



## Application For Official Plan Amendment

**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](mailto: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 with 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 and Privacy Acts

Revised November 2025



## Official Plan Amendment Application

For applying for approval under Section 34 of the Planning Act

Please complete all applicable sections of the application form. An incomplete application will be returned to the applicant.

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### Application Type (Check One for each section):

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):

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### Property Information:

Street No.:

Street Name:

Unit Num.:

Registered Plan Number:

Lot/ Block Numbers:

Roll Number:

Conc. & Lot Number:

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### Owner Information:

Property Owner Information: (Check One):  Person(s)  Company

Registered Land Owner Info First Name & Surname:

Company Name (if applicable):

Company Officer:

Email Address:

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### Applicant Contact Information:

Surname: First Name:

Position: Street No.:

Street Name: Unit Num.:

Municipality: Province:

Postal Code: Telephone:

E- Mail:

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Agent, Solicitor, or Planning Consultant Information:

Firm:

Surname:

First Name:

Position:

Street No.:

Street Name:

Unit Num.:

Municipality:

Province:

Postal Code:

Telephone:

E-mail:

Legal Name for Use with Agreements:

Designate to Which All Correspondence Will be Sent:

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## Detailed Application Information:

Project/ Marketing Name:

What is the Purpose of the requested Amendment:

What is the Current Official Plan Designation:

Does the requested Amendment change or replace a designation? If yes, identify:

What are the permitted uses under the current Official Plan designation:

What are the permitted uses of the proposed amendment:

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:

Does the amendment conform to the Provincial Plan? Explain:

Is the subject land within an area of lands designated under any Provincial Plan or Plans?

Yes      No



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 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):		

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## Site Servicing (check all applicable):

- Municipal Water       Sanitary Sewer       Private Septic
- Private Well       Storm Sewer       Communal Septic
- Lake       Ditches       Privy
- Swales       Other

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## Property Access (check one):

- Provincial Highway       Municipal Road       Other Public Road
- Right of Way       Water

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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

### Submission Requirements:

- Pre-consultation checklist
- Copy of the Draft Official Plan Amendment
- Copy of a conceptual Site Plan/Area Context Map
- Copy of the Legal Plan of Survey
- A detailed description of the Proposal (Letter Format) and Complete Application Form
- Applicable processing fee (Markham has a \$60,000 credit card limit. Any fees greater than this amount, the remainder must be paid by cheque or EFT).
- 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:

- 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 submissions

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.

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## Official Plan Amendment Fees:

Minor Amendment\*      \$32,679.00 plus HST

Major Amendment\*\*      \$86,862.00 plus HST

**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.

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## 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

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## 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.

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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.

## Sample of a Site Plan and Elevation Drawings:

