



Application for Plan of Condominium

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. Payment can be made by credit card payment online (maximum \$60,000) via ePLAN, by certified cheque payable to the City of Markham or by Electronic Funds Transfer (EFT). If paying by EFT, please send an email with the file number and address to DSC@markham.ca. Please note that payments by EFT may take 3-7 business days to be processed.
- PLANS:** Refer to the standard submission requirements contained within the application form and by following the ePLAN guide.



Revised January 2025



Condominium Application Form

for applying for approval under the Planning Act

Please use the form as documentation when applying via ePLAN.
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?

Please complete all applicable sections of the application form. An incomplete form will be returned to the applicant.

Property Information			
Legal Description:			
Roll Number:		Lot & Conc. Numbers:	
Municipal Address:		Postal Code:	
Previous Application for Lands (Check One)			
Yes:	No:	Don't Know:	Application Type: Official Plan Amendment Zoning By-law Amend.
Plan of Condominium		Minor Variance	Consent to Sever Other:
If yes, previous file number and date of application:			
Applicant Information			
PROPERTY OWNER INFORMATION			
Registered Land Owner:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:		Province:	Postal Code:
Telephone:		Fax:	
AGENT, SOLICITOR, OR PLANNING CONSULTANT			
Firm Name:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:		Province:	Postal Code:
Telephone:		Fax:	
ONTARIO LAND SURVEYOR			
Firm Name:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:		Province:	Postal Code:
Telephone:		Fax:	
Designate One Name to Which All Correspondence Will be Sent:			
Email Address of Designated Contact:			





Land Table Information

Table Definitions

Dwelling Unit	a room or group of rooms accommodating a single household
Single or Detached	a building containing one dwelling unit
Double or Semi- Detached	a building containing two dwelling units
Row or Multiple- Attached	a building containing three or more dwelling units, all with individual access at ground level
Apartment	a building containing three or more dwelling units, all with access through a common space

PROPOSED USE	NUMBER OF RESIDENTIAL UNITS	LOTS AND/OR BLOCKS AS LABELED ON DRAFT PLAN	AREA (ha)	DENSITY (units/ha)	NUMBER OF PARKING SPACES*
Single or Detached					
Double, Semi-Detached					
Row or Multiple Attached					
Apartment- less than 2 bedrooms.					
Apartment- 2 or more bedrooms.					
Seasonal Residential					
Mobile Home Residential					
Other Residential (specify below)					
Commercial					
Industrial					
Park, Open Space					
Institutional (specify below)					
Roads					
Other (specify below)					
TOTALS					

* FOR CONDOMINIUM APPLICATIONS ONLY





AFFORDABLE HOUSING SECTION

This section is to be completed for all residential uses. For tenure, indicate 'O' for privately owned (including condominium) and 'R' for rented. Space has been provided to allow for identification of three price/rent ranges for each housing type. If additional space is necessary, attach a separate page or pages in the same format as the following table.

Housing Type	Number of Residential Units	Average Unit Floor Area (m ²)	Tenure Form	Range of Estimated Price/Rent per Mtn(\$)	Percent (Affordable)
Single, Detached Residential					
“					
“					
“					
Double, Semi Detached					
“					
“					
“					
Row, Multiple- Attached					
“					
“					
“					
Apartment-less than 2 bedrm.					
“					
“					
Apartment- 2 or more bedrm.					
“					
“					
Other such as mixed use (specify below)					
“					
“					
“					
“					
“					
TOTALS					
<i>Will the construction of any of the units be subsidized or financed through government programs? If yes, please indicate government program and units.</i>					
Government Program			Number of Units		
Are any units targeted at a particular housing needs group? If yes, please indicate: Senior Citizen Disabled Students Other (please specify):					



PLANNING INFORMATION

1. What is the land use designation of the subject lands in the approved regional official plan?

If an amendment to the Regional Official Plan is required, has an application been submitted to the region?
Yes No. If yes, state region application number or adopting by-law number:

2. What is the land use designation of the subject lands in the City's official plan?

If an amendment to the City's Official Plan is required, has an application been submitted?
Yes No. If yes, state the application number:

Any application that is not in conformity with official plan provisions may be returned to the applicant, or held until the appropriate provincial ministry is in receipt of an amendment to redesignate the subject lands. At that time both the draft plan and the amendment can circulate concurrently.

3. What is the zoning of the subject lands?

4. What is the relevant parent by-law number? Amending by-law numbers?

5. Are any lands within the application intended to be conveyed to the City of Markham for public purposes?
Yes No

If yes, Council policy requires the submission of a Phase 1 Environmental Site Assessment for those lands being conveyed to the City. The Council Policy on the 'Environmental Clearance for Lands to be Used for Public Purposes' was adopted by Council on April 15, 1997 and is available under separate cover.

PRIOR TO APPROVAL OF THE FINAL PLAN OF SUBDIVISION, THE SUBJECT LANDS MUST BE APPROPRIATELY ZONED.

PLANNING INFORMATION (CONDOMINIUM APPLICATIONS)

1. Has a site plan been reviewed?	Yes	No	2. Has a building permit been issued?	Yes	No
3. Has construction begun?	Yes	No	4. Is construction complete?	Yes	No
5. If completed, have any units been occupied by persons other than those who have entered into an agreement or offer to purchase? Yes No					





Submission Requirements

Application Type:	Submission Requirements:
<ul style="list-style-type: none"> ▪ New Residential, Industrial, Commercial, or Institutional; 	<ul style="list-style-type: none"> • 1 copy of the draft plan of condominium plan • 1 reduction of the draft plan of condominium plan • 1 legal plan of survey • CAD drawing of plans and elevations on disk in an AutoCad (DWG) 2012 file format • Application form and plans in digital format submitted via EPLAN • Applicable Processing Fee (Markham has a \$60,000 credit card limit. Any fees greater than this amount, the remainder must be paid by cheque or EFT).

Notes:

- Submission of digital requirements for Toronto Region Conservation Authority & York Region must have a covering letter along with the approved checklist.
- The 'Site Statistics' table must be completed. Applications without this will not be accepted.
- The owner and/or applicant must retain a Professional Engineer who holds a Certificate of Authorization from the P.E.O. for Municipal Engineering applications to prepare the design of grading and site servicing plans, municipal service connection designs, and storm water management reports which are to be submitted to the Director of Engineering for his approval, at building permit stage.
- 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 Client Services at: 905.475.4861.

Development Review Fees	
(a) Standard or Vacant Land Condominium	\$56,553.00 per application plus HST
(b) All condominium types other than Standard or Vacant	\$56,553.00 per application plus HST
(c) Extension of Condominium Draft approval	\$9,095 per application plus HST
(d) Revision of draft approved plan and/or draft plan conditions and/or the amalgamation of multiple condominiums, when requested by owner	\$12,272 per application plus HST





SPECIFICATIONS FOR PARCEL MAPPING FOR DWG SUBMISSIONS

Scale Factor:	0.99960000
Measuring Units:	metres
Units of Resolution	1:250
Coordinate System:	UTM Zone 17N
Datum:	NAD 83

LEVEL SPECIFICATIONS FOR PARCEL MAPPING

Level 1	Street Lines (Road Allowance)
Level 2	Property Lot Lines
Level 5	Subdivision Plan Linework
Level 6	Subdivision Text
Level 7	Reference Plan Linework
Level 8	Reference Plan Text
Level 9	Other Plan Linework
Level 10	Other Plan Text
Level 12	Street Names
Level 27	Condominium Plan Linework
Level 28	Condominium Plan Text
Level 41	Ground Control Points eg: SIBs etc
Level 42	Ground Control Text eg: SIBs etc
Level 45	Survey Control Monuments

Note: No duplicate linework and all linework should be closed but broken at connection points.
If you require additional information regarding the digital AutoCAD submission, please contact
Robert Tadmire at 905.477.7000 extension 6810, Geomatics

