



APPLICATION FOR ZONING AMENDMENT

IT IS THE RESPONSIBILITY OF THE OWNER OR AUTHORIZED AGENT TO PROVIDE COMPLETE AND ACCURATE INFORMATION AT ALL TIMES. **THIS FORM WILL NOT BE ACCEPTED AS AN APPLICATION UNTIL SUCH TIME AS ALL QUESTIONS HAVE BEEN ANSWERED AND ALL REQUIREMENTS HAVE BEEN MET IN THE MANNER REQUESTED HEREIN. PLEASE READ THE FOLLOWING CAREFULLY:**

- APPLICATION:** All the information, documents, drawings and plans request are required to be provided in accordance with the provisions of the Planning Act R.S.O. 1990, c.P13, as amended and/or Town policy.
- FEE:** Please refer to Fee By-law 2009-159. Make all cheques payable to Treasurer, Town of Markham. The Town of Markham has a \$2000 limit on any credit card, payments over this amount must be made by **Cheque**.
- AUTHORIZATION:** All agents **MUST** file an authorization form signed by **ALL REGISTERED OWNERS** when filing on their behalf.
- PLANS:** Refer to the submission requirements within the application. All full-sized plans **MUST BE** folded to **21.5 cm x 28 cm**.

All dimensions **MUST BE** in metric.

All required documents and drawings must be submitted for the application to be considered complete.
- COMMISSIONER OF OATHS' SIGNATURES:** This form must be signed before a Commissioner of Oaths. If there is more than one owner, **ALL OWNERS** are required to sign before a Commissioner of Oaths, otherwise an Owner's Authorization form will be necessary. Commissioners are available at the Development Services Front Counter. If you have questions regarding your application please contact the **Development Services Counter at: (905) 475 - 4861**.
- CORRESPONDENCE:** All correspondence will be sent to the Owner and the Agent.

Revised July 15, 2010

FOR OFFICE USE ONLY

<i>Date Rec'd :</i>	<i>Application Commissioned:</i>	
<i>All Required Drawings, Documents and Fees Submitted</i>	<i>YES</i> <input type="checkbox"/>	<i>NO</i> <input type="checkbox"/>
<i>Entered Into AMANDA by:</i>	<i>Date:</i>	



APPLICATION PROCESSING FEES (As per By-Law 2009-159)

APPLICATION TYPE	FEES OWED	FEES PAID
Major Amendment*: <input type="checkbox"/>	\$19200.00 + \$2496.00(HST)	
Minor Amendment*: <input type="checkbox"/>	\$9550.00 + \$1241.50(HST)	
Hold Removal: <input type="checkbox"/>	\$3,220.00 + \$418.60(HST)	
Minister's Zoning Order: <input type="checkbox"/>	\$5,600.00 + \$728.00(HST)	
TOTAL FEES:		

* See definitions

ASSOCIATED APPLICATION(S) INFORMATION

Has the subject land been the subject of an application under the Act for approval of a plan of subdivision or for a consent? If yes, previous file number(s) and status of application(s):	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the subject land ever been the subject of an application under Section 34 of the Planning Act? If yes, previous file number(s) and status of application(s):	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the subject land ever been the subject of a Minister's Zoning Order? If yes Ontario Regulation number(s) and status of application(s):	YES <input type="checkbox"/>	NO <input type="checkbox"/>



ZONING AMENDMENT APPLICATION
for applying for approval under Section 34 of the Planning Act

APPLICANTS ARE REQUIRED TO CONSULT WITH THE PLANNING AND URBAN DESIGN DEPARTMENT PRIOR TO REMOVAL OR MODIFICATION OF ANY TREES OR VEGETATION ON THE SITE!
HAVE YOU CONSIDERED DEVELOPMENT CHARGES?

You must complete all sections of the application form and provide all information requested. An incomplete application will be returned to the applicant.

PROPERTY INFORMATION

Municipal Address:	<small>Street Number:</small>	<small>Street Name:</small>	<small>Unit Number:</small>
Registered Plan Number:	Lot/Block Numbers:		
Roll Number:	Conc. & Lot Number:		
Reference Plan Number:	Part Numbers:		

OWNER/APPLICANT INFORMATION

Registered Land Owner:		<small>Surname:</small>	<small>First Name:</small>	<small>Initial:</small>
Company Name: <small>(if Company)</small>		Company Officer:		
Application Contact:		<small>Surname:</small>	<small>First Name:</small>	<small>Initial:</small>
Position:				
Address:				<small>Unit Number:</small>
<small>Street Number</small>		<small>Street Name:</small>		
Municipality:		Province:		Postal Code:
Telephone:	<small>No. ()</small>	<small>Fax: ()</small>	<small>E- Mail:</small>	



AGENT INFORMATION

Firm Name:					
Application Contact:		Surname:	First Name:	Initial:	Position:
Address:		Street Number:	Street Name:		Unit Num.:
Municipality:		Province:		Postal Code:	
Telephone:	No. ()	Fax: ()	E- Mail:		
Legal Name of Project for Use with Agreements:					
Project/Marketing Name of Project:					

MORTGAGE HOLDER INFORMATION

Financial Institution:					
Address:		Street Number:	Street Name:		Unit Num.:
Municipality:		Province:		Postal Code:	
Telephone:	No. ()	Fax: ()	E- Mail:		

ENVIRONMENTAL CLEARANCE FOR LANDS TO BE USED FOR PUBLIC PURPOSES

An Environmental clearance in the form of a Phase I Environmental Site Assessment (ESA) in accordance with the Canadian Standards Association standard Z768-94, or latest edition, shall be submitted to and approved by the Town for all lands being conveyed to the municipality for public purposes . The requirement for a Phase I ESA shall form a condition of Site Plan Approval to apply to lands being conveyed to the municipality.



OWNER'S AUTHORIZATION

If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject lands, hereby authorize (*print name of agent*), _____ to submit the above application to the Town of Markham for approval thereof.

I understand that all the information, documents, drawings and plans provided with this application will be made available to the public, as required by the provisions of the Planning Act R.S.O. 1990, c.P13, as amended.

Signature:	Date:
Printed Name of Signatory:	Title:

APPLICATION DECLARATION

I, (*name*) _____ of the (*municipality*) _____ in the (*region*) _____ solemnly declare that I am (*circle one of following*) **the Owner or the agent of the owner, or an officer of the owner, or an officer/employee of the agent of the owner**, and that all the statements contained within this application are true and correct, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. I hereby make this application for Zoning Amendment acknowledging the Town of Markham will process the application based on the information provided.

Along with the application, I am submitting a processing fee of \$_____.

I understand that all the information, documents, drawings and plans provided with this application will be made available to the public, as required by the provisions of the Planning Act R.S.O. 1990, c.P13, as amended.

Declared before me at the _____

in the _____

this _____ day of _____ 2010 _____

Signature of a Commissioner for Taking Affidavits Signature of Declarant

DEFINITIONS

FLOOR AREA:	means the total area of all floors in a building, measured between the exterior faces of the exterior walls of the building at each floor level.
FLOOR AREA, GROSS:	means the aggregate of the floor areas of a building above or below the established grade, but excluding car parking areas within the building that are below established grade.
FLOOR AREA, LEASABLE:	means the aggregate of the floor areas of a shopping centre that are leased to the tenants of the shopping centre for their exclusive use, above or below established grade.
FLOOR AREA, NET:	means the aggregate of the floor areas of a building above or below established grade, but excluding car parking areas within the building stairways, elevator shafts, service/mechanical rooms and penthouses, washrooms, garbage/recycling rooms, staff locker and lunch rooms, loading areas, any space with a floor to ceiling height of less than 1.8 metres and any part of a basement that is unfinished, is used solely for storage purposes and is not accessible to the public.
MAJOR:	<p>An application for a Zoning By-law Amendment that is more significant in scale and scope than a minor zoning amendment, and which may have greater impact beyond the subject lands. Major applications include:</p> <ul style="list-style-type: none"> - Applications relating to more than one property; - A site specific application, if considered to represent large scale redevelopment; - Any change in use and/or zone category; - An application involving significant changes to the development standards or general provisions of the by-law.
MINOR:	<p>An application for minor and small scale zoning amendment having no significant impact on adjoining lands. Minor applications must be site specific and include:</p> <ul style="list-style-type: none"> - Request for additional permitted use, within an existing building with no significant impact on existing development standards; - Changes in development standards to accommodate a residential severance to create one single family lot within an existing subdivision. - Application for Temporary Use



PROVINCIAL PLANS AND POLICY STATEMENT INFORMATION

Is the application consistent with Policy Statements issued under Subsection 3(1) of the Act.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the subject land within an area of land designated under any provincial plan or plans. If YES explain whether the application conforms to or does not conflict with the applicable provincial plan or plans:	YES <input type="checkbox"/> NO <input type="checkbox"/>



OFFICIAL PLAN INFORMATION

The Current Official Plan Designation:	
Explain how the project conforms to the Official Plan:	
Is the subject land within an Official Plan and/or Zoning area that has pre-determined minimum and maximum density requirements or minimum and maximum height requirements. If YES state requirements:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the application propose an alteration to the boundary of an existing settlement area and/or add a new area of settlement? If YES provide the details of the Official Plan provisions or the proposed Official Plan amendment that deals with the matter.	YES <input type="checkbox"/> NO <input type="checkbox"/>



OFFICIAL PLAN INFORMATION (continued)

Does the application remove land from an area of employment (as defined by the Planning Act)? If YES provide details of the Official Plan provisions or the proposed Official Plan amendment that deals with the matter.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the property within an area where zoning with conditions may apply? If YES explain how the proposal conforms to the Official Plan policies relating to Zoning Conditions.	YES <input type="checkbox"/> NO <input type="checkbox"/>



ZONING INFORMATION

Current Zoning of the Subject Lands (By-laws and zone category):

Describe the Nature and Extent of the rezoning being requested:

Why is the rezoning required:

What are the Existing Uses on the subject land:

What are the Proposed Uses on the subject land:



DETAILED APPLICATION INFORMATION TABLE (METRIC REQUIRED)

Details of all buildings and structures that are existing and/or proposed for the subject property (attach additional pages in the same format if required):

Existing:	Proposed:
Building Type:	Building Type:
Height:	Height:
Setbacks:	Setbacks:
Front:	Front:
Rear:	Rear:
Sides:	Sides:
Gross Floor Area:	Gross Floor Area:
Date of Construction:	
Date of acquisition of subject land by current owner:	
Length of time the existing use(s) has continued:	



SITE STATISTICS (All Sections must be completed)

	EXISTING (if applicable)	PROPOSED (as per application)
Parent By-law		
Amending By-law(s)		
Official Plan Designation		
Secondary Plan Designation		
Zoning Designation		
Use		
Lot Area (hectares)		
Lot Frontage (metres)		
Lot Depth (metres)		
Lot Coverage		
Total Building Gross Floor Area (m ²)		
Gross Floor Area of Industrial/Commercial/Institutional Uses		
Number of Dwelling Units (Residential)		
Number of Parking Spaces Provided		



SITE SERVICING (Check all that apply)

Water Supply	Sanitary Service	Storm Service
<input type="checkbox"/> Municipal	<input type="checkbox"/> Sewer	<input type="checkbox"/> Sewer
<input type="checkbox"/> Well	<input type="checkbox"/> Private or Communal Septic	<input type="checkbox"/> Ditches
<input type="checkbox"/> Lake	<input type="checkbox"/> Privy	<input type="checkbox"/> Swales
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<p>Is the proposal on privately owned and operated individual or communal septic systems, with more than 4,500 litres of effluent to be produced per day? If YES a Servicing Options Report and a Hydrogeological Report <u>must</u> be submitted with this application.</p>		<p>YES <input type="checkbox"/> NO <input type="checkbox"/> (reports included)</p>

ACCESS (Check One)

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal/Regional Road	<input type="checkbox"/> Other Public Road
<input type="checkbox"/> Right of Way	<input type="checkbox"/> Water	
<p>Is access to property by water only? If YES provide details about the parking and docking facilities to be used including the approximate distance of these facilities from the subject land and nearest public road.</p>		<p>YES <input type="checkbox"/> NO <input type="checkbox"/> (details attached)</p>



SUBMISSION REQUIREMENTS (Must be submitted with application)

Application Type:	Submission Requirements:
<ul style="list-style-type: none"> ▪ Major Amendment/Minor Amendment 	Complete Application Form 20 Copies of the Site Plan (see pages 14 and 15 for requirements) 1 Reduction of the Site Plan (21.5 cm x 28 cm) 2 Copies of the Legal Plan of Survey Applicable Processing Fee (The Town of Markham has a \$2000 limit on any credit card, any fees greater than this must be paid by cheque) CAD Drawings of Site Plan, (Grading Plan and Elevations if Applicable) A PDF of all materials submitted
<ul style="list-style-type: none"> ▪ Removal of a Holding Provision 	Complete Application Form 4 Copies of the Site Plan (see pages 14 and 15 for requirements) 1 Reduction of the Site Plan (21.5 cm x 28 cm) 1 Legal Plan of Survey Applicable Processing Fee (The Town of Markham has a \$2000 limit on any credit card, any fees greater than this must be paid by cheque) A PDF of all materials submitted
<ul style="list-style-type: none"> ▪ Minister’s Zoning Order Amendment (Parkway Belt or Airport Freeze) 	Complete Application Form 8 Copies of the Site Plan (see pages 14 and 15 for requirements) 1 Reduction of the Site Plan (21.5 cm x 28 cm) 1 Legal Plan of Survey Letter of Explanation Applicable Processing Fee (The Town of Markham has a \$2000 limit on any credit card, any fees greater than this must be paid by cheque) CAD Drawings of Site Plan, (Grading Plan and Elevations if Applicable) A PDF of all materials submitted

Notes:

- All reductions should be 21.5 cm x 28 cm. If the reductions are not legible at this size, 28 cm x 43 cm reductions will be accepted.
- All drawings must be folded to 21.5 cm x 28 cm. Rolled drawings will not be accepted under any circumstances.
- The ‘Site Statistics’ table must be completed. Applications that state: “See Drawings” will not be accepted.



- All dimensions must be in metric.
 - Colour renderings of site plans and drawings will be required at all public meetings.
 - If you have any questions regarding this application form, please contact Development Services at: (905) 475 - 4861.
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Application forms, submission requirements, information about Development Charges, publications and maps can be obtained from our website:

www.markham.ca



KEY MAP, SITE PLAN, ELEVATION and OTHER DRAWING REQUIREMENTS:

(All dimensions **must** be in metric)

The Key Map must include:

- The location of the subject property;
- A north arrow; and
- The local vicinity.

The Site Plan must include:

- The boundaries and dimensions of the subject lands;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front, rear and side lot lines. (Structures includes hydro transformers and waste storage facilities.);
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and any additional features that in the applicant's opinion, may affect the application;
- The current uses of land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- The location and nature of any easement affecting the subject land.

Items in italics below are not required by the Planning Act for a complete application, but are required to be shown on the plans to expedite the processing of your application.

Elevations must include:

- The height, length and width of all proposed buildings;*
- The location of all windows, doors, loading docks, etc;*



- *The details of all four sides of the proposed building(s), including the type and colour of materials to be used; and*
- *The location of all roof-top mechanical equipment (HVAC, etc.) and proposed screening.*

Other:

- *The proposed landscaping details;*
- *The proposed parking layout, including isle widths and dimensions of parking spaces;*
- *The location and dimensions of all waste storage loading/unloading facilities;*
- *The location of the proposed fire route; and*
- *A table of statistics that includes the following information:*
 - *The current zoning designation and applicable Zoning By-Law of the subject property;*
 - *Total lot area of the subject property;*
 - *Gross Floor Area (GFA), Gross Leasable Area (GLA) and Net Floor Area (NFA) of existing and proposed building(s);*
 - *The Floor Area Ratio (FAR) shown as a percentage of the total lot area;*
 - *Lot Coverage shown as a percentage of the total lot area;*
 - *The front, rear and side yard setbacks of existing and proposed building(s) and structure(s), both provided and as required by the applicable Zoning By-Law, and the distance between existing and proposed building(s) and structure(s);*
 - *Number of parking spaces, both provided and required (including physically disabled parking spaces.); and*
 - *The landscaped area shown as a total area and percentage of the total area of the lot.*