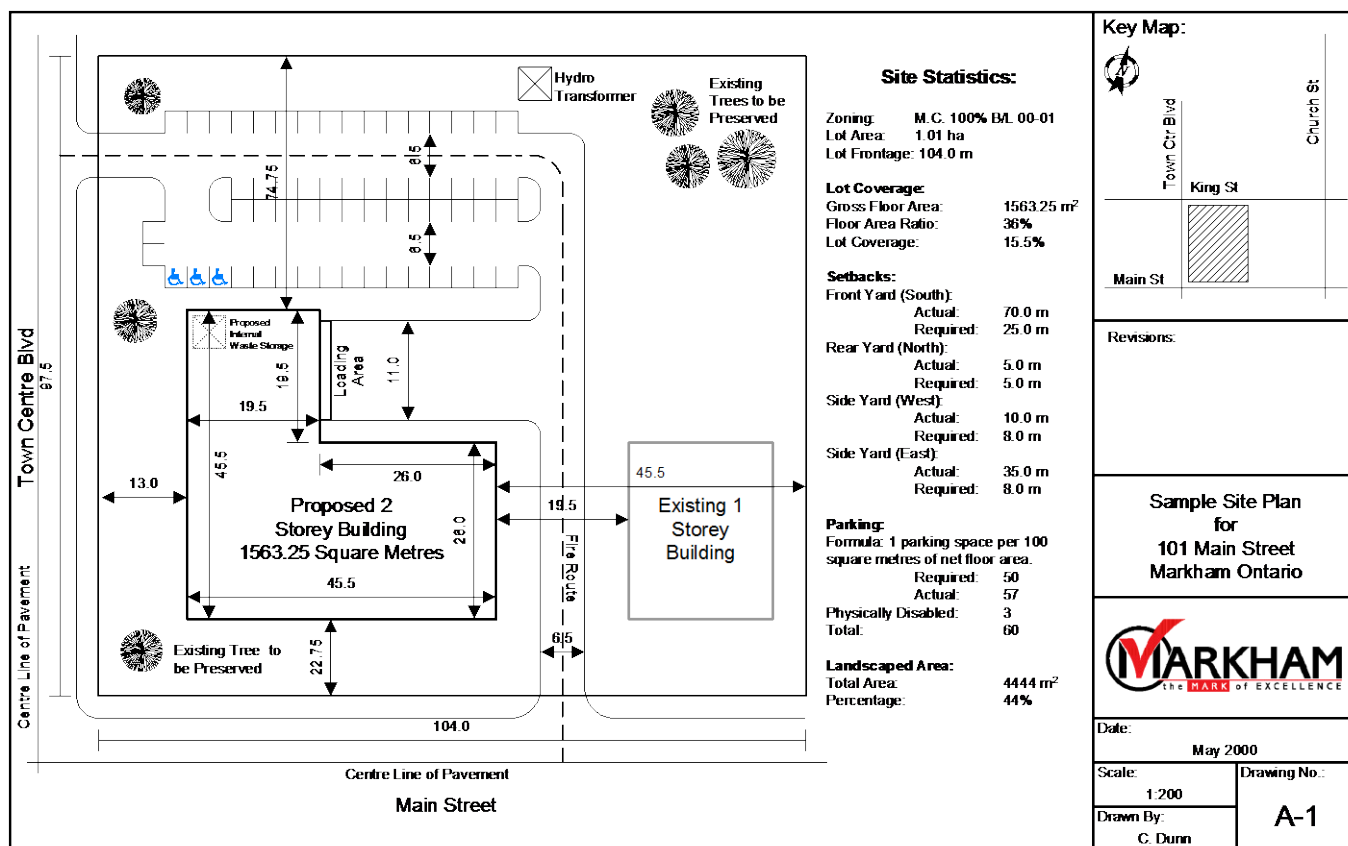
FLOOR AREA: means the total area of all floors in a building, measured between the exterior faces of the exterior walls of the building at each floor level.

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:



City of Markham, Development Services Commission, 101 Town Centre Boulevard,
 Markham, Ontario L3R9W3 Canada Telephone: 905.475.4861 Email: dsc@markham.ca

