



## 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](mailto: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](mailto: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 Ontario 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 amendment (or official plan) is adopted, the person or public body is not entitled to appeal the decision.



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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 amendment **(or official plan)** 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.

That means if this official plan amendment **(or official plan)** is appealed to the Local Planning Appeal Tribunal and you would like to participate in the appeal in some form, you **must** make an oral submission at a public meeting, or submit written comments to the City Clerk, before the official plan amendment **(or official plan)** is adopted by Markham City Council.

### <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.

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That means if this by-law is appealed to the Local Planning Appeal Tribunal and you would like to participate in the appeal in some form, you **must** make an oral submission at a public meeting, or submit written comments to the City Clerk, before the by-law is passed by Markham City Council.

### <FOR PLAN OF SUBDIVISION>

i. If a person or public body does not make oral submissions at a public meeting 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.

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### ***Note to Planners:***

*If it is known that the subject land is the subject of an application under the Act for a minor variance or a consent, for an amendment to an Official Plan or a Minister's zoning order, or for approval of a plan of subdivision, you must include a statement of the fact(s) and the file number of the application(s) here.*

### **Notice to Landlord**

If you are a landlord of lands containing seven (7) or more residential units, please post a copy of this notice in a location that is visible to all of the residents.

### **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](mailto:mcourchesne@markham.ca) by not later than 4:30 p.m. on [enter date of the Friday before meeting].

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**Information about Appeals**

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