

## HOW TO COMPLETE A ZONING SEARCH REQUEST

A Zoning Search is available for any property within the City of Markham. To receive a report please submit a request online at the following link:

<https://www.markham.ca/wps/portal/home/onlineservices/zoningsearchonline>

### STEP 1: BASIC INFORMATION

The website presents seven (7) questions as qualifiers in an attempt to prevent a submission for zoning search where it is not required, or it is not the appropriate process for obtaining the desired information.

#### Basic Information

1. Is your inquiry related to the construction of a fence or privacy screen?

Yes  No

2. Is your inquiry related to the Ontario Building Code or a building permit application?

Yes  No

3. Is your inquiry related to lot grading or municipal servicing?

Yes  No

4. Is your inquiry related to the installation of a sign?

Yes  No

5. Is your inquiry related to the installation of a swimming pool?

Yes  No

6. Is your inquiry related to the installation of an air conditioner unit?

Yes  No

7. Is your inquiry about the permitted uses or development standards of a property?

Yes  No

If the answer to questions 1 - 6 is 'Yes' you will be re-directed to appropriate information elsewhere on our website, or provided with contact information for the appropriate City department. Example:

1. Is your inquiry related to the construction of a fence or privacy screen?

Yes  No

This is not the correct process for obtaining fence information. A copy of our fence by-law is available online [here](#). For additional information, contact By-law Enforcement at 905-479-7782.

## STEP 2: APPLICANT / REQUESTOR INFORMATION

Next, you will be prompted to provide your contact information, and to confirm how you would like to receive your zoning response (E-mail is the default response method).

### Requested By

\* First Name:  Initial(s):

\* Last Name:

#### Address and Contact Information

\* Please ensure that the Street #, Street Name, and Postal Code provided are valid.

\* Street #:

\* Street Name:

Unit #:

\* City:

\* Province/State:

Postal Code:

\* Primary Phone #:

Secondary Phone #:

Business Phone #:

Extension:

\* Email:

\* Confirm Email:

**Note:** The information you are requesting will be sent to the email address you provide above unless you select a different method below.

#### Reply By:

- E-Mail Reply  Fax Reply  Mail Reply  
 Pickup Reply

### STEP 3: SITE LOCATION

Next, provide the municipal address or roll number for the property you are requesting zoning information on.

#### Site Location

\* I would like to enter my:

Municipal Address  Property Roll Number

\* Street #:

\* Street Name:

Unit #:

Postal Code:

#### Site Location

\* I would like to enter my:

Municipal Address  Property Roll Number

\* Property Roll Number:

Please enter your roll number which can be found in the upper right hand corner of your latest Tax Bill.

Example: 36-12-1-123-12345-1234

Find your roll number using the [Property Details Search](#) by clicking here.

### STEP 4: INFORMATION REQUESTED

The final step is to verify what zoning information you would like to receive.

- If you would like to receive a list of Permitted Uses for the property please click the Permitted Uses checkbox.
- If you would like to receive the Development Standards (i.e.: setbacks, height, lot coverage, landscaping requirements, etc.) please select the Development Standards Checkbox.
- If you would like to confirm that a specific use or business activity is permitted (ex: to support your application for a Business Licence) please select the 'Is the following use permitted checkbox' **AND** provide a detailed description of the proposed business in the text box below.

#### Information Requested

Select one or more options:

- List of Permitted Uses.
- Development Standards. (Example: standards for main building, accessory building, deck, etc.)

Request details:

[please provide a detailed description of request](#)

- Is the following proposed use permitted?

Proposed use:

[please provide a detailed description of proposed use](#)

**Note:** If you are submitting a zoning search to facilitate an application for Business Licence, please ensure Section 3 Is complete.