

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, Plan of Subdivision, any combinations of the above, or for an Extension of Draft Plan Approval.

OFFICIAL PLAN AMENDMENT

An Official Plan is a statutory document which sets out land use policy to guide future development and manage growth. If an applicant want to develop a property differently than what the Official Plan prescribes, they must apply for an Official Plan Amendment. This [Official Plan application process](#) may take approximately 6 to 12 months to complete.

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). This [Rezoning application process](#) may take approximately 6 to 12 months to complete.

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.

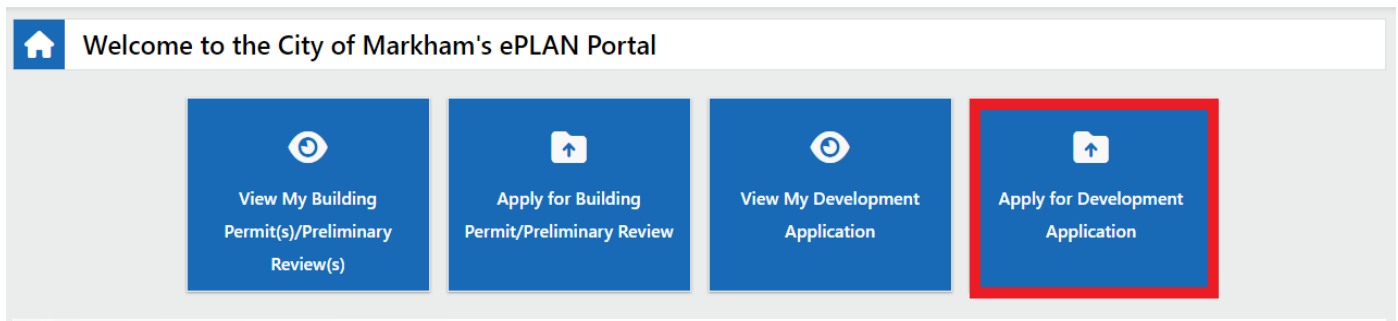
If an applicant wants to create new, separate parcels of land that can be legally used for the sale of lots they must apply for a Plan of Subdivision.

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. The [Draft Plan approval process](#) may take approximately 9 to 12 months to obtain and Registration of the Plan may take up to 3 years depending on the applicant meeting all the conditions of Draft Plan Approval.

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

First, log into ePLAN and select the **Apply for a New Application** button.



Select “Official Plan Amendment/ Zoning By-law Amendment/ Draft Plan of Subdivision” under PRCN Required Applications.




2. DETAILED INFORMATION OF NEW APPLICATION

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

- Application Group: *Planning*
- Application Type: *Planning Project Application*
- Sub Type: *(Choose the application type, or appropriate combination of applications that is being applied for)*
NOTE: If applying for a Site Plan Control application concurrently with the PLAN application, refer to the Site Plan Control Quick Reference Guide)
- Work Type: *Not Applicable*

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 will be asked to answer / confirm the items below when entering the application. **The below information must be completed to generate the initial \$100 upload fee (Step 6).** *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-Application 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-Application 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. INITIAL APPLICATION SUBMISSION FEE

Once Step 7 has been completed, an Initial Application Submission Fee of \$100.00 will appear. *This fee must be paid in order to begin uploading documents to ePLAN.* Click **Pay Now**. It is recommended that you select **Pay Now** to generate a summary page for you to print for reference (you only get one opportunity to do this).

Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision

Property Owner Information Application Description Application Information Fees and Confirmation

Fees and Confirmation

Thank you for submitting your application to Markham Development Services. See the details below:

Description	Amount
Initial Application Submission Fee	\$100.00

Fees Overview

Total amount paid to date : **\$0.00**
 Total due : **\$100.00**

This submission is incomplete until the following steps are finished:

1. \$100 Initial Application Submission Fee is paid
2. All required documents, drawings and forms are uploaded to ePLAN
3. The Applicant Upload Task is completed.

Your application will not be circulated for review until all required documentation has been provided and payment of all applicable fees (per By-law 211-83 as amended) have been received by the City.

Payment Options:

- Online - You can pay online with American Express, Mastercard or Visa credit cards. NOTE: Online payments are limited to amounts less than or equal to \$60,000.
- Cheque - Cheques can be made out to "City of Markham" and may be left in the dropbox at the Thornhill entrance at 101 Town Centre Blvd. or you may hand them to staff at the Development Services Counter.

If you have questions or concerns you may contact the Development Services Counter at:
 Telephone: 905.475.4861
 Email: dsc@markham.ca

[Back to Home page](#)

[Pay Now](#)

When you've successfully added the fee to your cart you will see the following:

\$ Order Summary

Details

The Fee has been successfully added to the Markham Shopping Cart.

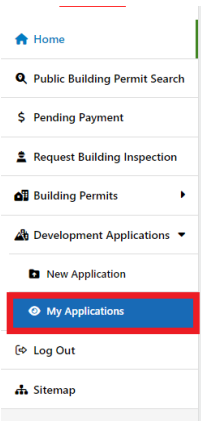
If you do not see the fee in the Markham Shopping Cart please clear the cached/temporary data of the browser you are using to access the system and attempt the payment process again.

[Go to home](#) [Go to Shopping Cart](#)

Click Go to shopping cart to be redirected to the payment screen

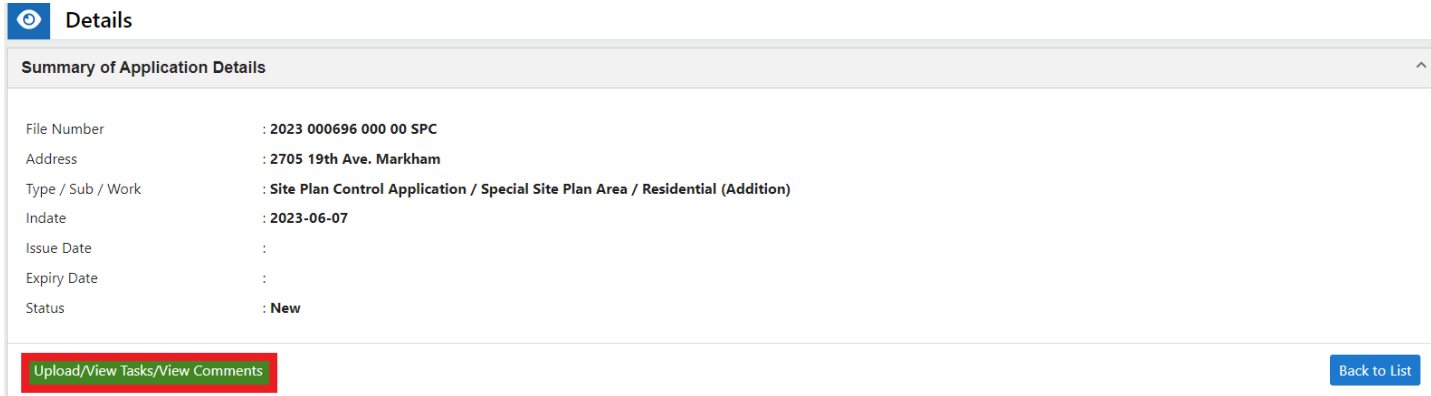
9. EPLAN UPLOAD

Once you have completed the steps above, you MUST login again and click on **“My applications”**. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.



10.

Click on **Upload/View task/View comments** to begin uploading your submission drawings and documents. *Once all documents have been uploaded, please accept the Applicant Upload Task and acknowledge task completion.*



11.

Once all documents have been uploaded, complete your task by clicking into the **Applicant Upload Task**, and acknowledging 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-APPLICATION CONSULTATION MEETING

- A [Pre-Application 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.