



MEMORANDUM

To: Development Services Committee

From: Arvin Prasad, MCIP, RPP
Commissioner of Development Services

Prepared by: Amanda Crompton, MCIP, RPP
Planner II, Development Planning

Reviewed by: Ron Blake, MCIP, RPP
Senior Manager, Development Planning

Date: November 9, 2020

Re: Development Application Public Notice Improvements

RECOMMENDATION:

1. That the memorandum dated November 9, 2020, titled “Development Application Public Notice Improvements” be received;
2. That the presentation dated November 23, 2020, titled “Development Application Public Notice Improvements” be received;
3. That the new development application public notices, attached as Appendix B and Appendix C, be endorsed by Council; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this memorandum is to introduce proposed changes to posted development application public notices. One of the City of Markham’s strategic priorities is to be “an inclusive city, engaging everyone in building a livable, caring and culturally vibrant community while respecting our past”. In alignment with this priority, staff reviewed our current practices for notifying the public of new development applications and inviting local residents to public meetings. The objective of this project is to develop new public notices that are informative, easy to read and understand, and encouraging of public involvement in the planning process.

BACKGROUND:

***Planning Act* requirements**

The *Planning Act* requires that notice be provided to the public 15 days following the submission of a complete application of an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or a Draft Plan of Condominium (“Notice of Complete Application”), and 20 days prior to a scheduled statutory public meeting (“Notice of Public Meeting”).

Notice is to be given in two ways:

- 1) By posting a notice at every separately assessed property within the subject land; and,
- 2) By personal service, or ordinary mail, to every owner of land within 120 metres of the subject land.

The City of Markham currently meets the statutory notice requirements as set out in the *Planning Act*; however, there are opportunities to improve the notification process in order to better inform and engage the community.

Current practice for posted notices

Posted notices are large signs posted directly on the property subject to a development application. Public notices are posted on the site twice in the planning review process. First, a white sign with black lettering is posted on the site following the submission of a “complete application” of an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Draft Plan of Condominium. Second, a yellow sign with black lettering is posted on the site 20 days prior to a scheduled statutory public meeting. If the statutory public meeting is scheduled at the time the application is deemed complete, only one sign is posted.

The posted notices include a brief description of the development proposal and associated planning application(s), contact information for the file planner and Clerk’s Department, and the date, time and location of the public meeting (if scheduled).

Once the file planner deems an application complete and/or schedules a statutory public meeting, they provide the applicant with the text and formatting requirements of the posted notices. The applicant prints and installs the sign(s) and submits a photo and signed affidavit to the Clerk’s Department.

Current practice for mailed notices

Notices are mailed to every landowner within 200 metres of the property subject to a development application. Notices are mailed out when an application is deemed complete to inform local residents of a new proposal, and when a statutory public meeting is scheduled.

PROCESS:

Best practice review

Over the past several years, municipalities across Canada have initiated projects to redesign their public notices to better inform the public of the type and form of development proposed in their community, and to provide notice of upcoming opportunities to obtain additional information and provide feedback. A best practice review was undertaken to better understand the ways in which other municipalities have altered the design and format of their public notices to better achieve the intent of the *Planning Act*, which is to inform the public of a development application and future engagement opportunities. A summary of the key findings of the review is presented below:

- All municipalities reviewed include their City logo on their posted notices
- All municipalities reviewed include at least one image on their posted notices (e.g., location map, rendering, site plan, conceptual plan, etc.)
- Some municipalities use icons and text to describe a proposal
- Some municipalities include the applicant's contact information
- Some municipalities outline the application review process and next steps
- Several municipalities include a link to the City's webpage where more information on the application is made available
- All municipalities reviewed made an effort to use simple language, without technical jargon
- Several municipalities include a call to action on their posted notices, such as "tell us what you think"

See Appendix A for the best practice review summary table.

Consultation with the Planning Department

Following the best practice review, an internal staff workshop was held with 15 staff from Development Planning and Geomatics. The purpose of the workshop was to provide staff with the opportunity to comment on the strengths and weaknesses of current practices, learn from other municipalities, and identify opportunities for improvement. Staff were split into three groups and asked to work together to design new posted notices. Generally, staff noted that new posted notices should:

- **Include an image of the proposal, where applicable**
There was consensus among staff that posted notices should include an image of the proposal (i.e., 3D rendering, massing or conceptual plan of what is being proposed)

- **Be clear and legible**

During the report-back, all groups noted that the current signs have too much text and are difficult to read and understand. Improvements can be made by:

- Reducing the amount of text on our notices
- Using clear, simple and accessible language (no planning jargon)
- Considering what size, style and colour font will be easily legible
- Ensuring AODA standards are met
- Using descriptive language and headings

- **Improve access to additional information**

Staff indicated that it should be easier for members of the public to access additional information on the application. The following suggestions were made:

- Create a digital development application centre on the City's website where all development notices and application submissions are made available to the public
- Include contact information for the file planner
- Include contact information for the applicant

- **Be designed to align with the City of Markham's corporate branding**

There was general consensus among staff that the notices be designed to align with the City of Markham's branding, including:

- Adding the City of Markham logo
- Using Markham colours (i.e., a banner)
- Considering the inclusion of a City of Markham watermark

- **Be more sustainable**

One group suggested that the life-cycle of posted notices be considered and a more sustainable approach be implemented. It was suggested that the "Notice of Complete Application" be modified by adding a decal once the public meeting is scheduled, instead of producing an entirely new "Public Meeting" sign

The feedback received from the internal staff workshop was used to inform the design of the new posted notice signs. Planning staff were re-engaged to review and comment on the design of the proposed new posted public notices.

Consultation with other City Departments

Staff from the City's Corporate Communications Department and the Legal Department were consulted to review the proposed new public notices. Corporate Communications reviewed the notices to ensure consistent corporate branding, and AODA compliance. Legal reviewed the notices to confirm compliance with the requirements of the *Planning Act*.

Consultation with the development community

The new posted public notice signs were presented to the Markham developer community at the September 2020 City Builder's Forum. Only a few minor comments were received. One attendee asked if there was an opportunity to include a QR code to direct interested parties to an appropriate city webpage. Staff advised that there is no development activity webpage to link to at this time; however, a QR code could be added in the future.

DISCUSSION:

New design of posted public notices

The new format and design of the posted notice is included as Appendix B. The following key changes were made:

- The City of Markham logo is located in the upper left corner
- A new colour scheme was used to align with the City's corporate branding (red, black and white)
- The language is simple and clear. For example, the old title "Notice of Receipt of a Complete Application" is replaced with "Development Notice"
- An image of the proposed development is included, where appropriate, in the form of a 3D rendering, massing or conceptual plan. The image is dated and titled "Applicant's Proposal"
- Icons and text are used to describe the proposal (universal language)
- Community input is encouraged. The subheading "Learn more and tell us what you think" is followed by contact information for the file planner and Clerk's Department
- The requirement for a second "Public Meeting" sign is eliminated and instead a red decal with information is added to the complete application sign. If the public meeting is not yet scheduled, the sign will read: "Public Meeting information will be posted on this sign when available". Once scheduled, a large red decal with the date, time and location of the public meeting will be placed over that text.
- A disclaimer at the bottom of the sign states that the information on the sign represents the applicant's proposal at the time the notice was prepared and is subject to change.
- The new signs are slightly larger (48"x60") in order to improve readability and support universal language (i.e., use of icons and images)
- The signs comply with AODA requirements

New design of mailed public notices

Mailed public notices are also being updated to improve readability and encourage public involvement in the planning process. Minor revisions to formatting and language are proposed. The new template for mailed notices is included as Appendix C.

NEXT STEPS:

Staff recommend that the new development application public notices be endorsed by Council. The new notices are designed to better inform the community of active planning applications, and encourage public input. If endorsed by Council, staff will begin the implementation process and transition to the new notices in early 2021.



APPENDICES:


Appendix A: Best Practice Review Summary Table

Appendix B: Posted Notice Templates

Appendix C: Mailed Notice Templates

Development Application Public Notice Improvements – Best Practice Review (Online)
Summary Table

City	Reason for initiating changes	Actions	Development Notice Information Requirements (Old)	Development Notice Information Requirements (New)
City of Toronto	<p>On July 8, 2014, City Council requested the Chief Planner and Executive Director, City Planning to:</p> <ul style="list-style-type: none"> Undertake a review of the Development Proposal Public Notices toward signs that are attractive, use language that is informative and easy to understand while encouraging citizen involvement in the planning process; Consult with residents’ associations, development industry representatives and other relevant stakeholders whole conducting the review; and Report on the outcome of the review of Planning and Growth Management Committee. 	<ul style="list-style-type: none"> Review of existing laws and regulations governing notice for development proposals and the new AODA Literature review Consultation with student groups from OCAD University and the University of Toronto <ul style="list-style-type: none"> Studio assignment to redesign the signage Public survey conducted by the students Internal staff workshop (25 staff, including representation from Community Planning, Graphics, Policy and Analysis, Chief Planner’s Office, Strategic Communications and the City Clerk’s Office Design and Protection unit) Consultation with Residents’ Associations (as part of the Growing Conversations consultations) Consultation with the Toronto Chapter of BILD Pilot project – use of the new signs on a voluntary basis with interested developers 	<ul style="list-style-type: none"> Legal Address of the subject property or properties Proposed use Height and density Number of parking spaces (automobiles and bicycles) Image of the proposal (elevation or site plan) Black and white AODA compliant text QR codes directing residents to the Application Information Centre 	<p>Option 1 (preferred design):</p> <ul style="list-style-type: none"> Corporate banner and colour consistent with City of Toronto branding, and that includes the word “Notice” The words “A change has been proposed for this site” written in bold text Brief text description of the proposal (e.g., a zoning by-law amendment) Proposal summary that utilizes 3 generic icons to further explain details of the proposal:  <ul style="list-style-type: none"> Additional information that could be used in a search on the Application Information Centre Where applicable, an image of the proposed development in context (elevation or 3D massing model) Disclaimer that indicates the date the submission/resubmission was made A call to action outlining 3 options for obtaining additional information or providing feedback:  <ul style="list-style-type: none"> Simple language Total compliance with AODA requirements Installation height: 1.9-2.0m <p>Option 2 has a slightly smaller width, does not contain the icons and proposal details and is a text only version that may be used for special situations like policy changes (e.g., Official Plan amendment)</p>
Town of Milton	<ul style="list-style-type: none"> Town’s Strategic Action Plan 2015-2018, Density Milton 3, identifies the development of a standard process for informing, consulting and advising residents and businesses about municipal decision-making and 	<ul style="list-style-type: none"> Review of best practices from other local municipalities New design for Milton’s notification signage was piloted in 2017 – new signage templates were 	<ul style="list-style-type: none"> Black and white Text reads “Application for a Zoning By-law Amendment” Proposal summary Name of owner 	<ul style="list-style-type: none"> Banner with large text reading “Public Notice” Colour Text reads “A change has been proposed for this site” Brief description of proposal type

City	Reason for initiating changes	Actions	Development Notice Information Requirements (Old)	Development Notice Information Requirements (New)
	<p>engagement opportunities as a corporate priority</p> <ul style="list-style-type: none"> Included in the scope of work outlined in Milton’s Community Engagement Strategy The new public notice signage was designed to: increase understanding, provide transparency in applications and encourage more community engagement in the planning process 	<p>placed at three sites in Milton between November and December 2017</p> <ul style="list-style-type: none"> Staff collected input from the community, stakeholders and developers about the proposed design through the pilot 	<ul style="list-style-type: none"> Name of agent and contact information Application file # Text that reads “for more information and to tell us what you think” and information on how to reach the planning department online, through email, over the telephone and in person 	<ul style="list-style-type: none"> Image of the proposal (Rendering/site plan) Summary of proposal using icons:  <p>Proposal Summary:</p> <p>SIZE 100K Density 10K Stalls 10K metres</p> <p>USE 100K Residential Units 100K net Retail</p> <p>PARKING 10K Resident 10K Visitor</p> <ul style="list-style-type: none"> Site address Applicant name Application File # Name of agent and contact information A call to action outlining 3 options for obtaining additional information or providing feedback: <p>Learn more and share your feedback:</p> <p>Online: www.milton.ca/0000</p> <p>In Person: A meeting has not yet been scheduled. Details will be posted here and online as they become available.</p>
City of Vaughan	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> As part of the application(s) submission package, the applicant will have completed the proposed wording and the maps for the Notice Sign – the Planning Department reviews and approves (or makes changes) and provides to applicant Wording details: <ul style="list-style-type: none"> Type of application and description List the Owner and Agenda City contact phone number and file number(s) Date sign was installed Text that reads “this application is currently under review by the City of Vaughan” Mapping requirements: <ul style="list-style-type: none"> Conceptual black & white site plan (if not associated with plan of subdivision) Conceptual coloured site plan (if associated with plan of subdivision) – colours identify land use Coloured rendering (if application(s) facilitate construction of new building(s))
City of Burlington	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Banner reading “Developing Proposal” Address of the property where development is proposed Brief description of the development being requested

City	Reason for initiating changes	Actions	Development Notice Information Requirements (Old)	Development Notice Information Requirements (New)
				<ul style="list-style-type: none"> City of Burlington contact information Applicant contact information QR code and web link – each development application has its own dedicated web page
City of Ottawa	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> The City ensures the quality control of on-site signs and is responsible for the production, posting, maintenance and removal of a sign. 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Address of the property Description of the applicant’s proposal (in English and French) “Let us know what you think” and contact information for Planner (in English and French) Link to Ottawa.ca/devapps
City of Calgary	<ul style="list-style-type: none"> On December 13, 2017, Council directed Administration to “revise advertising notifications to the public to be more visual, engaging and to use plain language, while maintaining The City of Calgary brand, and to return to Council, through the SPC on Planning and Urban Development, no later than 2018 Q2. 	<ul style="list-style-type: none"> Administration met with Councilors (one-on-one) to discuss what they would like to see on the development notice and what they like about notices in other municipalities Engagement with citizens through two online surveys (the second included piloting of two notices) Best practice review of other municipalities (e.g., Toronto, Vancouver, Edmonton, etc.) Input collected from the Federation of Calgary Communities and the Building Industry and Land Development Calgary Region (BILD) on the two proposed options 	<ul style="list-style-type: none"> Map illustrating the location of the subject property Banner reading “Proposed Redesignation” or “Notice of Public Hearing” Description of applicant’s proposal and file number Text reading “learn more or comment” and link to Calgary.ca/development and telephone number 	<ul style="list-style-type: none"> Map illustrating the location of the subject property Direction for citizens to go to the Planning and Development Map online platform or call Elements that do not create challenges to citizens with visual impairment Different colour notices to help citizens distinguish between the application type and the stage of application Change of text from “Proposed Redesignation” to “Proposed Land Use Change” Change of text from “Learn more and comment” to “Tell us what you think” File number is identified on the notice as the “Reference Number” Plain language descriptions
City of Vancouver	<ul style="list-style-type: none"> The Mayor’s Engaged City Task Force recommended that the signs for rezoning and development projects be redesigned to better inform residents about potential changes in the neighbourhood and encourage feedback 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Type of application Address Lengthy proposal description Black text on yellow sign Public meeting information Contact information 	<ul style="list-style-type: none"> Easy-to-understand language and details (avoid technical language) Improved visuals (a sketch and site map) Information on how residents can give input online or in person Type of application Address Proposal summary Applicant details Link to website Public meeting details Colours: blue, green and white
Village of Pemberton	<ul style="list-style-type: none"> Two Village of Pemberton staff were inspired by Dave Meslin’s TED Talk, “The Antidote to Apathy”, which 	<ul style="list-style-type: none"> Information unavailable online 	<ul style="list-style-type: none"> Address of property Map illustrating location of subject property 	<ul style="list-style-type: none"> Address of property Type of application (e.g., Zoning Amendment) Colour

City	Reason for initiating changes	Actions	Development Notice Information Requirements (Old)	Development Notice Information Requirements (New)
	criticized the City of Toronto for having public notices that are difficult to understand.		<ul style="list-style-type: none">• Type of application (e.g., Zoning Amendment)• Notice of public hearing date and location• Summary of application• Black and white	<ul style="list-style-type: none">• Engagement icons (e.g., telephone, envelope)• Large/bold font providing public hearing details• Link to website• Map illustrating the location of the subject property• Brief description of application• Brief explanation under the heading “How Will this Affect me?”• Details on how to obtain additional information
City of Coquitlam	<ul style="list-style-type: none">• Information unavailable online	<ul style="list-style-type: none">• Information unavailable online	<ul style="list-style-type: none">• Information unavailable online	<ul style="list-style-type: none">• “Development Application” banner• Address of the subject site with highest order Development Application number• Type pf application• Brief description of the proposed development• Map of subject site• Contact information for the agent/applicant• Vertical banner on the right side of the sign which lists ways to “get involves and have your say” (e.g., through email, telephone and online)• For more complex projects, a rendering of the proposed development is required• The Planning and Development Resource webpage includes two sign templates (for simple and complex projects) that can be downloaded and easily edited by the applicant/developer

Development Notice



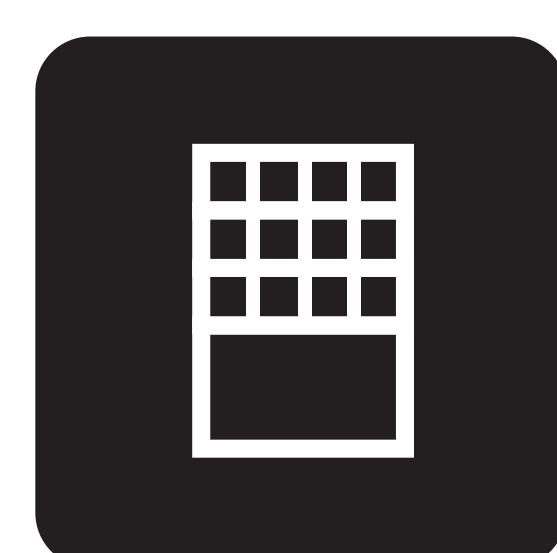
[Type of Application]

A change is proposed for these lands:
[Insert Address]

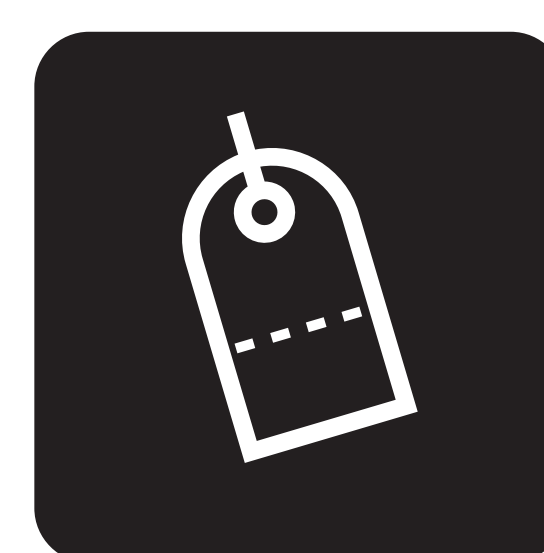
The city has received an application to [insert application type] to allow for [insert brief summary of proposal] on these lands.



XX Storeys



XXX Units



XXX m² Retail

Public Meeting

Information will be posted on this sign when available.

Please Reference File #: PLAN XX-XXXXXX

Insert Image

APPLICANTS PROPOSAL

DDMMYYYY

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



CITY PLANNING

Planner's Name

905.XXX.XXXX

email@markham.ca



CLERK'S OFFICE

Clerk's Name

905.XXX.XXXX

email@markham.ca

Building Markham's Future Together

Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and may be subject to change | **Visit us at** markham.ca

Development Notice



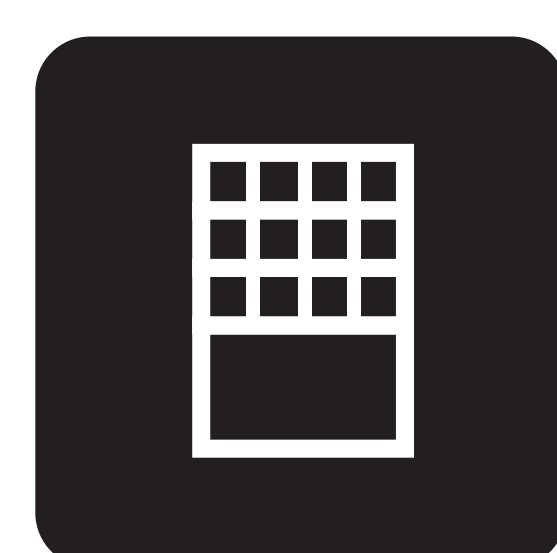
[Type of Application]

A change is proposed for these lands:
[Insert Address]

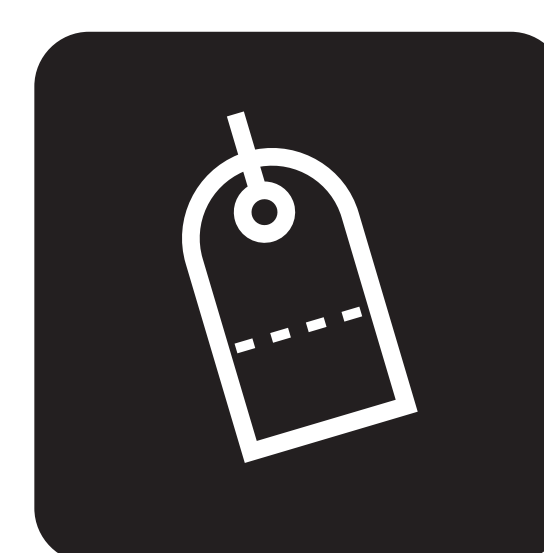
The city has received an application to [insert application type] to allow for [insert brief summary of proposal] on these lands.



XX Storeys



XXX Units



XXX m² Retail

Insert Image

APPLICANTS PROPOSAL

DDMMYYYY

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



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



CLERK'S OFFICE
Clerk's Name
905.XXX.XXXX
email@markham.ca

***NEW* Public Meeting - DD/MM/YYYY**

[Insert Time], [Insert Location]

[Insert Address]

Please Reference File #: PLAN XX-XXXXXX

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Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and may be subject to change | **Visit us at** markham.ca

Development Application Notice Sign

Without Public Meeting Decal



Size - 48" x 60"

Larger notice sign accommodates for visual(s)
and large fonts for accessibility

Header

Includes a fixed logo and utilizes City of Markham logo colours (red, black and white) to align with branding

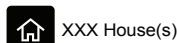
Summary

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

Icons

Taken from best practice examples, icons are a universal language and can help minimize a language barrier

Additional icons:



XXX House(s)



XXX m² Park



XXX Townhouses



Heritage Designation



School



X Stormwater Management Facilities



Zoning By-Law Amendment



Official Plan Amendment



Plan of Subdivision

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



XXX Units



XXX m² Retail

Insert Image

APPLICANTS PROPOSAL

DDMMYYYY

Public Meeting

Information will be posted on this sign when available.

Please Reference File # 19 123456 ABC 123



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



CLERK'S OFFICE
Clerk's Name
905.XXX.XXXX
email@markham.ca

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

Building Markham's Future Together

Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and may be subject to change | Visit us at [markham.ca](https://www.markham.ca)

Image of Proposal

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

Access to Additional Information

Includes contact information of both the File Planner and the Clerk's Office

Colours

#000000

#E02142

#FFFFFF

Fonts

Aa

Arial Bold

Aa

Arial Regular

Public Meeting Notice

Public meeting decal, added to the original sign after a meeting is arranged (includes date, time and location of public meeting)

Development Application Notice Sign

With Public Meeting Decal



Size - 48" x 60"

Larger notice sign accommodates for visual(s)
and large fonts for accessibility

Header

Includes a fixed logo and utilizes City of Markham logo colours (red, black and white) to align with branding

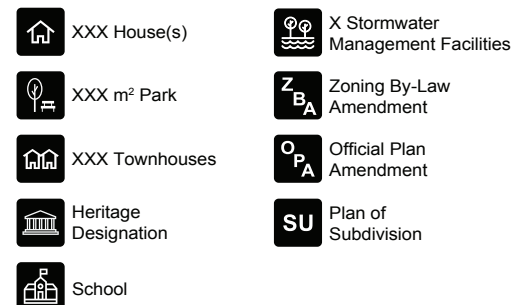
Summary

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

Icons

Taken from best practice examples, icons are a universal language and can help minimize a language barrier

Additional icons:



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.



***NEW* Public Meeting - DDMMYYYY**
Time, Location
Address
Please Reference File # 19 123456 ABC 123

Insert Image

APPLICANTS PROPOSAL DDMMYYYY

Learn more and tell us what you think:

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

CLERK'S OFFICE
Clerk's Name
905.XXX.XXXX
email@markham.ca

Building Markham's Future Together

Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and may be subject to change | Visit us at markham.ca

Public Meeting Notice

Public meeting decal, added to the original sign after a meeting is arranged (includes date, time and location of public meeting)

Image of Proposal

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

Access to Additional Information

Includes contact information of both the File Planner and the Clerk's Office

Colours



Fonts

Aa Arial Bold **Aa** Arial Regular



Community Notice Development Services Committee

Complete Application

A change is proposed for [enter address]. The City of Markham received a complete [enter application(s) type], submitted by [enter applicant] on [enter date received]. You are receiving this notice because you live within 200 metres of the property and are being invited to participate in the review process.

Property Description

Include a key map and a description of the subject land or an explanation why no description or key map is provided.

Applicant's Proposal

Include a 3D massing/conceptual plan/site plan/etc., if appropriate.

Additional Information

A copy of the [enter application(s) type] is available for public viewing at the Development Services Front Counter of the City Municipal Offices between the hours of 8:30 a.m. and 4:30 p.m.

If you wish to provide comments or speak with the Planner, please contact:

[File Planner], [Position]
Planning & Urban Design Department
[File Planner email address]
(905) 477-7000 ext. [extension]
Refer to application number [enter file number]

Written submissions may be mailed or personally delivered to the Clerk's Department at the address noted below, or by e-mail to mcourchesne@markham.ca.

The City of Markham
101 Town Centre Boulevard
Markham, Ontario, L3R 9W3

Future Notification

If you wish to be notified of the decision of the City of Markham, or approval authority, on the proposed [enter application(s) type], you must make a written request to the Clerk's Department at the address noted above or by email to mcourchesne@markham.ca.

Information about the Public Meeting and Appeals

Prior to the passing [or adoption] of a [enter applicant(s) type] there will be at least one Public Meeting to give the public an opportunity to comment on the proposal. The date of the Public Meeting has not yet been determined. You will receive notice of the Public Meeting at least 20 days before the Public Meeting is held, in accordance with the provisions of the Planning Act.

Note to Planner:

Shaded headings indicate options – select the heading for the particular application or combination of applications you require and delete the others.

<FOR OFFICIAL PLAN AMENDMENT>

i. If a person or public body would otherwise have an ability to appeal the decision of the Council of the City of Markham, or of the approval authority, to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Markham before the proposed official plan (or official plan amendment) is adopted, the person or public body is not entitled to appeal the decision.

ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Markham before the proposed official plan (or official plan amendment) is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

<FOR ZONING BY-LAW AMENDMENT>

i. If a person or public body would otherwise have an ability to appeal the decision of the Council of the City of Markham, or the approval authority, to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Markham before the by-law is passed, the person or public body is not entitled to appeal the decision.

ii. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Markham before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

<FOR PLAN OF SUBDIVISION>

i. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of Markham in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the City of Markham to the Local Planning Appeal Tribunal.

ii. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of Markham in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

<FOR PLAN OF SUBDIVISION AND OFFICIAL BY-LAW AMENDMENT >

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Development Services Committee

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Notice to Landlord

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Personal Information

Personal information collected in response to this planning notice will be used to assist City staff and Council to process this application and will be made public.

Date of Notice: (Confirm date with Clerk's Dept., ext. 7935)

Arvin Prasad, MCIP, RPP
Commissioner of Development Services

Jim Jones
Chair
Development Services Committee



Community Notice Development Services Committee

Public Meeting

A change is proposed for [enter address]. The City of Markham received a complete [enter application(s) type], submitted by [enter applicant] on [enter date received]. You are receiving this notice because you live within 200 metres of the property and are being invited to participate in the review process.

Tell us what you think

A Public Meeting to consider the applicant's proposal for the subject property will take place on:

Date: [enter meeting date]
Time: 7:00 p.m.
Place: Council Chambers
Anthony Roman Centre
101 Town Centre Boulevard
Markham, Ontario, L3R 9W3

Property Description

Include a key map and a description of the subject land or an explanation why no description or key map is provided.

Applicant's Proposal

Include a 3D massing/conceptual plan/site plan/etc., if appropriate.

Additional Information

A copy of the [enter application(s) type] is available for public viewing at the Development Services Front Counter of the City Municipal Offices between the hours of 8:30 a.m. and 4:30 p.m.

If you cannot attend the meeting but wish to provide comments or speak with the Planner, please contact:

[File Planner], [Position]
Planning & Urban Design Department
[File Planner email address]
(905) 477-7000 ext. [extension]
Refer to application number [enter file number]

Written submissions may be mailed or personally delivered to the Clerk's Department at the address noted below, or by e-mail to mcourchesne@markham.ca by not later than 4:30 p.m. on [enter date of the Friday before meeting].

The City of Markham
101 Town Centre Boulevard
Markham, Ontario, L3R 9W3

Future Notification

If you wish to be notified of the decision of the City of Markham, or approval authority, on the proposed [enter application(s) type], you must make a written request to the Clerk's Department at the address noted above or by email to mcourchesne@markham.ca.

Information about Appeals

Note to Planner:

Shaded headings indicate options – select the heading for the particular application or combination of applications you require and delete the others.



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