

Development Notice Sign Protocols

Complete Application and
Public Meeting



Development Notice

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Complete Application Notices pertain to...

- Official Plan
- Zoning
- Draft Plan of Subdivision

Statutory Public Meeting Decals relate only to...

- Official Plan
- Zoning

Remember the following:

- A. Be mindful of the *Planning Act* timeframes
- B. Coordinate with the File Planner on the sign details
- C. Visit the City's website to extract the templates and icons [here](#)
- D. Provide the File Planner with a draft of the sign
- E. Produce the sign after the File Planner approves the draft
- F. Execute the Complete Application Development Notice Sign Declaration
- G. Execute the Statutory Public Meeting Decal Declaration, if required

Development Notice

[Type of Application]

**A change is proposed for these lands:
XX Planning St. & XX Design Blvd.**

The city has received an application to amend the Official Plan and Zoning By-Laws to allow for new development in this community. Updated policies will permit a mixed-use development with retail, residential and office uses.



XX Storeys
XX Meters



XXX Units



XX m² Retail
(XX sf.)

Public Meeting

Information will be posted on this sign when available.

PLAN - YY - XXXXXX

Insert Image

APPLICANT'S PROPOSAL

MONTH DAY YEAR

**Learn more and tell us
what you think:**



CITY PLANNING
Planner's Name
905.XXX.XXXX
email@markham.ca



CLERK'S OFFICE
notifications@markham.ca



Search by address to find out more at markham.ca/eplanlogin

Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and is subject to change

Development Notice Signs shall conform to these specifications, found [here](#).

SIZE

- 1.2 m x 1.5 m (4 ft x 5 ft)
- The top of the sign shall be 2 m minimum above grade

MATERIALS

- 10 to 12 mm corrugated plastic (suitable for outdoor)
- Supported by two uprights
- Shall **not** be attached to trees or fences

Development Notice

1

Summary

Brief summary of what is being proposed to reduce amount of text, uses clear, simple, accessible language that is easily legible

[Type of Application]

**A change is proposed for these lands:
XX Planning St. & XX Design Blvd.**

The city has received an application to amend the Official Plan and Zoning By-Laws to allow for new development in this community. Updated policies will permit a mixed-use development with retail, residential and office uses.


2

Image of Proposal


3D rendering, massing or conceptual plan of what is being proposed (Image Size: 18" x 21")

Insert Image




3

 XX Storeys
XX Meters

 XXX Units

 XX m² Retail
(XX sf.)

Additional Icons:

-  XXX House(s)
-  XX ha Park
(XX acres)
-  XXX Townhouses
-  Heritage Designation
-  School
-  X Stormwater Management Facilities

Public Meeting


Information will be posted on this sign when available.

PLAN - YY - XXXXXX

APPLICANTS PROPOSAL MONTH DAY YEAR

Learn more and tell us what you think:

 CITY PLANNING
Planner's Name
905.XXX.XXXX
email@markham.ca

 CLERK'S OFFICE
Bindi Patel
bpatel@markham.ca

4

5

Fonts

Aa Arial Bold **Aa** Arial Regular



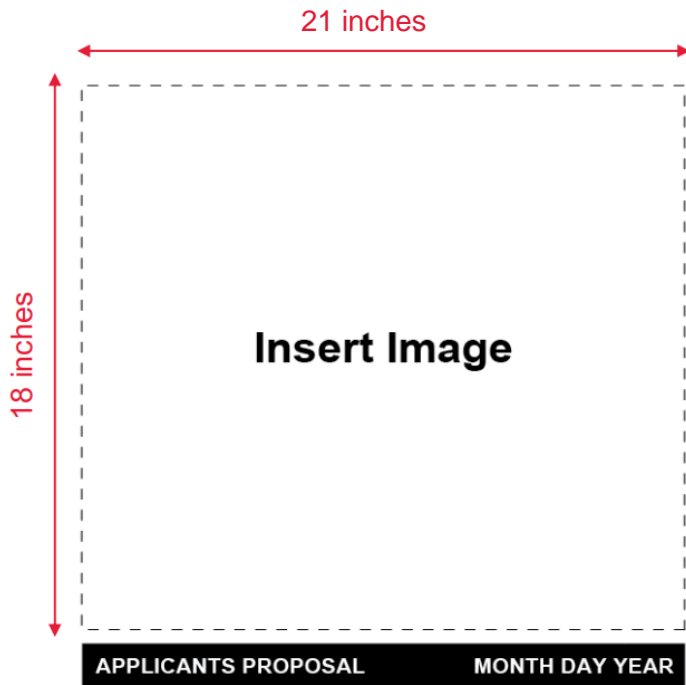
Search by address to find out more at markham.ca/eplnlogin

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Edit Template Layers

1. Insert text as approved by File Planner
2. Insert image as approved by File Planner
3. Insert general statistics as directed by File Planner
4. Insert File Planner Information
5. Confirm Clerk's Office Information with File Planner

- Icons and Tools can be found [here](#) at markham.ca
- Produce the sign after the File Planner approves the draft

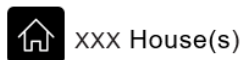


Image

- Coloured image preferred
- Ground related perspective preferred
- High quality (1080 pixel resolution recommended)

Extra Icon List

- Use the City provided icon list found [here](#)
- For other icons not provided, please consult with the File Planner



XXX House(s)



X Stormwater Management Facilities



Drive Through



XX ha Park
(XX acres)



XX Storeys
XX Meters



Temporary Outdoor Vehicle Storage



XXX Townhouses



XXX Units



Heritage Designation



XX m² Retail
(XX sf.)



School



XX m² Office
(XX sf.)



XX m² Industrial
(XX sf.)



XX m² Restaurant
(XX sf.)



Official Plan and Zoning Only

In accordance with recent changes to the *Planning Act*, Subdivision Applications do not require Public Meetings. For only standalone Subdivision applications, keep this area blank. To avoid duplication, for Official Plan and Zoning only, install a statutory Public Meeting Decal on the Development Notice Sign with the following specifications:

Size

Each 8" x 32" decal must be placed over the allotted space on the existing Development Notice Sign

Installation

- Install the decal(s) at least 20 days prior to the statutory Public Meeting, in accordance with the *Planning Act*
- The File Planner will advise the Meeting date and the last day for the decal installation
- You must sign the Decal Declaration in the presence of a Commissioner of Oaths by noon of the last day for the decal installation
- Failure to install the decal will result in removal from the statutory Public Meeting agenda

Examples



Number of signs: one sign (minimum) shall be posted on each assessed property within the subject land (If posting the sign(s) on the property is impractical, then the sign may be posted at a nearby location identified by the City Clerk)

Development Sign(s), or any part of their structure, shall not be located closer than 1 m to any driveway and must be:

- installed on the property subject to an application
- located 1.5 m from the property line along each street frontage
- clearly visible and legible
- located midway between opposing boundaries (consult File Planner)
- unobstructed from a public right-of-way or publicly-accessed areas
- unobscured by vegetation or other structures



Timing

- Installation shall occur within 14 days of the City's written confirmation of complete application receipt
- Failure of the timely installation of the required Development Sign(s) will result in processing delay of the application(s) and may be grounds for appeal under the *Planning Act*

Declaration Submission(s)

- Photographic proof of the installation is mandatory
- Complete Application Development Notice Sign Declaration is found [here](#) and must be executed and returned to the File Planner and the City Clerk
- For Official Plan and Zoning, the Statutory Public Meeting Decal Declaration, found [here](#), must be executed and returned to the File Planner and the City Clerk

Development Notice

Official Plan and Zoning By-Law Amendment

A change is proposed for the lands located at the south-west corner of 14th Avenue and Donald Cousens Parkway

The City received applications to facilitate the development of two affordable rental building on this property, which will be operated by Housing York Inc.



4 to 6
Storeys



154 Units

Public Meeting

Information will be posted on this sign when available.

PLAN - 21 - 120261



Search by address to find out more at markham.ca/eplanlogin

Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and is subject to change



APPLICANTS PROPOSAL

March 2022

Learn more and tell us what you think:



CITY PLANNING
Carlson Tsang
905.477.7000 x 2624
email@markham.ca



CLERK'S OFFICE
notifications@markham.ca

Without public decal

Development Notice

Official Plan and Zoning By-Law Amendment

A change is proposed for the lands located at the south-west corner of 14th Avenue and Donald Cousens Parkway

The City received applications to facilitate the development of two affordable rental building on this property, which will be operated by Housing York Inc.



4 to 6
Storeys



154 Units

***NEW* Public Meeting – June 07, 2022**

7:00 PM, Online Livestream

<https://pub-markham.escrimemeetings.com/>

PLAN – 21 - 120261



Search by address to find out more at markham.ca/eplanlogin

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APPLICANTS PROPOSAL

March 2022

Learn more and tell us what you think:



CITY PLANNING
Carlson Tsang
905.477.7000 x 2624
email@markham.ca



CLERK'S OFFICE
notifications@markham.ca

With public decal
(Official Plan and Zoning)

A. Installation

Submit to the File Planner and City Clerk the following:

- Photographic proof
- Complete Application Development Notice Sign Declaration (signed in presence of a Commissioner of Oaths by noon of day provided by the File Planner)

B. Statutory Public Meeting Decal

Submit to File Planer and City Clerk the following:

- Photographic proof for Official Plan and Zoning Applications
- Statutory Public Meeting Decal Declaration (signed in presence of a Commissioner of Oaths by noon of day provided by the File Planner)

C. Removal

All sign(s) shall be removed within seven days of Council's disposition of the development application, or as directed by the Director of Planning and Urban Design, or designate