

This is a high level guide on how to submit a Deeming By-law application using the ePLAN Portal.

WHEN IS A DEEMING BY-LAW APPLICATION REQUIRED?

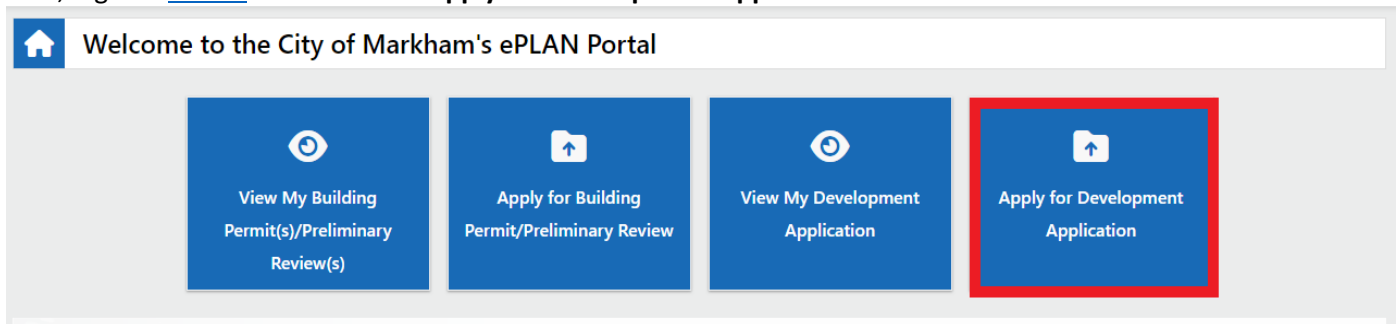
A Deeming By-law (DEEM) application is required to allow certain lots, or parts of a lot on a registered plan of subdivision to merge and to “deem” the specific lots as not being part of the registered plan. The subdivision must be registered at least eight years prior to the submission of a DEEM application.

The DEEM application process may take 2 to 3 months to complete.

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

First, log into [ePLAN](#) and select the **Apply for Development Application** button.



Select **Deeming By-Law(DEEM)** under the “Other Application” section




2. DETAILED INFORMATION OF NEW APPLICATION

The following settings will be pre-selected when submitting your request for a DEEM application:

Application Type:	<i>Deeming By-law Application</i>
Sub Type:	<i>Deeming By-law Request</i>
Work Type:	<i>Not Applicable</i>

3. AGREE TO THE DISCLOSURE FIELDS.

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. There’s no need to enter the street type. 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).*

Once the desired address is populated click on the Select button

Street Address	Plan	Lot	Unit	Select
100 Town Centre Blvd	65M2503			

If the proposal applies to multiple properties, click on the +add button() and repeat Step 4.

Confirm that the address information is correct then click **Next**.

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.
4. Target Construction Date
5. Project/Marketing Name of Project
6. Combined Area of Lots Being Deemed (m2)

8. **DOCUMENT UPLOAD**

You will be required to upload your drawings and supporting documents. A full list of required documents are provided. You will need to click on the upload button () to save the file. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

Attachment Upload

*Indicates required field

You currently have no attachment(s) associated with this application

Upload New Attachment

Document Type *
Applicant Upload

Document *
Drop attachment(s) here or [Browse Files](#)

Description *
Type the description of the document

I have uploaded all of the following required submission documents: *

1. Reference Plan
2. Registered Plan, with all applicable lots to be highlighted
3. Cover Letter with a detailed description of the proposal
4. Surveyor's Certificate with all lots, lot frontages, and lot areas listed
5. Application Form

[Upload](#)

Be sure to click the "Upload" button for each of your files so they are added to the application before you click the "Next" button.

[Next](#)

After clicking on upload you will be able to submit additional documents. Once all documents are uploaded you will need to confirm that all required documents have been uploaded then click **Next**.

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 8, 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.

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 **My Applications** section 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 plans and documents are required with the submission of a DEEM application:

DRAWINGS

- Reference Plan
- Registered Plan, with all applicable lots to be highlighted

DOCUMENTS

- Cover Letter with a detailed description of the proposal
- Surveyor's Certificate with all lots, lot frontages, and lot areas listed
- [Application Form](#)