

Quick Reference – Parks and Open Spaces Agreement

This is a high-level guide on how to submit a Parks and Open Space Agreement application using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [Applicant Handbook](#).

WHEN IS A PARKS & OPEN SPACES AGREEMENT REQUIRED?

A Parks and Open Space Agreement (POSA) application is required when a development proposal includes the conveyance of parkland, greenway lands, and/or open space MUP/trail lands to the city. A POSA is required for a developer-build park, encumbered or strata park, Privately Owned Public Space (POPS), and off-site parkland conveyance. **In all other cases, a POSA is required where a Site Plan Agreement is not anticipated.**

The application is typically submitted following the City's issuance of the PAC Checklist and in conjunction with a Site Plan Control application to facilitate the transfer of these lands into City ownership. An application must be submitted through POSA from. The Parks and Open Space Agreement process facilitates the conveyance of parkland according to the Parkland Conveyance By-law-2025-101.

PARKLAND (BASE PARK OR DEVELOPER-BUILD PARK) CONVEYANCE

Parkland conveyance applies where land is being dedicated to the City for public park purposes in accordance with the Planning Act and the City's Parkland Conveyance By-law. The conveyed parkland may consist of a traditional base park or a developer-built park that will ultimately become public park space. If an applicant is required to dedicate an encumbered or strata park, Privately Owned Public Spaces (POPS), and off-site parkland as part of a development proposal, they must apply for a Parkland Conveyance POSA application.

OPEN SPACE - MUP/TRAIL CONVEYANCE

Open Space-MUP/Trail conveyance applies where lands containing active transportation facilities, multi-use pathways, trails, or open space corridors are being transferred to the city. If a development includes the conveyance of open space lands for public trail or pathway purposes, the applicant must submit an Open Space-MUP/Trail Conveyance POSA application.

GREENWAY CONVEYANCE

Greenway conveyance applies where natural heritage lands, ecological corridors, valley lands, or environmental linkages are being dedicated to the city for long-term protection and stewardship. If a development proposal contains greenway lands that are to be conveyed to the city, the applicant must apply for a Greenway Conveyance POSA application.

PARKLAND AND GREENWAY AND OPEN SPACE-MUP/TRAIL CONVEYANCE

This application stream applies where a development includes a combination of parkland, greenway lands, and open space MUP/trail lands that are all being conveyed to the city under a single agreement. If all three land types form part of the development proposal, the applicant must submit a Parkland and Greenway and Open Space-MUP/Trail Conveyance POSA application.

PARKLAND AND OPEN SPACE-MUP/TRAIL CONVEYANCE

This application stream applies where both parkland and open space MUP/trail lands are proposed for conveyance, but no greenway lands are included. If a development requires the transfer of both parkland and trail/open space lands to the city, the applicant must submit a Parkland and Open Space-MUP/Trail Conveyance POSA application.

PARKLAND AND GREENWAY CONVEYANCE

This application stream applies where both parkland and greenway lands are proposed for conveyance as part of the same development proposal. If a development includes both parkland dedication and greenway land conveyance requirements, the applicant must submit a Parkland and Greenway Conveyance POSA application.

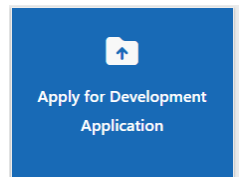
OPEN SPACE-MUP/TRAIL AND GREENWAY CONVEYANCE

This application stream applies where open space MUP/trail lands and greenway lands are being conveyed to the City, but no parkland is included. If a development includes both trail/open space corridors and greenway lands for City ownership, the applicant must submit an Open Space-MUP/Trail and Greenway Conveyance POSA application.

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

First, log into [ePLAN](#) and select the **Apply for Development Application** button.



2. DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a POSA application:

Application Type:	<i>Parks and Open Spaces</i>
Sub Type:	<i>(Choose applicable Sub Type)*</i>
Work Type:	<i>(N/A)</i>



Parks and Open Spaces (POSA)

Progress: 1 Application Type, 2 Disclosure, 3 Property, 4 Owner Information, 5 Application Description

New Application for a Planning/Development Application

*indicates required field

Application Type *
Parks and Open Space Agreement

Application Sub-Type *
 Greenway conveyance
 Open Space-MUP/Trail and Greenway conveyance
 Open Space-MUP/Trail conveyance
 Parkland (base park or developer-build park) conveyance
 Parkland and Greenway and Open Space-MUP/Trail conveyance
 Parkland and Greenway conveyance
 Parkland and Open Space-MUP/Trail conveyance

3. FILL ONLINE DISCLOSURE FORM

Parks and Open Spaces (POSA)

Progress bar: 1 (e) 2 (Disclosure) 3 (Property) 4 (Owner Information) 5 (Application Description) 6 (Application Information)

Disclosure

***Indicates required field**

Please click the check box for each item to verify that you accept and have all of the following in order to continue to the application:

- ☐ I verify that my personal account information is accurate. *
- ☐ I verify that I have received an approved [Pre-Application Consultation checklist](#) and will provide all of the required documentation. *
- ☐ I verify that all submissions to be uploaded have been prepared in accordance with the [City of Markham's Park Development Terms of Reference](#) *
- ☐ The following information will be required to complete the application process. I confirm that the following information is readily available: *
 1. Owner(s) information including mailing address, phone number, and email address. This information is required in order to proceed to payment.
 2. Depending on the 'worktype' selected on the previous page, you may be required to enter the following Site Statistics as applicable: Gross Site Area, Parkland Area, Greenway Area, Approved Land Use(s), Open Space-MUP/Trail area, Length of Trail, No. of existing residential units to remain on site, No. of proposed new residential units to be added, and Gross Floor Area by Land Use.
- ☐ I verify that I have obtained all of the following: *
 - Record of Site Condition (RSC) acknowledged by the Ministry of Environment
 - Conservation and Parks (MECP) for the Conveyance Lands
- ☐ I have reviewed the submission requirements for a [Parks and Open Space Agreement](#) and am prepared to upload all required documents. I acknowledge that my application will not be circulated for review until all required documents have been provided. *

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4. SEARCH LOCATION ADDRESS

Only the Address number and street name are required when searching for the subject property. Input the street number and select the street name from the drop down menu. You will notice that the Street type is added automatically. When complete click the **Search** button. *If you are unsure of the exact address for the site please use the map button () to select the property from a map. For properties without a municipal address, you may leave the address number and street name blank, and search by using the 11-digit roll number (on the Tax Bill, this is the 11-digits that come after 36).*

Select the desired property from the Address Search Result list.

Confirm that the application type, sub type, work type and address information are correct then click **Next**. *If the proposal applies to multiple properties, click **Add Another Property** and repeat Step 3.*

5. FOLDER DESCRIPTION

When entering the project description, describe the proposal and scope of work. Once complete, select **Next**.

6. ADDITIONAL INFORMATION

You will be asked to answer / confirm the items below when entering the application. *If the information has not been properly completed, or if the system times out, you may be asked to re-apply (Step 1).*

The following sections must be completed:

1. Applicant Type
2. Project/Marketing Name of Project
3. Owner Information

4. Proof of Ownership
 - This will need to be uploaded to ePLAN if it was not initially provided during the Pre-Consultation process.
5. Public Record Notice: Under the Planning Act, R.S.O.1990, c.P.13, s.1.0.1, all information and material that is required to be provided to the City of Markham respecting planning applications shall be made available to the public.
6. As authorized by the Registered Owner(s) of the subject lands to represent the Owner for the submission of the Pre-Consultation Request in accordance to the Terms of Conditions of the City of Markham.
7. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
8. Site Data @ Submission
 - *Please have Site Statistics ready, including lot area, breakdown of GFA for different uses, and number of residential units (if applicable).*

7. EPLAN UPLOAD

Once you have completed the steps above, you MUST login again and **return to the Details page** of the application which allows for upload of drawings and supporting documents. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

Click on **ePLAN Upload Attachments/Drawings/Etc** to begin uploading your submission drawings and documents. *Once all documents have been uploaded, please accept the **Applicant Upload Task and acknowledge task completion**.*

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Document Upload Complete) button.

- ☒ I have uploaded all required drawings and/or documents.
- ☒ I confirm all drawings/documents comply with the City's submission standards.

Document Upload Complete

Complete Later

SUBMISSION REQUIREMENTS

All submitted plans and documents **must** meet the [ePLAN Submission Standards](#). Associated application fees will be determined upon initial submission of the application. The following items are required for a Site Plan application:

DRAWINGS

- Drawings listed in the Complete Application Submission Checklist; and
- AutoCAD (DWG) CAD files of Site Plan and Elevations (not applicable for Heritage Site Plan applications).

DOCUMENTS

- The Complete Application Submission Checklist (or, in the case of a pre-consultation meeting exemption, a copy of the email or letter setting out minimum and supplementary submission requirements); and
- Documents and reports listed in the Complete Application Submission Checklist.
- [Terms of reference for Parks and Open Spaces Agreement](#); [POSA from](#).