
COMPLETE APPLICATION for CONSENT

Pursuant to City of Markham Official Plan Amendment No. 172, prior to processing an application for Consent, the application shall be complete.

Any one or more of the following technical studies, plans and /or other items determined by the City in consultation with the proponent may be required to be submitted with an application for Consent in order to be deemed complete.

- 1) Zoning Preliminary Review (ZPR);
Note: a ZPR may not be required for consents related to applications for a Zoning By-law Amendment
- 2) Land use planning report;
- 3) Concept plans and drawings;
- 4) Urban design plan;
- 5) Agricultural impact assessment;
- 6) Environmental impact study;
- 7) Environmental site assessment;
- 8) Storm water management report;
- 9) Environmental screening questionnaire;
- 10) Servicing study;
- 11) Limits of top of bank plan;
- 12) Traffic management study;
- 13) Archaeological assessment;
- 14) Cultural heritage impact statement;
- 15) Land use compatibility assessment;
- 16) Tree inventory and preservation plan;
- 17) Noise and/or vibration study; and/or,
- 18) Any other technical studies, plans and/or other items required by this plan or specified in an implementing secondary plan relevant to the proposal

It is mandatory that applicants consult a District Planning Manager prior to submitting an application for Consent. Please contact the Development Services counter at 905-475-4861 or the Secretary-Treasurer, Committee of Adjustment at 905-475-4721 for further inquiries.

TYPES OF APPLICATIONS

A consent application is required to:

- Divide land (sever) into new lots, and/or (3 lots or less)
- Add land to an abutting lot (lot additions, lot adjustments, lot extensions, corrections to deeds or property descriptions), and/or
- Establish easements or rights-of-way, and/or
- Lease land or register a mortgage in excess of 21 years

APPLICATION FOR CONSENT

It is the responsibility of the owner or authorized agent to provide complete and accurate information. Subsections 53(2) and (3) and Regulation 197/96 of the *Planning Act*, R.S.O. 1990; as revised, outline the information and materials that are to be included. The Supporting Information Form will not be accepted until all questions have been answered and all requirements have been met in the manner requested.

Please read the following carefully:

The owner or application shall not cause any trees on the property to be removed without the prior approval of the Commissioner of Development Services.

APPLICATION: One copy of the [Supporting Information Form](#) is to be submitted. For each new lot or part-lot being created, application forms are required. As noted above, **please answer all questions exactly as shown.**

FEE: See [Fee By-law 211-83](#), as amended. Cheque payable to “City of Markham”.

OWNERSHIP: **Proof of ownership** is to accompany each application (copy of first page of registered transfer, deed of land or current tax bill). If more than one owner is shown therein, the application shall be submitted under all names.

PLANS & DRAWINGS: See page 3 for the application submission requirements.

ENVIRONMENTAL SITE ASSESSMENT: A Phase 1 Environmental Site Assessment is required for lands being conveyed to the municipality for public purposes (see Section 16).

POSTING OF SIGNS: The Planning Act requires that a “NOTICE OF HEARING” sign be posted on the property prior to the public hearing. Failure to do one or both will result in a delay to your application. Please see attached for instructions and cost.

APPEALS: When filing an appeal to the Ontario Land Tribunal (OLT), please note there will be a charge of \$400.00 (a cheque made payable to the Minister of Finance) and there will be an additional City of Markham administration fee of \$274.50 + HST, (a separate cheque made payable to City of Markham) made at the time of the appeal submission to the Committee of Adjustment.

As of March 2020, all Consent applications must be submitted through ePLAN. Please visit www.markham.ca/ePLAN for more information.

To submit a complete application, the following materials must be submitted:

1. Submit an [ePLAN Consent Supporting Information Form](#).
2. Submit a Zoning Preliminary Review (ZPR) Changemarks Report. Include a copy of associated drawings.
3. Proof of Ownership (Tax Bill or Deed of Land)
4. Submit a DRAFT REFERENCE PLAN prepared by an Ontario Land Surveyor. The documentation must be provided electronically:
 - (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - (b) the distance between the subject land and the nearest City lot line or landmark such as a bridge or railway crossing;
 - (c) the boundaries and dimensions of the subject land, the part that is to be severed, and the part that is to be retained;
 - (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - (e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - (f) the existing uses on adjacent lands, such as residential, agricultural, and commercial uses;
 - (g) 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 a right-of-way;
 - (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - (i) the location and nature of any easement affecting the subject land.

REQUIREMENTS FOR THE POSTING OF SIGNS

The Planning Act requires that a “Notice of Hearing” sign be erected on the subject property prior to the public hearing. Signs and stakes will be supplied by the Municipality.

Failure to place the sign on the subject property within the required time limits will result in removal of the application from the agenda.

TIMING

The sign for a **consent** application shall be erected no later than **14 days prior to the hearing date.**

The applicant or agent will be advised of the date of the public hearing and the last day on which the sign must be placed on the subject property.

LOCATION

Unless otherwise directed by the Secretary-Treasurer, the sign shall be posted in a location that is clearly visible and legible from a public highway, or other place to which the public has access.

Signs shall not be obscured from view by vegetation or other obstructions. Signs shall not be erected on any municipal property or on the right-of-way of any public highway. Signs shall not be located closer than within 1.0 m (3.28 feet) of any driveway.

PHOTOGRAPHS

Digital photographs must be taken and submitted on the date of posting. Photographs are to be sent to COA@markham.ca.