



APPLICATION FOR SUBDIVISION AGREEMENT

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. Please read the following carefully.
- FEE:** Please refer to Fee By-law 211-83. Make all cheques payable to City of Markham. Markham has a \$5000 limit on credit card payments. All fees over this amount must be made by cheque.
- 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 full-sized plans **MUST BE** folded to 8 1/2 X 11. All required documents and drawings must be submitted for the application to be considered complete.
- COMMISSIONERS' SIGNATURES** It is required that this form be signed before a Commissioner of Oaths. If more than one owner, **ALL OWNERS** are required to sign before a Commissioner, otherwise an authorization form will be necessary. Commissioners are available at the Development Services Front Counter and the Legal Department.
- If you have any questions regarding your application please contact the Legal Department at 905. 475.4701 (Stacy Larkin).

Revised Dec 2013

SUBDIVISION AGREEMENT APPLICATION

HAVE YOU CONSIDERED DEVELOPMENT CHARGES?

Please review Development Charges on the City's Web site for additional information.

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

PROPERTY INFORMATION			
Original Subdivision File number for DRAFT PLAN APPROVAL:			
Legal Description:			
Roll Number:	Lot & Conc. Numbers:		
Municipal Address:			
APPLICANT INFORMATION			
PROPERTY OWNER INFORMATION			
Registered Land Owner:			
Application Contact:		Position:	
Address:		Unit Number:	
Municipality:	Province:	Postal Code:	
Telephone:		Fax:	
E-mail Address:			
AGENT, SOLICITOR, OR PLANNING CONSULTANT			
Firm Name:			
Application Contact:		Position:	
Address:		Unit Num.:	
Municipality:	Province:	Postal Code:	
Telephone:		Fax:	
E-mail Address:			

PHASE PLAN SUMMARY					
	Registered Plan Number	Date Registered	Total Land Area	Total Number of Units	Net Developable Area (hectares)
Phase 1					
Phase 2					
Phase 3					
Phase 4					
Phase 5					
Phase 6					

Phase No:

Note: This form must be completed for each subdivision phase.

19T No.:	Date of Issuance of Draft Approval:			
Project Marketing Name:				
Home Builder(s):				
Total Number of Units:	Number of Units	Lots / Blocks Labeled on the Draft Plan	Net Area (ha)	Density (units/ha)
Single Detached Lots:				
Single Detached Part Lots:				
Semi Detached Lots:				
Semi Detached Part Lots:				
*Row, Townhouse, or Multiple Attached:				
Apartment:				
Other:				
Total:				
	Lots / Blocks on Draft Plan		Net Area (ha)	
Commercial:				
Industrial:				
Park:				
Open Space (Specify):				
Institutional (Specify):				
Roads				
Valley Lands				
Total Net Area (ha):				

***Note: When calculating net area of townhouses, include lanes with the associated blocks.**

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.			

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 submit the above application to Markham for approval thereof.	
Signature:	Date:
Printed Name of Signatory:	Title:

Corporate Seal

ACKNOWLEDGEMENT OF PUBLIC INFORMATION

The owner must complete the following:

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, and c.P.13. In accordance with Section 1.0.1 of the Act, the City of Markham provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, _____ the Owner, hereby agree and
(Type or print name)

acknowledge that the information contained in this application and any documentation, including reports studies and drawings, provided in support of the application by myself, my agents, consultants and solicitors constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Markham in making this application and its supporting documentation available to the general public. including copying, posting on the City's website and/or releasing a copy of the application and any of its supporting documentation to any third party upon their request, and as part of a standard distribution of copies of such documentation I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and ratepayers associations.

Date

Owner's Signature

Signature of a Commissioner for Taking Affidavits

Note:

Where the owner or applicant is a Corporation, the full name of the Corporation and name and title of signing officer is to be set out.

Subdivision Checklist – Developer Name and 19TM-#

The following items are required at the times specified within the subdivision approval and agreement process.

PLANNING				
Received by the City	To be Submitted	Not Applicable		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prior to draft plan approval	Approved Development Phasing Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upon subdivision agreement application	Completed application from
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Applicable Application Fee in accordance with Tariff of Fees By-law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Digital copy of Draft M-Plan (Format DGN, DWG or DXF)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15 copies of Draft M-Plan with Final Lot and Block Configuration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1 reduced copy of Draft M-Plan (legal paper size)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		List of residential units & part lots by unit type and number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Surveyor's Certificate including confirmation of zoning compliance, area of lots and blocks, residential unit types and numbers and net developable area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Archaeological Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Street Names
ENGINEERING				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prior to draft plan approval	Functional Servicing Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Master Environmental Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Environmental Site Assessment Phase 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stormwater Management Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Transportation Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Preliminary Noise Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sidewalk Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upon subdivision agreement application	2 nd Engineering Submission with draft cost estimates satisfactory to the Director of Engineering
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Noise Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Draft R-Plans for internal and external easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Revised M-Plan to reflect the latest engineering submission
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Any special Engineering Conditions as identified at draft plan approval (i.e., well monitoring, environmental issues)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prior to agreement release	Approved Engineering Submission including Composite Utility Plans and all technical studies (typically this would have been received well before the release because this is a requirement for pre-servicing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Cost Estimates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Construction Commencement and Completion Dates
URBAN DESIGN				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prior to draft plan approval	Acceptable Tree Inventory and Preservation Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Community Design Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Architectural Control Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upon subdivision agreement application	Preliminary Streetscape and Open Space Landscape Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Preliminary Cost Estimates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Appraisal for cash-in-lieu of parkland
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prior to agreement release	Approved Streetscape and Open Space Landscape Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Acceptable Cost Estimates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Approved Appraisal for cash-in-lieu of parkland

DATE OF ISSUE: _____