



<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Planning Application Form</p> <p style="text-align: center; margin: 0;">Use for all Applications</p> </div>	For Office Use
	Received By: _____
	Date Received: _____
	Application Fee: _____
	File Number: _____

Application is submitted for: (Mark all appropriate boxes)

- | | |
|---------------------------------|-----------------------------|
| Official Plan Amendment | Draft Plan of Subdivision |
| Zoning By-law Amendment | Draft Plan of Condominium |
| Site Plan Approval | Condominium Exemption |
| Amendment to Site Plan Approval | Removal of Part Lot Control |
| Other: _____ | |

Registered Owner:

Address: _____ City: _____
 Postal Code: _____ Phone: _____
 E-Mail Address: _____

Please list additional property owners on an attached sheet.

Beneficial Owner: (If Applicable)

Address: _____ City: _____
 Postal Code: _____ Phone: _____
 E-Mail Address: _____

Agent: (If other than either of the above)

Address: _____ City: _____
 Postal Code: _____ Phone: _____
 E-Mail Address: _____

Send Invoices To: (Mark Appropriate Boxes)

Owner Beneficial Owner Agent

Send Correspondence To: (Mark Appropriate Boxes)

Owner Beneficial Owner Agent

Location and Description of Property

Municipal Address:

Lot:

Concession:

Lot:

Registered Plan:

Part:

Reference Plan (If Relevant):

Lot Area (Hectare):

Lot Frontage (Metres):

Lot Depth (Metres):

Existing Structures: (Give Height & Floor Area)

Proposed Structures: (Give Height & Floor Area)

Does the applicant have an interest in any adjacent lands? If Yes, please describe:

Land Uses

Present Use:

Proposed Use:

Present Official Plan Designation:

Proposed Official Plan Designation: (If Applicable)

Present Zoning Bylaw Classification:

Proposed Zoning Bylaw Classification: (If Applicable)

Pre-consultation with Municipal Staff on application - Date:

Indicate whether this application conforms to the Provincial Policy Statements

Indicate whether this application conforms (or does not conflict) v

Provincial Plans

(Further details may be required in a Planning Justification Report)

Proposed Tenure Type: (If Applicable)

Freehold

Condominium

Rental

Servicing

Sanitary Servicing:

Municipal

Private Septic System

Other:

Water Supply:

Municipal

Private Well

Other:

Date of Acquisition of Land

By Owner:

And In The Case Of A Beneficial Owner, Anticipated Date Of Closing:

The personal information on this form is collected under the Planning Act, R.S.O. 1990, C.P.13, as amended. The information is used for the purpose of processing your application. If you have any questions about this collection of personal information, please contact the planning division, Town of Newmarket, at (905) 953-5321.

Declaration

I _____
of the _____ of _____
in the _____ of _____

Solemnly Declare That:

All The Within Statements And The Statements Contained In All Of The Exhibits Transmitted Herewith, 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.

For Purposes Of The *Municipal Freedom Of Information And Protection Of Privacy Act*, I Authorize And Consent To The Use By Or Disclosure To Any Person Or Public Body Of Any Personal Information In This Application That Is Collected Under The Authority Of The *Planning Act* For The Purpose Of Processing Your Application.

Declared before me at the _____ of _____
in the _____ of _____
this _____ day of _____ A.D.

A Commissioner, etc.
Agent

Signature of Owner, Beneficial Owner or

Certificate

(To Be Signed By Owner, Even If Agent Has Been Appointed)

As of the date of this application, i am the registered owner of the lands described in the application, and i have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as i have knowledge of these facts, and i authorize the submission of this application on my behalf by:

	And/Or	
(Please Print) Beneficial Owner (If Applicable)		(Please Print) Whom I Have Appointed As My Agent

With the submission of my application, I hereby undertake to not permit the cutting down of any trees or the disturbance of any vegetative cover in any way as it exists on the land which is the subject of this application without the prior written approval of the Town.

I hereby also undertake to not permit the demolition and/or destruction of any building and/or structure in any way as it exists on the land which is the subject of this application without the prior written approval of the Town.

I hereby also undertake to have any sign, which is required to be erected to provide notification of a public meeting, removed within seven days after the public meeting is held.

I hereby acknowledge that the Town or its representatives, and applicable public agencies have permission to access the property for the purposes of reviewing this application.

I hereby agree and acknowledge that the information contained in this application and any supporting information, including reports, studies, and drawings, provided with this application by me, 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 Town of Newmarket making this application and its supporting information available to the general public, including copying, posting on the Town’s website and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation, I consent to the Town releasing copies of any of the documentation to additional person, including but not limited to members of Council and ratepayers’ associations.

Date: _____ Signed: _____
Signature of Owner

Print Name of Owner

(Affix Corporate Seal If Applicable)

Guidelines for Planning Applications

Planning Division
Town of Newmarket
P.O. Box 328, Stn Main
395 Mulock Drive
Newmarket, On L3Y 4X7

Telephone No.: (905) 953-5321

Pre-consultation with Planning Division staff is required prior to submission of an application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan Approval, and Site Plan Approval Amendment.

Applications must be received in full, including the application form, fees and drawings prior to processing by staff. Applications must be considered complete by the municipality in order to commence processing. Within 30 days of submitting the application, you will be notified by staff, as to whether or not the application is considered complete.

Requirements

Refer to the Letter of Pre-Consultation which has been issued for the project for the list of requirements, including plans and studies.

Also refer to the [Site Plan Approval Process Manual](#) for some general guidance about specific plans and studies.

If an application has not required a pre-consultation meeting, consult the Planning Department for details on application requirements.

For Part Lot Control Applications:

- Deposited R-Plan detailing building footprints and setbacks:
- Completed Letter of Undertaking (sample attached to this application);
- Supporting material where applicable.

If this application is signed by an Agent or Solicitor on behalf of an Applicant, the **Owner's Authorization** must accompany the application.

It is now a requirement to pre-consult with the Planning Division prior to a formal submission as per Bylaw Number 2007-46. To ensure that staff are available, please contact the Planning Department at planning@newmarket.ca or at 905-953-5300 ext. 2450.

Fees

Applications will not be processed until the application fee and required material is received.

Please refer to the [Town's website "Fees and Charges" page](#) to determine the applicable Planning Processing Fees and Charges.

Separate requirements may be applicable for the Newmarket Tay Power (engineering@nmhydro.ca), Regional Municipality of York (www.york.ca) and/or the Lake Simcoe Region Conservation Authority (www.lsrca.on.ca). Please confirm requirements for each prior to submitting your application to avoid delays.

Fees are payable to – The Treasurer, Town of Newmarket and are non-refundable.

Sign Posting Requirements

In connection with applications for an Draft Plan of Subdivision, Official Plan Amendment and/or Zoning Bylaw Amendment, the following requirements must be observed:

- (a) **Responsibility:** Applicants are required to erect a sign on the lands subject to an application for an Official Plan Amendment, Draft Plan of Subdivision and/or Zoning Bylaw Amendment. Separate signs are NOT required for a combination of Applications.

The sign shall be erected as soon as possible after an application has been deemed complete. The sign shall be removed no less than 7 days after Council has rendered a decision on the application.

Planning Services will provide the applicant with the graphic of the sign to be printed and erected on the site.

The applicant and/or owner of the lands shall be responsible for preparing, erecting and maintaining the sign and the removal of same and for all costs involved.

- (b) **Sign Construction:** The sign shall be made of corrugated plastic not be less than 60 inches in width by 48 inches in height (1.524m by 1.219m). It shall be supported by a minimum of two uprights and secured in the ground.
- (c) **Sign Location:** The sign shall be erected on each street frontage at approximately midway along the frontage and shall be about 5 feet off the ground. The sign shall be completely unobstructed, clearly visible from the street, and in any event, shall not be set back more than 15 feet from the lot line.

Where the property subject to an Application contains buildings or structures on a zero lot line or other reduced setback which makes the posting of a sign difficult, the Planning Department may approve the use of smaller signs to be displayed in a window or similar fashion facing the predominant public view of the property.

- (d) **Proof of posting:** When the sign(s) have been posted or amended as required, applicants will take a picture of the sign and provide it by email to the Planner responsible for the application.
- (e) **Statutory Public Meeting:** The section related to a public meeting currently reads "A meeting has not yet been scheduled. Details will be posted here as they become available." When a date has been set for a public meeting, you will be provided with another file to be printed and affixed over this section with the public meeting information.

S A M P L E

Developer/Owner/Builder

Must use their own letterhead and provide the below noted undertaking

Part Lot Control Exemption

I/We the undersigned in consideration of the enactment of a part lot control exemption bylaw for the lands described as Lots/Blocks _____, Plan 65M- _____ hereby undertake that no transfer or other conveyance of part of such lots/blocks shall be made except to create lots in accordance with the deposited reference plan, being Plan 65R- _____ as submitted with my application, without the prior written consent from the Town of Newmarket.

I/We further undertake to advise the Town forthwith upon completion of the registration of the transfers authorized hereby.

Dated at _____, this _____ day of _____, 20 ____.

Per: **Insert Company/Corporate Name**

Name: **Insert Signing Officer Name**
Title:

Per: **Insert Company/Corporate Name**

Name: **Insert Signing Officer Name**
Title: