

**2019 Development Review Process Improvements Implemented by City of Markham
Planning & Urban Design and Engineering Departments**

Planning & Urban Design:

- Pilot the sharing of draft agreements to enable developers to begin understanding the financial and site specific implications, and have necessary discussions with staff, prior to the finalization of the agreement
- Streamlined preparation of tree preservation conditions and tree inspections for Committee of Adjustment applications
- Soft launch of site plan review and approvals through ePLAN online application submission
- Submission and processing of Pre-Consultation Requests, Townhouse Siting Applications, Draft Plan of Condominium and Site Alteration Permits available through ePLAN
- Updated Application Management and Data Automation (AMANDA) electronic application tracking procedures for Official Plan Amendments; Zoning By-law Amendment; Subdivision and Site Plan applications
- Updated “Development Application Procedure” Manual to reflect new processes associated with e-plan
- Committee of Adjustment report sign off process digitized
- Revamped training for Committee of Adjustment members, including training for ‘on the spot’ amendments of applications to reduce deferrals.
- Updated / standardized site plan agreement template (to be launched shortly)
- A customized Parkland Calculation template was prepared to calculate parkland and cash-in-lieu requirements for all types of development applications. The chart is also designed to be circulated to the following departments for approval on specific matters as listed below. This chart will then be attached to a draft memo to Legal for Agreements and saved on AMANDA for future reference.
 - Planning (unit numbers, GFA and land area)
 - Real Property (Land value for cash-in-lieu)
 - Urban Design (parkland requirement calculations)
 - Finance (confirmation of calculations)
- For minor variance and severance applications, Urban Designers are not required to provide Planners with written comments. Comments will be discussed at team meetings and the Planner assigned to the file will prepare the comments and approval conditions. The tree preservation matters will be handled by Operations. This can potentially reduce the circulation time and help Urban Design staff to focus their efforts on more complex applications.
- Site Alteration Permit for Tree Removals prior to Agreement Execution: For Draft Plan of Subdivision and Site Plan applications that have been through several cycles of review and if tree removal /preservation is acceptable to Urban Design staff, Letters of Credit will be collected for tree compensation through site alteration permits and the actual compensation value will be reconciled at the time of site plan/subdivision agreements.

Urban Design is working with Engineering and Legal staff to draft standard conditions for Letters of Credit collection, draws and release.

Engineering:

- Streamlined and clarified the process when business owners request to upsize or replace their service connections so as to not require them to go through the site plan review process. Clarifies roles and responsibilities between Engineering and Waterworks.
- Clarified the roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of photometric/streetlighting assessments
- Clarified roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of traffic control signal design
- Review of municipal stormwater management facilities added to Transfer of Review Agreement with the Ministry of the Environment, Conservation and Parks (MECP) to minimize delays to approval and construction. Previous process involves developers making direct submissions to MECP for stormwater management facilities (e.g. storm water management ponds, underground storage tanks) which can take many months.
- Streamlined and clarified what type of works can be reviewed and approved under the site alteration review process and to clarify the roles and responsibilities between groups within the Development Services Commission regarding the review and acceptance
- Delegation of authority to Director of Engineering for acceptance for maintenance and assumption of subdivision which eliminates the need for a staff report to Council so that the process can take place when a subdivision meets all conditions
- Delegation of authority to Director of Engineering to sign applications for Toronto & Region Conservation Authority and Provincial Ministry permits for the City's capital projects rather than request Council's authority