



DEVELOPMENT SERVICES COMMISSION
PLANNING AND URBAN DESIGN

PRE-CONSULTATION GUIDE

Notice:

As of October 1, 2008, IT IS COMPULSORY, for Applicants to consult with the Town before submitting a development application for the following types of applications.

- Site Plan Control Application
- Official Plan Amendment Application
- Plan of Subdivision / Condominium Application
- Zoning Amendment Application

NO FEE IS APPLICABLE FOR THE PRE-CONSULTATION PROCESS

PRE-CONSULTATION PROCEDURE:

Applicants are required to meet with Town Staff to ensure their proposal is understood by staff. Staff will clarify the application process to the applicant and determine what technical studies, plans and / or other items are required to support an application as set out in the Complete Application Section 7.14 of the Town of Markham Official Plan; and the Consultation By-law 2008-148.

SUBMISSION REQUIREMENTS:

Along with the Pre-Consultation Request please provide, as a minimum, one 11" x 17" size drawing in PDF or hard copy to show the following

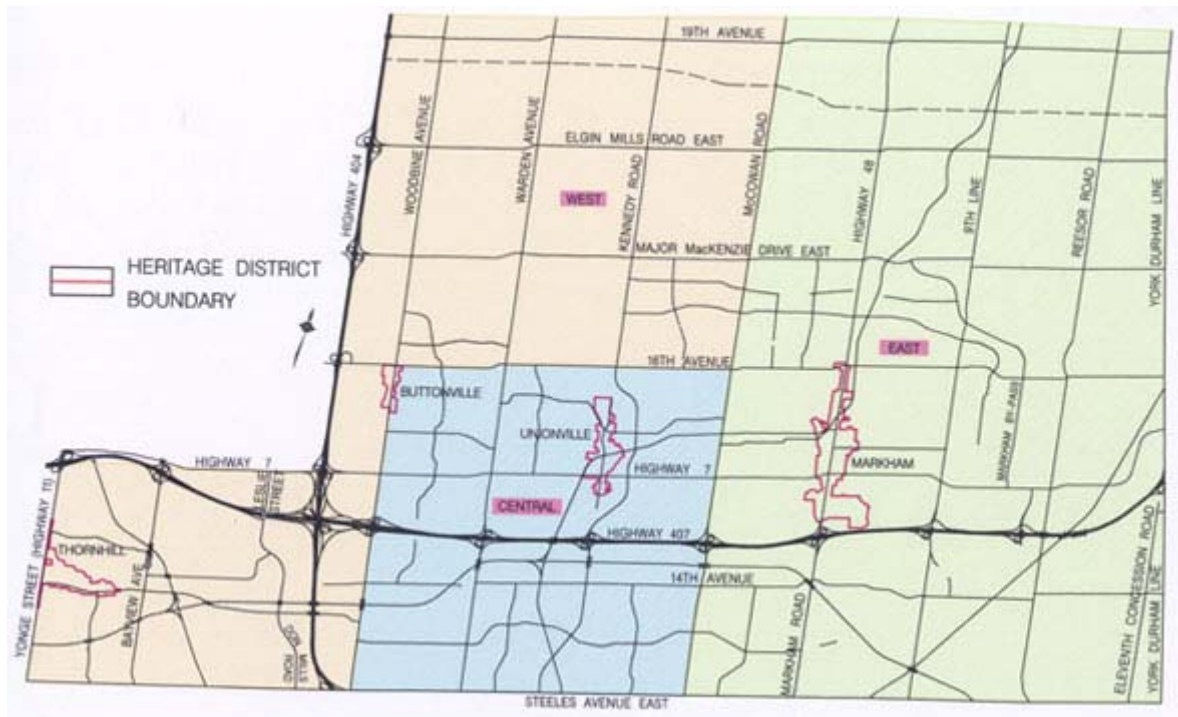
(All measurements to be in metric - Use of colour, hatching or labels can help illustrate the property as existing and proposed):

- Location of property and immediate surroundings, (incl. property dimensions);
- Location of existing and proposed buildings, structures and features, including:
 - Pedestrian and vehicular access (incl. adjacent accesses and intersections); parking and circulation
 - Landscaped / treed areas; water courses; and natural features
 - Services and utilities (including location of connections at property line); or well and septic system if applicable
 - Other relevant information, as appropriate.

Complete and return the pre-consultation request via email, fax or mail to address below. To discuss the proposal prior to a formal pre-consultation meeting please contact the appropriate Development Manager. In the event that the proposal is deemed to be exempt from the pre-consultation meeting requirements, a checklist will be provided setting out minimum and supplementary submission requirements for a COMPLETE APPLICATION.

CONTACT INFORMATION:

| Development Manager | District | Tel: 905 477 7000 | Email |
|---------------------|----------|-------------------|-----------------------|
| Ron Blake | West | Ext. 2600 | rblake@markham.ca |
| Richard Kendall | Central | Ext. 6588 | rkendall@markham.ca |
| Marg Wouters | East | Ext. 2758 | mwouters@markham.ca |
| Regan Hutcheson | Heritage | Ext. 2080 | rhutcheson@markham.ca |



PRE-CONSULTATION EXEMPTION:

The following Applications DO NOT require formal Pre-Consultation process; however you are welcome to contact Development Manager with any questions before you apply.

- Application for Consent to Sever Property
- Application for Minor Variance for Permission
- Application for Exemption from Part Lot Control and Deeming By-Law
- Subdivision Agreement Application

FOR MORE INFORMATION:

For more information regarding the pre-consultation process, please contact the Development Client Services at

The Corporation of the Town of Markham,
 101 Town Centre Blvd., Markham, Ontario, L3R 9W3.
 Tel:(905)-475-4861 Fax:(905)-479-7768 Email:DevelopmentServices@Markham.ca