



## 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 City policy.

**FEE:** Please refer to Fee By-law 211-83, as amended. Make all cheques payable to City of Markham. There is a limit \$60,000.00 on credit card via ePLAN, payments over this amount must be made by cheque.

**PLANS:** Refer to the ePLAN submission requirements.  
All dimensions MUST BE in metric.  
All required documents and drawings must be submitted for the application to be considered complete.

**CORRESPONDENCE:** All correspondence will be sent to the Owner and the Agent.

January 2024



**APPLICATION PROCESSING FEES (By-Law 211-83, as amended.)**

APPLICATION TYPE	FEES OWED	FEES PAID
Major Amendment*:	\$56,491.00 + (HST)	
Minor Amendment*:	\$30,387.00 + (HST)	
Hold Removal:	\$9,969.00 + (HST)	
Minister's Zoning Order (New):	\$14,439.00 + (HST)	

\* 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	NO
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	NO
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	NO



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

**Please use the form for reference 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.**

<b>PROPERTY INFORMATION</b>					
Municipal Address:	Street No.:	Street Name:			Unit Num.:
Registered Plan Number:		Lot/ Block Numbers:			
Roll Number:		Conc. & Lot Number:			
Reference Plan Number:		Part Numbers:			
<b>OWNER/ APPLICANT INFORMATION</b>					
Property Owner Information: (Check One):                      Person(s)                      Company					
Registered Land Owner:	Surname:	First Name:			Initial:
Company Name (if applicable):				Company Officer:	
Application Contact:	Surname:	First Name:	Initial:	Position:	
Address:	Street No.:	Street Name:			Unit Num.:
Municipality:		Province:		Postal Code:	
Telephone:		Fax:		E- Mail:	
<b>AGENT, SOLICITOR, OR PLANNING CONSULTANT</b>					
Firm:					
Application Contact:	Surname:	First Name:	Initial:	Position:	
Address:	Street No.:	Street Name:			Unit Num.:
Municipality:		Province:		Postal Code:	
Telephone:		Fax:		E- Mail:	
Legal Name for Use with Agreements:					
Designate to Which All Correspondence Will be Sent:					



**MORTGAGE HOLDER INFORMATION**

Financial Institution:

Address:	Street Number:	Street Name:	Unit Num.:
Municipality:	Province:	Postal Code:	
Telephone:	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 City 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.**



**DEFINITIONS**

<b>FLOOR AREA:</b>	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.
<b>FLOOR AREA, GROSS:</b>	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.
<b>FLOOR AREA, LEASABLE:</b>	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.
<b>FLOOR AREA, NET:</b>	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.
<b>MAJOR:</b>	<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"> <li>- Applications relating to more than one property;</li> <li>- A site specific application, if considered to represent large scale redevelopment;</li> <li>- Any change in use and/or zone category;</li> <li>- An application involving significant changes to the development standards or general provisions of the by-law.</li> </ul>
<b>MINOR:</b>	<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"> <li>- Request for additional permitted use, within an existing building with no significant impact on existing development standards;</li> <li>- Changes in development standards to accommodate a residential severance to create one single family lot within an existing subdivision.</li> <li>- Application for Temporary Use</li> </ul>

Submission requirements that will require Toronto Region Conservation Authority review must be packaged separately with a covering letter along with the approved checklist. York Region no longer accepts paper submission. Please include all York Region submission requirements with your digital submission.



**PROVINCIAL PLANS AND POLICY STATEMENT INFORMATION**

Is the application consistent with Policy Statements issued under Subsection 3(1) of the Act.

YES

NO

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:



## 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:

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.



**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.

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.





**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):**

<b>Existing:</b>	<b>Proposed:</b>
Building Type:	Building Type:
Height:	Height:
Setbacks: Front: Rear: Sides:	Setbacks: Front: Rear: Sides:
Gross Floor Area:	Gross Floor Area:
Construction date of existing structures:	
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)**

	<b>EXISTING (if applicable)</b>	<b>PROPOSED (as per application)</b>
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 <sup>2</sup> )		
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
Municipal Well Lake Other	Sewer Private or Communal Septic Privy Other	Sewer Ditches Swales Other
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? <b>If yes</b> , a Servicing Options Report and a Hydrogeological Report <u>must</u> be submitted with this application.		YES      NO <small>(reports included)</small>

**ACCESS (Check One)**

Provincial Highway Municipal/Regional Road Other Public Road Right of Way Water	
Is access to property by water only? <b>If yes</b> , 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.	YES      NO <small>(reports included)</small>



**SUBMISSION REQUIREMENTS (Must be submitted with application)**

Application Type:	Submission Requirements:
<ul style="list-style-type: none"> <li>▪ Major Amendment/Minor Amendment</li> </ul>	Pre-consultation checklist & Planning Justification Letter Complete Application Form 1 Copy of the Site Plan (see pages 14 and 15 for requirements) 1 Reduction of the Site Plan (21.5 cm x 28 cm) 1 Copy of the Legal Plan of Survey Applicable Processing Fee (The City of Markham has a \$60,000 limit on any credit card, any fees greater than this must be paid by cheque) Draft By-law written for staff review CAD Drawings of Site Plan, (Grading Plan and Elevations if Applicable)
<ul style="list-style-type: none"> <li>▪ Removal of a Holding Provision</li> </ul>	Complete Application Form 1 Copy 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 City of Markham has a \$60,000 limit on any credit card, any fees greater than this must be paid by cheque)
<ul style="list-style-type: none"> <li>▪ Minister’s Zoning Order Amendment (Parkway Belt or Airport Freeze)</li> </ul>	Pre-consultation checklist Complete Application Form & Planning Justification Letter 1 Copy 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 City of Markham has a \$60,000 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)



**IMPORTANT:**

Submission requirements that will require Toronto Region Conservation Authority York Region no longer accepts paper submissions.

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- 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.
  - 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 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](http://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.*