Quick Reference – Minister's Zoning Order Application

This is a high level guide on how to submit a Minister's Zoning Order application using the ePLAN Portal.

WHEN IS A DEEMING BY-LAW APPLICATION REQUIRED?

A Minister's Zoning Order Application (MZO) is required to revoke or amend the Minister's Zoning Order for properties governed under the Provincial Parkway Belt or Airport regulations.

SUBMITTING AN APPLICATION

1. **APPLY FOR A NEW APPLICATION**

   First, log into ePLAN and select the **Apply for a New Application** button.

2. **DETAILED INFORMATION OF NEW APPLICATION**

   Choose the following settings when submitting your request for a MZO application:

Application Group:	*Planning*
Application Type:	*Minister's Zoning Order Application*
Sub Type:	*Select the appropriate application type (New Minister's Zoning Order Application or Comment on Extension of Temporary Use)*
Work Type:	*Not Applicable*

3. **FILL ONLINE DISCLOSURE FORM**

City of Markham, Development Client Services, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3
Telephone: 905.475.4861 Email: DSC@markham.ca

4. SEARCH LOCATION ADDRESS

    Only the Address number and street name are required when searching for the subject property. Input the street number and select the street name from the drop down menu. You will notice that the Street type is added automatically. When complete click the **Search** button. *If you are unsure of the exact address for the site please use the map button (* *) to select the property from a map. For properties without a municipal address, you may leave the address number and street name blank, and search by using the 11-digit roll number (on the Tax Bill, this is the 11-digits that come after 36).*

    Select the desired property from the Address Search Result list.

    Confirm that the application type, sub type, work type and address information are correct then click **Next.** *If the proposal applies to multiple properties, click **Add Another Property** and repeat Step 3.*

5. OWNER INFORMATION

    Confirm if you are applying as the Owner or Agent.

6. FOLDER DESCRIPTION

    When entering the project description, describe the proposal and scope of work. Once complete, select **Next.**

7. ADDITIONAL INFORMATION

    You must answer / confirm the items below when entering the application. The following sections must be completed:

    1. Proof of Ownership
    2. Public Record Notice: Under the Planning Act, R.S.O.1990, c.P.13, s.1.0.1, all information and material that is required to be provided to the City of Markham respecting planning applications shall be made available to the public.
    3. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.

8. DOCUMENT UPLOAD

    Once you have completed the steps above, upload required submission documents.

    Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

    Choose the file that you wish to upload and provide a brief description. Click on **"Upload" for each of your files**.

Click on the trash can icon to remove accidentally uploaded documents (🗑).

Once all documents have been uploaded, click on the "I have uploaded all of the following required submission documents" checkbox.

Note: Once uploaded, you will not be able to delete submitted documents. Please notify staff at dsc@markham.ca if the incorrect file was uploaded by mistake.

9. APPLICATION FEE PAYMENT

Review of this application will be conducted via email (and not through the Digital Review Environment as with other planning applications). Once you have completed steps 1 to 5, the Development Services Counter Staff will be notified digitally of your submission and will review the documents to ensure that a complete application has been submitted.

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You will be notified by email of any outstanding submission requirements and applicable application fees. Once Counter Staff have conducted an initial review of the application, application fees will be added to the **Details Page** of your ePLAN application.

Please notify Counter Staff once fees have been paid so that the application may be circulated for review.

SUBMISSION REQUIREMENTS

The following items are required with the submission of a MZO application:

PRE-CONSULTATION MEETING

- A Pre-Consultation Request is required prior to the submission of a MZO application. At the meeting, a Complete Application Submission Checklist will be provided, which outlines required submission materials for the MZO application.
- In the event that the Development Manager exempts a proposal from a pre-consultation meeting, a checklist or email will be provided to the applicant setting out minimum and supplementary submission requirements and must be included in the Site Plan application submission.

DRAWINGS

- Drawings listed in the Complete Application Submission Checklist;
- Site Plan;
- Legal Plan of Survey;
- AutoCAD (DWG) CAD drawings of Site Plan (Grading Plan and Elevations, if applicable)

DOCUMENTS

- Application Form;
- Planning Justification Letter and Letter of Explanation;
- The Complete Application Submission Checklist (or, in the case of a pre-consultation meeting exemption, a copy of the email or letter setting out minimum and supplementary submission requirements); and
- Documents and reports listed in the Complete Application Submission Checklist.

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