



# CITY OF MARKHAM DESIGN REVIEW PANEL

UPDATED: JUNE (2026)

## APPLICANT GUIDE

### STAGE 2 – FINAL/DETAILED REVIEW SITE PLAN APPLICATIONS

General Project Data	
Project Name/Address:	
DRP Meeting Date:	
City File Number:	
First Draft of Submission Package Due Date:	
Final Submission Package Due Date:	

## The Design Review Panel (DRP)

The Design Review Panel is an advisory body operating under the Planning & Urban Design Department, functioning as an independent panel of experts offering advice to City staff and applicants on matters of design for projects subject to the municipal planning process. The Panel provides professional advice and recommendations in achieving design excellence on projects with respect to built form, landscape architecture and the public realm, including mobility considerations. These recommendations are advisory and not binding on the City's development review process.

Panel meetings occur monthly. The Panel will review projects that the Planning & Urban Design Department deems appropriate for review by the Panel. Projects selected for review include those within major intensification areas or Secondary Plan areas, including special character areas of the City, major mixed-use and high-density residential developments and/or other projects as determined by the Director of Planning & Urban Design.

## Applicant Submission Package Materials

Below are submission materials for the Design Review Panel session. Please submit a first draft of the applicant submission package to the City **three (3) weeks** in advance of the session's scheduled date. Upon review of the package by staff, additional edits may be requested. The goal is to finalize the package **one (1) week** in advance for circulation to the Design Review Panel. The City's urban designer can provide more information.

## Submission Requirements

All materials are to be submitted digitally in PDF format and batched into one file, utilizing high-quality images and including legible dimensions. The [Applicant Project Summary Form](#) may be submitted separately.

- **Applicant Project Summary Form;**
- **Aerial Photo Context Plan** identifying site, surrounding streets, blocks, parks & open space, public amenities (including parks and schools), active transportation and transit facilities and natural heritage features. An overlay of a 400-metre walking radius centred on the site should be included;
- **Development Context** identifying any recent and/or future development applications in the area;
- **Existing Conditions and Context Images (with key map)** showing areas of interest, existing scale and character of the area and heritage designated properties located in the immediate vicinity of the subject site;
- **Site Plan** showing building footprints, ground floor uses, grading, access, service & loading, surface parking and underground parking access. The site plan should be overlaid onto an aerial photo that captures the immediate context of the blocks surrounding the site should also be included and identify sidewalks, driveways, building footprints, etc.;
- **Elevations, Floor Plans, Sections and Drawings** showing at-grade condition (1:50 scale), as well as diagrams showing appropriate built form transition from the adjacent and surrounding context.
- **Structuring Design Diagrams** which explain organizing ideas of the site plan in relation to its broader context, including pedestrian, vehicular and active transportation circulation, the layout of the building's programming and components, including its overall built form, massing and articulation.
- **Perspective Drawings and/or Massing Models (coloured, if available)**, showing aerial view of buildings within surrounding neighbourhood context, including street view(s) from the pedestrian perspective to show fit within streets, human scale attributes and the public realm.
- **Precedent Images and options of architectural treatment**, showing treatment of buildings (podium, tower and tower top), first floor environment, entrances and corners, public-private transition, façade articulation and transparency and balconies.
- **Landscape Plans** showing transition of development to sidewalk and public areas, pedestrian scale environment, shared outdoor amenity areas, planting details, treatment of areas with grade differences, including the vertical plane;
- **Phasing Diagrams:** If the proposed development is within a larger land holding, illustrations of how the proposed development is anticipated to relate to current and future phases.
- Response to Sustainability and micro-climate conditions, including summary of approach and wind study if available; and

- **Sun & Shadow Analysis** to demonstrate shadow impacts of the development on public realm and open spaces. Please refer to the City's Sun/Shadow Terms of Reference for requirements.

## Presentation

- On the day of the Panel Meeting, a representative of the applicant (generally the designers/architect) will provide a brief **10-minute** presentation to the Panel Members. The presenter is expected to present the PDF of the *Applicant Submission Package*, submitted prior to the City. Presentations brought on the day of the meeting will not be accepted.
- The Panel will ask clarification questions, then discuss the project and offer comments and recommendations.
- The applicant's presenter may respond to clarification questions from the panel, without opportunity for rebuttal to the Panelist's comments.

## What to Expect After the DRP Meeting

- Following the DRP meeting, City staff will issue meeting minutes to the applicant that summarize comments provided by Panelists during the DRP meeting.
- The applicant shall review and consider the development proposal based on the suggested comments in the meeting minutes.

If you have any questions, please do not hesitate to contact the Urban Designer on-file and/or the Design Review Panel Coordinator below:

**Oscar Lam**  
Design Review Panel Coordinator  
Planner II – Urban Design  
Planning and Urban Design Department  
City of Markham  
101 Town Centre Boulevard, Markham, ON L3R 9W3  
[olam@markham.ca](mailto:olam@markham.ca)