



# **Development Notice Signs**

## **Complete Application and Public Meetings**

Updated 2026

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# Introduction

## Complete Application Notices pertain to...

- Official Plan
- Zoning
- Draft Plan of Subdivision

## Statutory Public Meeting Decals relate only to...

- Official Plan
- Zoning

## Remember the following:

- A. Be mindful of the Planning Act timeframes
- B. Coordinate with the File Planner on the sign details
- C. Visit the City's website to extract the templates and icons [here](#)
- D. Provide the File Planner with a draft of the sign
- E. Produce the sign after the File Planner approves the draft
- F. Execute the Complete Application Development Notice Sign Declaration
- G. Execute the Statutory Public Meeting Decal Declaration, if required

# Specifications

## SIZE

- 1.2 m x 1.5 m (4 ft x 5 ft)
- The top of the sign shall be 2 m minimum above grade

## MATERIALS

- 10 to 12 mm corrugated plastic (suitable for outdoor)
- Supported by two uprights
- Shall **not** be attached to trees or fences


# Development Notice


**[Type of Application]**


---

**A change is proposed for these lands located at XX Planning St. & XX Design Blvd.**

The City 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  
XX Meters

 XXX Units

 XX m<sup>2</sup> Retail  
(XX sf.)


**Public Meeting**


Information will be posted on this sign when available.  
**PLAN - YY - XXXXXX**


**Insert Image**


APPLICANTS PROPOSAL MONTH DAY YEAR


**Tell us what you think:**

 **CITY PLANNING**  
Planner's Name  
905.XXX.XXXX | [email@markham.ca](mailto:email@markham.ca)

 **CLERK'S OFFICE**  
[notifications@markham.ca](mailto:notifications@markham.ca)

 To learn more, visit:  
**MappiT**  
Development Application Viewer



 **Disclaimer:** The above represents the applicant's proposal at the time this notice was prepared and is subject to change

# Sign Content

## Edit Template Layers

1. Insert succinct summary (approved by File Planner)
2. Insert image (approved by File Planner)
3. Insert general statistics (directed by File Planner)
4. Insert File Number
5. Insert File Planner Information
6. Confirm Clerk's Office Information with File Planner
7. **NEW 2026** – QR Code for mobile devices

- Icons and Tools can be found [here](#) at markham.ca
- Produce the sign after the File Planner approves the draft**

### Additional Icons:



### Fonts

**Aa** Aptos Bold  
**Aa** Aptos Regular

**Development Notice**

**1** [Type of Application]

**A change is proposed for these lands located at XX Planning St. & XX Design Blvd.**

The City 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.

**3** XX Storeys  
XX Meters    XXX Units    XX m<sup>2</sup> Retail (XX sf.)

**4** **Public Meeting**  
Information will be posted on this sign when available.  
PLAN - YY - XXXXXX

**2** **Insert Image**  
3D rendering, massing or concept plan (minimum 18" x 27")

**5** **APPLICANTS PROPOSAL** MONTH DAY YEAR

**Tell us what you think:**

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

**CLERK'S OFFICE**  
notifications@markham.ca

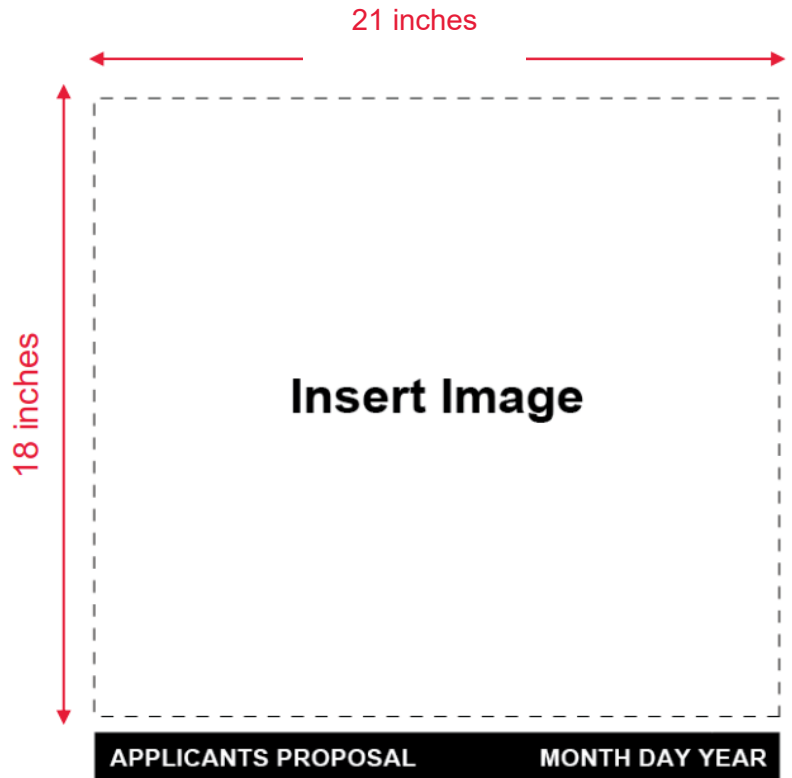
**7** To learn more, visit:  
**MappiT**  
Development Application Viewer

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# Sign Content Details

## Image

- Coloured image preferred
- Ground related perspective preferred
- High quality (1080 pixel resolution recommended)



## Extra Icon List

- Use the City provided icon list found [here](#)
- For other icons not provided, please consult with the File Planner



XXX House(s)



X Stormwater Management Facilities



Drive Through



XX ha Park (XX acres)



XX Storeys  
XX Meters



Temporary Outdoor Vehicle Storage



XXX Townhouses



XXX Units



Heritage Designation



XX m<sup>2</sup> Retail (XX sf.)



School



XX m<sup>2</sup> Office (XX sf.)

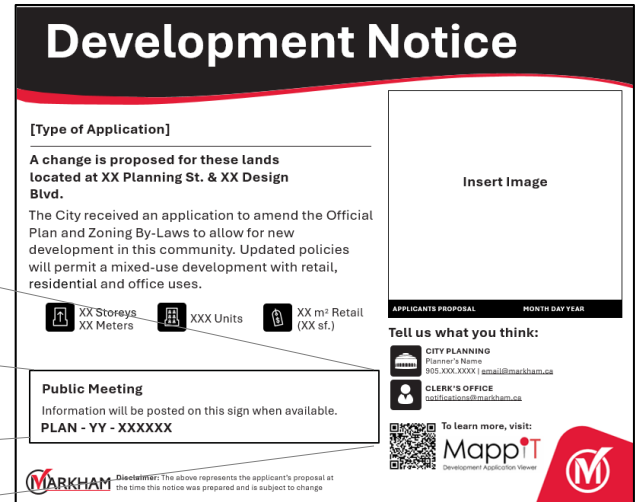
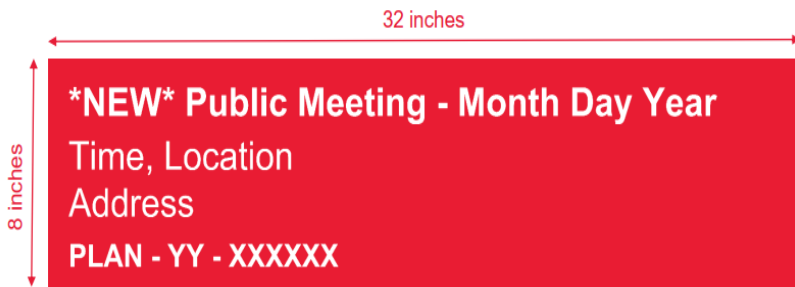


XX m<sup>2</sup> Industrial (XX sf.)



XX m<sup>2</sup> Restaurant (XX sf.)

# Public Meeting Decal



## Official Plan and Zoning Only

In accordance with the [Planning Act](#), Subdivision Applications do not require Public Meetings. For only standalone Subdivision applications, keep this area blank. To avoid duplication, for Official Plan and Zoning only, install a statutory Public Meeting Decal on the Development Notice Sign with the following specifications:

## Size

Each 8" x 32" decal must be placed over the allotted space on the existing Development Notice Sign

## Installation

- Install the decal(s) at least 20 days prior to the statutory Public Meeting, in accordance with the [Planning Act](#)
- The File Planner will advise the Meeting date and the last day for the decal installation
- You must sign the Decal Declaration in the presence of a Commissioner of Oaths by noon of the last day for the decal installation
- Failure to install the decal will result in removal from the statutory Public Meeting agenda

# Location



Number of signs: one sign (minimum) shall be posted on each assessed property within the subject land. If posting the sign(s) on the property is impractical, then the sign may be posted at a nearby location identified by the City Clerk.

Development Sign(s), or any part of their structure, shall not be located closer than 1 m to any driveway and must be:

- installed on the property subject to the application
- located 1.5 m from the property line along each street frontage
- clearly visible and legible
- located midway between opposing boundaries (consult File Planner)
- unobstructed from a public right-of-way or publicly accessed areas
- unobscured by vegetation or other structures

# Installation Details

## Timing

- Installation shall occur within 14 days of the City's written confirmation of complete application receipt
- Failure of the timely installation of the required Development Sign(s) will result in processing delay of the application(s) and may be grounds for appeal under the [Planning Act](#)

## Declaration Submission(s)

- Photographic proof of the installation is mandatory
- **Complete Application Development Notice Sign Declaration** is found [here](#) and must be executed and returned to the File Planner and the City Clerk
- For Official Plan and Zoning, the **Statutory Public Meeting Decal Declaration**, found [here](#), must be executed and returned to the File Planner and the City Clerk

# Examples


Without public meeting decal

## Development Notice

### Official Plan and Zoning By-law Amendment

A change is proposed for these lands located at the southwest corner of 14<sup>th</sup> Avenue and Donald Cousens Parkway


The City received applications to facilitate the development of two affordable rental buildings on this property that will be operated by Housing York Inc.

 4 to 6 Storeys  154 Units

#### Public Meeting

Information will be posted on this sign when available.

PLAN - 21 - 120261

 **MARKHAM** Disclaimer: The above represents the applicant's proposal at the time this notice was prepared and is subject to change



APPLICANTS PROPOSAL March 2022

#### Tell us what you think:

 **CITY PLANNING**  
Carlson Tsang  
905.477.7000 x 2624 | [email@markham.ca](mailto:email@markham.ca)

 **CLERK'S OFFICE**  
[notifications@markham.ca](mailto:notifications@markham.ca)

To learn more about this application, visit:

  
Development Application Viewer  
[markham.ca/MappiT](http://markham.ca/MappiT)





With public meeting decal  
(Official Plan and Zoning)

## Development Notice


### Official Plan and Zoning By-law Amendment

A change is proposed for these lands located at the southwest corner of 14<sup>th</sup> Avenue and Donald Cousens Parkway

The City received applications to facilitate the development of two affordable rental buildings on this property that will be operated by Housing York Inc.

 4 to 6 Storeys  154 Units

Public Meeting – June 07, 2022  
7:00 PM, Online Livestream  
<https://pub-markham.escribemeetings.com/>  
PLAN - 21 - 120261

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APPLICANTS PROPOSAL March 2022

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[notifications@markham.ca](mailto:notifications@markham.ca)

To learn more about this application, visit:

  
Development Application Viewer  
[markham.ca/MappiT](http://markham.ca/MappiT)



# Summary

## A. Installation

Submit to the File Planner and City Clerk the following:

- Photographic proof
- Complete Application Development Notice Sign Declaration (signed in presence of a Commissioner of Oaths by noon of day provided by the File Planner)

## B. Statutory Public Meeting Decal

Submit to File Planer and City Clerk the following:

- Photographic proof for Official Plan and Zoning Applications
- Statutory Public Meeting Decal Declaration (signed in presence of a Commissioner of Oaths by noon of day provided by the File Planner)

## C. Removal

All sign(s) shall be removed within seven days of Council's disposition of the development application, or as directed by the Director of Planning and Urban Design, or designate