

Pre-consultation

New procedures now require you to meet with Town staff before submitting an application. This will allow you to explain the proposal and will allow staff to guide you through the process, provide preliminary comments about the viability of your proposal and advise you what plans and studies are required to support an application. At the pre-consultation meeting a checklist will be provided setting out the submission requirements for a complete application. These procedures are in accordance with Official Plan Amendment No. 172 and the Consultation By-Law 2008-148. An application may be deemed incomplete and refused if these procedures are not followed.

Application forms are available at the **Development Services Counter** or can be downloaded from the Town's website at www.markham.ca under the Forms and Applications tab "Building and Planning Permits".

HOW TO APPLY

Other Documents to Review

If applicable, review these documents, which are available at the **Development Services Counter** prior to filing your application:

- Town of Markham Official Plan/ Secondary Plan Policies
- Zoning By-Law(s)
- Heritage Conservation District Plans
- Region of York Official Plan
- Provincial Plans, Policy Statements and Zoning Orders
- Federal Airport Regulations.

Contact Us

This brochure is part of a series that outlines development processes in the Town of Markham. If you have any questions, please contact the staff of the Development Services Commission.

Development Services Commission

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DEVELOPMENT SERVICES

OFFICIAL PLAN AMENDMENT

APPLICATION PROCESS

PROCESS GUIDELINES

The Process

The flow chart represents the Official Plan Amendment process in the Town of Markham. Please keep in mind that each proposal is unique and the process may vary slightly for each application. The process to amend a Secondary Plan is similar to the process to amend the Official Plan.

Submission requirements are as follows:

- completed application form;
- draft of the proposed Official Plan amendment;
- supporting information or studies determined to be required during the pre-consultation meeting;
- applicable fees payable to the Town and/or York Region.