

## **Members of the BILD York Chapter:**

The Town of Newmarket has provided additional updates to [the status](#) of their Planning and Building Services amidst the ongoing developments around COVID-19.

Overall, Planning and Building Services staff are still working and are available by email. At this time Council Meetings are suspended, and no public planning consultations are scheduled at this time. Outlined below, is how members can expect to proceed with Planning and Building Services at the Town during this time -

### Planning Services:

- The Town is currently only accepting electronic Planning applications through email at [planning@newmarket.ca](mailto:planning@newmarket.ca);
- Further, the Town is accepting electronic submissions of applications for Zoning By-law Amendment, Official Plan Amendment, Draft Plan of Subdivision, and Draft Plan of Condominium – however these applications will not be deemed complete or advanced to public notice and review until the existing state of emergency is lifted;
- Staff continue to review and process ongoing applications. Pending on the type of application and whether public notice and meetings are required, applications may advance or be paused until the state of emergency is lifted. Please contact [planning@newmarket.ca](mailto:planning@newmarket.ca) or the staff members assigned to your file regarding the status of existing applications;
- Pre-Consultation meetings for new Planning applications can be scheduled through video-conference. Please complete the [Pre-consultation Form](#) and submit it to [planning@newmarket.ca](mailto:planning@newmarket.ca);
- Regarding the Committee of Adjustment, the Town is accepting electronic submissions for Minor Variance and Consent. However these applications will not be deemed complete or advanced to public notice and review until the existing state of emergency is lifted. For questions, please contact – [pcho@newmarket.ca](mailto:pcho@newmarket.ca).

### Building Services:

- Staff will continue to accept new applications electronically, by mail, courier or, in the Town's drop box at 395 Mulock Drive (please note the drop-box size is limited to document packages no larger than 150 x 450);
- Staff continue to process Building Permits and the industry is required to still post the Permit in a location that is visible from the street;
- Payments for Building Permits can be made through the Town's Customer Service Centre over the phone at 905-895-5193 or by mail;

### Building Inspections:

- The Town continues to inspect unoccupied homes under construction, and other construction projects deemed essential;
- Prior to scheduling an inspection, the Inspector will confirm that no persons are in the area other than the Site Supervisor, and that the two-metre 'physical distancing' will be respected during inspections;
- Overall, necessary inspections are up to the discretion of the Inspector;
- Inspections can be booked by phone at 905.953.5300 ext. 2400 or through email at [buildings@newmarket.ca](mailto:buildings@newmarket.ca).

For ease of reference, BILD has prepared [a table](#) outlining the current services provided by the Region and each of its nine local municipalities.

As a friendly reminder, [BILD's website](#) contains the most recent updates to members including any relevant provincial bulletins, the status and actions of any municipalities/regions as it pertains to your operations and bulletins/notices from our partner organizations. BILD staff is monitoring the situation closely and making updates as new information comes along.