

PRE-CONSULTATION PROCESS

The Town of Markham **Consultation By-law 2008-148** (see also section 7.14 of the Town's Official Plan) makes it compulsory for applicants to consult with Town staff before submitting the following development applications:

- Condominium Application
- Site Plan for New Residential / New Heritage Residential or Additions
- Official Plan Amendment
- Plan of Subdivision
- Site Plan Control
- Zoning By-law Amendment

This is called the **Pre-Consultation** process and **no** fee is charged for this service.

The Pre-Consultation process allows the applicant to present the development proposal to Town staff and it also gives Town staff the opportunity to:

- Clarify the application process
- Provide preliminary comments and identify key issues
- Meet and/or consult with external agencies like York Region, TRCA (Toronto Regional Conservation Authority) etc.,
- Determine what technical studies/ plans are required, and
- Identify any additional supporting information/ materials that must be submitted with the development application in order to be considered as a **complete application** under the Planning Act.

PRE-APPLICATION SUBMISSION REQUIREMENTS:

In order for a pre-consultation meeting can be convened, complete and return the Pre-consultation request form along with the submission requirements below by email, fax, in person or by mail to the address below.

(Please use it as a Checklist)

- Completed Pre-Consultation Request form
- Two paper copies [11" X 17" or 8.5" X 14"] or digital format (PDF/DWG) of supporting drawings(site plan, concept plans, elevations)
- Provide measurements in metric
- Use colour, hatching or labels that will illustrate the property as existing and proposed
- Location of property and immediate surroundings, (including the property dimensions);
- Location of existing and proposed buildings, structures and features, including:
 - Pedestrian and vehicular access (including 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
- Restrictive covenants, easements, other relevant information, as appropriate.

PRE-CONSULTATION MEETING EXEMPTION:

In the event the Development Manager exempts a proposal from a pre-consultation meeting, a checklist will be provided to the applicant setting out minimum and supplementary submission requirements that must be included when the complete application is made.

The following applications do not require formal Pre-Consultation process; however, you are welcome to contact the Development Manager with any questions before you apply:

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

STAFF 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
Dave Miller	East	Ext. 4960	dmiller@markham.ca
Regan Hutcheson	Heritage	Ext. 2080	rhutcheson@markham.ca

For applications for Consent to Sever Property and for Minor Variance applications, please contact the Secretary-Treasurer for the Committee of Adjustment:

Steve Corr	Town Wide	Tel: 905-475-4721	scorr@markham.ca
		Fax: 905-479-7768	

