

This is a high level guide on how to submit a Planning Project application using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [Applicant Handbook](#).

WHEN IS A PLANNING PROJECT APPLICATION REQUIRED?

A Planning Project (PLAN) application is required for submission of an Official Plan amendment, Zoning By-law amendment, or any combinations of the above. A PLAN application is also required for the submission of a Draft Plan of Subdivision, Redline Revision or for an Extension of Draft Plan Approval, and must be applied for separately from the Official Plan and Zoning By-law Amendment applications.

OFFICIAL PLAN AMENDMENT

An Official Plan is a statutory document which sets out land use policy to guide future development and manage growth. Applicant may want to develop a property differently than what the Official Plan prescribes, [they must apply for an Official Plan Amendment Application](#).

ZONING BY-LAW AMENDMENT

Zoning By-laws regulate land use (i.e. residential, commercial, industrial, etc.) and development standards for building on a property (i.e. lot size, height, frontage, etc.). If an applicant wants to develop a property contrary to what the Zoning By-law(s) prescribes, [they must apply for a Zoning By-law Amendment \(Rezoning\)](#).

PLAN OF SUBDIVISION

A subdivision is a parcel of land that has been divided into several blocks or building lots. It identifies the exact surveyed boundaries and dimensions of lots and blocks on which houses or buildings are to be built, location and width of the lots/blocks, names of streets, and locations for parks, schools etc.

If an applicant wants to create new, separate parcels of land that can be legally used for the sale of lots they must apply for a Plan of Subdivision.

A plan of subdivision must be approved by Council (known as Draft Plan Approval) and registered in order for the lots and blocks to be legally sold or conveyed separately.

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

First, [log into ePLAN](#) and select the **Apply for Development New Application** button and select “Official Plan Amendment/ Zoning By-law Amendment/ Draft Plan of Subdivision (PLAN)” under PRCN Required Applications.

2. DETAILED INFORMATION OF NEW APPLICATION


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

Application Group:	<i>Planning</i>
Application Type:	<i>Planning Project Application</i>
Sub Type:	<i>(Choose the application type, or appropriate combination of applications that is being applied for)</i>
	<i>NOTE: If applying for a Draft Plan of Subdivision application concurrently with the PLAN application, a separate PLAN application is required)</i>
Work Type:	<i>Not Applicable</i>

3. FILL ONLINE DISCLOSURE FORM

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. 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.

*If the proposal applies to multiple properties, click **+Add** to add another property address 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. APPLICATION INFORMATION

You will be asked to answer / confirm the items below when entering the application. *If the information has not been properly completed, or if the system times out, you may be asked to re-apply (Step 1).*

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. As authorized by the Registered Owner(s) of the subject lands to represent the Owner for the submission of the Pre-Consultation Request in accordance to the Terms of Conditions of the City of Markham.
4. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
5. Please provide your Pre-consultation (PRCN) Application Number.
6. Project/ Marketing Name of Project.
7. Site Data @ Submission
 - For applications for Plan of Subdivisions, please have Site Statistics ready including:
 - o Proposed Total # of Residential Units @ Submission
 - o Proposed Number of Townhouse Units @ Submission
 - o Proposed Number of Semi-Detached Units @ Submission
 - o Proposed Number of Single Detached Units @ Submission
 - o Total Area (ha) of Development Blocks
 - Applicable to blocks created for Residential, Mixed-Use, Institutional, Commercial or Industrial Uses (excludes park blocks, valley lands, hazard lands, environmental buffer blocks, storm water management blocks, open space areas and public roads to be conveyed into public ownership)
 - For Official Plan and/or Zoning By-law Amendment applications, the values can remain as 0.

8. EPLAN UPLOAD

Once you have completed the steps above, go to the **View My Development Application(s) page**, click on **Details**, and then click on the **Upload/View Tasks/View Comments** button to begin uploading your submission drawings and documents. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

Once all documents have been uploaded, please accept the Applicant Upload Task and acknowledge task completion.

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 required for a PLAN application:

PRE-CONSULTATION MEETING

- A [Pre-Consultation Request](#) is required prior to the submission of a PLAN application. At the meeting, a Complete Application Submission Checklist will be provided, which outlines required submission materials.

DRAWINGS

- Drawings listed in the Complete Application Submission Checklist; and
- AutoCAD (DWG) CAD files (for plans of subdivision only)
 - Please refer to the DWG Specifications within the Plan of Subdivision Application Form for more information.

DOCUMENTS

- The Complete Application Submission Checklist;
- [Official Plan Amendment Application Form](#), [Zoning Amendment Application](#), and/or [Plan of Subdivision Application Form](#); and
- Documents and reports listed in the Complete Application Submission Checklist.