

This is a high-level guide on how to submit a Technical Review of Subdivision application using the ePLAN Portal.

WHEN IS A TECHNICAL REVIEW OF SUBDIVISION APPLICATION REQUIRED?

A Technical Review of Subdivision (TEC) is a detailed engineering review that is required for each phase of the development of a subdivision.

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

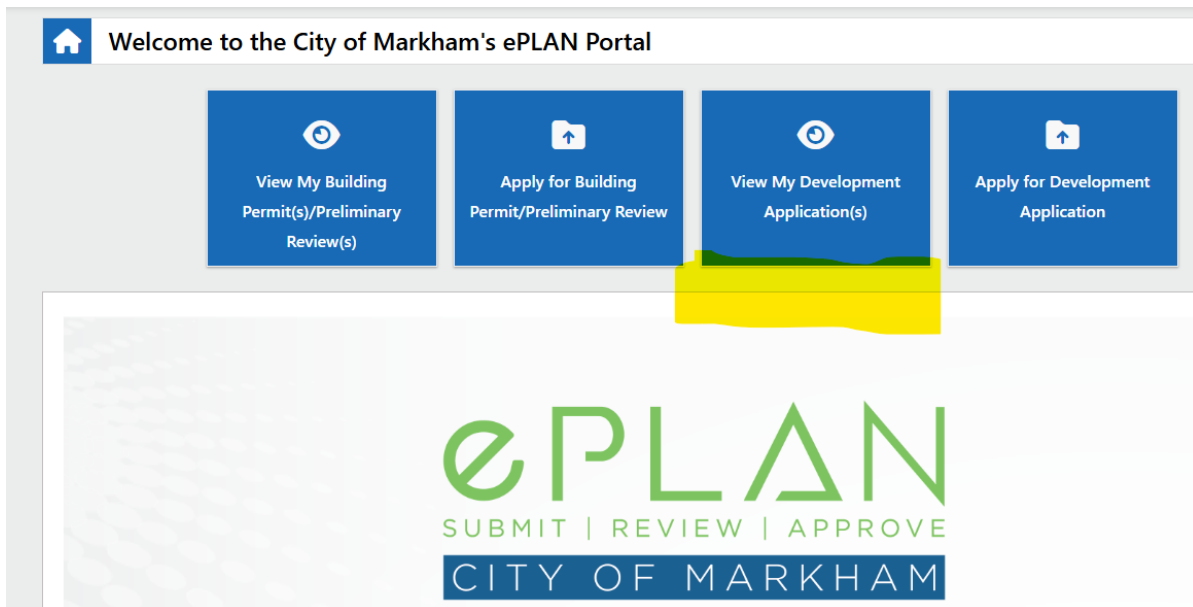
The Project Engineer will advise you when a TEC application is required, and will forward you a copy of the [Application Form](#). Please complete the Application Form and email the completed form to dsc@markham.ca. Once received, a Development Technician will proceed to create a TEC ePLAN application for you.

Note: If you do not have an ePLAN account, you will be required to register and verify an account first.

Once an application has been created, the Development Technician will notify you to log into ePLAN to begin uploading required plans and documents.

2. EPLAN UPLOAD

Once you have completed the step above, log into [ePLAN](#) and click on **View My Development Application(s)**.



Locate the Technical Review of Subdivision (TEC) application you just created and click on the **Details** button. Please note that only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants. Please see the following screenshot:

Track My Development Application

All		Search...			
File Number	Address	Type / Sub / Work	In Date	Status	Action
2024 199873 000 00 TEC	101 Town Centre Blvd. Markham	Technical Drawing Review Application Subdivision Not Applicable	2024-12-13	New	Details

Click on **Upload/View Tasks/View Comments**, and then **Accept the task** to begin uploading your submission drawings and documents. Please see the following two screenshots:

Details

Summary of Application Details

File Number : **2024 199873 000 00 TEC**
 Address : **101 Town Centre Blvd. Markham**
 Type / Sub / Work : **Technical Drawing Review Application / Subdivision / Not Applicable**
 Indate : **2024-12-13**
 Issue Date :
 Expiry Date :
 Status : **New**

[Upload/View Tasks/View Comments](#)

[Accept](#)

Applicant Upload Task 24.199873.000.00.TEC Applicant FirstInGroup Pending

Click on the folder that you would like to upload the files to. For example, the application form would go in the planning documents folder, whereas the grading plan would go into the engineering drawings folder. Once all documents and drawings have been uploaded to their respective folders, complete your task by checking off the boxes in step two, and then clicking submit. Please see the following two screenshots:

Select the destination folder to upload your files:
 Select arrow next to folder to expand folder list.

- Administration
- ▼ Drawings
 - Engineering
 - Planning
 - Urban Design
 - Parks Planning
 - Streetlighting
 - Geomatics
- ▶ Documents
- ▶ Modelling
- Partial Approval

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required. Follow the file format. All files to be submitted must be in PDF format. Issues related to file naming conventions require three to four digits, followed by a dash OR one or more spaces between the dash and then a title string. Example: i.e. 0001-Cover Sheet.pdf OR 0001 - Cover Sheet.pdf

File Upload for: 23.000914.000.00.PRCN

Select your files to upload to this folder:

Drawings

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

I have uploaded all required drawings and/or documents. *Required

I confirm all drawings/documents comply with the City's submission standards. *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

3. APPLICATION FEE PAYMENT

Application fees will be determined at the Prescreen Review stage (after you've completed the Applicant Upload Task). A Prescreen Corrections Task will be sent back to you identifying application fees and any outstanding submission requirements.

Once Counter Staff have completed the pre-screen review of your application, application fees will be added to the **Details Page** of your ePLAN application. Up to \$60,000 can be paid online via ePLAN. Payment of application fees done online will be processed through the City of Markham's Shopping Cart. Otherwise, a certified cheque (made payable to the City of Markham), or an EFT would be acceptable. Instructions for these methods will be included in the ePLAN task when the application fees are charged.

SUBMISSION REQUIREMENTS

All submitted plans and documents **must** meet the ePLAN [Submission Standards](#). Associated application fees will be determined upon initial submission of the application. The following items are the minimum submission requirements for a TEC application:

DRAFT PLAN OF SUBDIVISION APPLICATION

- An existing application for a Draft Plan of Subdivision (SU or PLAN folder) is required prior to the submission of a TEC application.

DRAWINGS

- Engineering Plans
 - Please contact the Project Engineer for more information on submission requirements.

DOCUMENTS

- [Application Form](#)
- Preliminary Cost Estimate
- Engineering Reports and Studies
 - Please contact the Project Engineer for more information on submission requirements.