



# APPLICATION FOR PLAN OF SUBDIVISION

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:** 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 a complete application until such time as all questions have been answered and all requirements have been met in the manner requested herein.
- 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](mailto:DSC@markham.ca). Please note that payments by EFT may take 3-7 business days to be processed.
- 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 required documents and drawings must be submitted for the application to be considered complete. All submissions are to be submitted in ePLAN. (See CAD & GIS details on pages 9 and 10.
- SIGNATURES:** It is required that this form be signed. If there is more than one owner, all owners are required to sign.

If you have any questions regarding your application please contact the Development Intake Services Counter at 905.475.4861.

Revised January  
2025



# PLAN OF SUBDIVISION APPLICATION

For applying for approval under the Planning Act and under the Condominium Act  
For applying for approval under Section 33 of the Ontario Heritage Act (Individually designated property) or Section 42 of the Act (properties within a heritage conservation district), where applicable.

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 Severance  Other:

If yes, previous file number and date of application:

Are there any listed heritage properties or designated heritage properties within the proposed plan of subdivision?  
If yes, provide addresses.

## APPLICANT INFORMATION

### PROPERTY OWNER INFORMATION

Registered Land Owner:

Application Contact:

Position:

Address:

Unit Num.:

Municipality:

Prov:

Postal Code:

Telephone:

Fax:

### AGENT, SOLICITOR, OR PLANNING CONSULTANT

Firm Name:

Application Contact:

Position:

Address:

Unit Num.:

Municipality:

Prov:

Postal Code:

Telephone:

Fax:

### ONTARIO LAND SURVEYOR

Firm Name:

Application Contact:

Position:

Address:

Unit Num.:

Municipality:

Prov:

Postal Code:

Telephone:

Fax:

Designate One Name to Which All Correspondence Will be Sent:



## 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)					
<b>TOTALS</b>					



## 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 Markham'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 be circulated 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 Markham. 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.**

## SERVICING

1. Indicate proposed method of servicing.

Water Supply:  municipal (piped)  private individual wells  other (specify)

Sewage Disposal:  municipal (sewers)  private individual system  other (specify)

2. Has availability of connections and capacities for municipal servicing been discussed with :  
Markham staff  Yes  No  Regional Staff  Yes  No

3. If the development is to be privately serviced, additional information must be provided in the form of a hydrogeologic or geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity. Have such studies been prepared and forwarded to: MOE  Yes  No  Local Health Unit  Yes  No

4. Storm Drainage- A stormwater management report is required for all developments, outlining the means by which stormwater will be conducted both on-site and on adjacent lands. This report should also indicate the means by which erosion, siltation, and sedimentation will be minimized both during and after construction. Has such a report been forwarded to:

Markham Engineering  Yes  No

MOE:  Yes  No

TRCA  Yes  No

MNR:  Yes  No



**PROPERTY ACCESS**

1. Is there direct access from the subject lands to a publicly maintained road?  Yes  No

If no, what provisions is there for access to lands?

2. Have proposed access points to abutting roads, widening of roads, internal road widths and pattern, and location of access control reserves been discussed with:

Area Municipality? <input type="checkbox"/> Yes <input type="checkbox"/> No	Region Transportation Dept.? <input type="checkbox"/> Yes <input type="checkbox"/> No
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3. If a waterfront development is proposed without road access, what type of docking and parking facilities exist or will be provided at the subject lands?

**SURROUNDING LANDS**

*Much of the information referred to in this item and in the next section should be shown on the draft plan*

1. What are the adjacent land uses?

North:	
East:	
South:	
West:	

2. Indicate whether any of the following land uses exists within 1000m of the subject lands:

Land Fill (closed or operational)?	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	Abattoir	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
Industrial Use (past or present)?	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	Active Railway Line	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
Agricultural?	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	Provincial Highway	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
Airport?	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No		
Natural Features, including forest, water courses, animal habitats, and wetlands?			[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No

3. What measures are to be undertaken to eliminate any adverse environmental effects (such as increased traffic, noise, odors, pollution of nearby water bodies, run-off, etc.) from this proposed development on the surrounding area?

4. What measures (such as buffering, berms, setbacks, etc.) are to be undertaken to eliminate any adverse effects from the surrounding area on this proposed development? In agricultural areas, refer to the Agricultural Code of Practice. Where potential adverse effects are foreseen, consultation is recommended with any or all of the Ministry of Environment, the Ministry of Natural Resources, and the Ministry of Agriculture Food.



## SITE APPRAISAL AND EVALUATION

1. TOPOGRAPHY- The draft plan must include a statement that elevations shown thereon relate to Canadian Geodetic Datum. Outline the general topography and any special characteristics (such as escarpments, rock outcrops, etc.) that may effect development.

2. VEGETATION - What types of vegetation (such as grass, woodlots, or orchards) exist on the subject lands?

3. DRAINAGE PATTERNS - Describe the drainage of the subject lands and any on-site or nearby water bodies (such as creeks, ponds, lakes, etc.)?

4. UNIQUE LAND FEATURES - What consideration has been given to preserving the natural amenities (such as strong topographical features, pleasant views, mature trees, etc.) of the subject lands?

5. INTEGRATION INTO SURROUNDING AREA - What consideration has been given to ensuring that the proposal will be integrated with the existing character of the surrounding area, and that the amenities of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhanced?

6. EXISTING STRUCTURES - Describe any buildings, historical or otherwise, and any man made features on the subject lands, and their proposed use (whether to be retained, modified, relocated, demolished etc.)

7. EXISTING USE OF SUBJECT LANDS - Describe any present use of the subject lands and/or buildings thereon.

8. PREVIOUS USE OF SUBJECT LANDS - Describe any significant previous uses of the subject lands, and if the lands are vacant or idle, describe the most recent productive use of the subject lands.

9. IS CHMC FUNDING PROPOSED WITH RESPECT TO THIS DEVELOPMENT? [ ] Yes [ ] No



### APPLICATION DECLARATION

I, <i>(name)</i>		of the <i>(municipality)</i>	
in the <i>(region)</i>		solemnly declare that I am <i>(choose one of following)</i>	
<input type="checkbox"/>	the Owner	<input type="checkbox"/>	the agent of the owner
<input type="checkbox"/>	an officer of the owner	<input type="checkbox"/>	an officer /employee of the agent of the owner,
and that all the statements contained within this application are true, 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.			

DECLARED before me at the (Municipality) \_\_\_\_\_  
in the (Region) \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of a Commissioner  
for Taking Affidavits

\_\_\_\_\_  
Signature of Declarant

### OWNER'S AUTHORIZATION

*If an agent is used, the owner must also complete the following and a similar authorization on the draft plan. 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 <i>(print name of agent)</i> ,	
to prepare a draft plan <i>(indicate type)</i> [ <input type="checkbox"/> ] Subdivision [ <input type="checkbox"/> ] Condominium, and to make application to the	
Markham for approval thereof.	
Signature:	Date:
Printed Name of Signatory:	Title:



## SUBMISSION REQUIREMENTS

<b>Application Type:</b>	<b>Submission Requirements:</b>
<ul style="list-style-type: none"><li>■ New Residential, Industrial, Commercial, or Institutional;</li><li>■ Amendment to Existing Residential, Industrial, Commercial, or Institutional</li></ul>	<ul style="list-style-type: none"><li>■ Approved Pre-Consultation checklist</li><li>■ 1 vector based copy of Draft Plans of Subdivision Plan</li><li>■ 1 vector based reduction of Draft Plans of Subdivision Plan</li><li>■ 1 Legal Plan of Survey</li><li>■ Applicable processing fee (Fee By-law 211-83)</li><li>■ Engineering Studies</li><li>■ CAD plans &amp; elevations AutoCad DWG (2012) format</li><li>■ All applicable studies, plans, reports and application form</li></ul>

### NOTES:

- Statistics' table must be completed. Applications that state: "See Drawings" 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 ePLAN registration or form, contact Development Services at 905.475.4861.





## **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 (Geomatics) at 905.477.7000 extension 6810



## **Digital plans submission criteria**

The information within all maps included as part of supporting documents shall be submitted in either a CAD or GIS file format that is geospatially positioned to match the City of Markham's geographic and projected coordinate systems, as indicated below. This information shall be supplied on a Compact Disk. All CAD line work should be closed but broken at connection points. There should be no duplicate line work.

### **Projected Coordinate System:** NAD\_1983\_UTM\_Zone\_17N

Projection: Transverse\_Mercator  
False\_Easting: 500000.00000000  
False\_Northing: 0.00000000  
Central\_Meridian: -81.00000000  
Scale\_Factor: 0.99960000  
Latitude\_Of\_Origin: 0.00000000  
Linear Unit: Meter

### **Geographic Coordinate System:** GCS\_North\_American\_1983

Datum: D\_North\_American\_1983  
Prime Meridian: Greenwich  
Angular Unit: Degree