

## FORMAT

Refer to Development Services' ePLAN Submission Standards for detailed information on file requirements on our ePLAN Information page [www.markham.ca/ePLAN](http://www.markham.ca/ePLAN).

All drawing pages must be uploaded as separate files only in Vector PDF format, flattened into a single greyscale layer, oriented in landscape.

The top right corner of all drawings and documents must be reserved for the City of Markham's electronic approval stamps. Refer to our ePLAN Submission Standards for required stamp sizes.

Drawings must be Vector PDF format. Other supporting documents (eg. Studies, reports, forms) may contain multiple pages in a single file.

**Note:** For a list of required submission files, please refer to our Application Specific Quick Reference Guides for that application type.

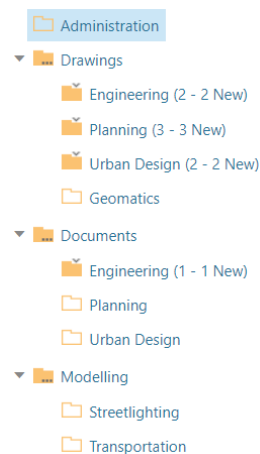
## FILENAME

Drawing files must have a file name beginning with the sheet number and including a description / title (e.g. A1.0 Site Plan).

**Do not version or rename files when uploading resubmitted files.**

## CHOOSING THE CORRECT FOLDER

Files are categorized as either Drawings or Documents and should be uploaded to the applicable file folder. Further, the Drawings and Documents folders contain subfolders based on review disciplines. Please refer to the Development Services' ePLAN Submission Standards for additional clarity.



## COMPLETING AN UPLOAD TASK

Applicants have the opportunity to upload drawings at the beginning of the project (Applicant Upload task) or after a review cycle is completed and additional information is required (Applicant Resubmit task). The same steps are required to upload files during either task:

1. Go to [www.markham.ca/eplanlogin](http://www.markham.ca/eplanlogin) to login to your ePLAN account.

2. Go to the My Development Applications page.
3. Find the application you want to view the comments for.
4. Click the **Details** button next to the application / permit you want to view comments for.

**Track My Development Application**

Under Review TEC

File Number	Address	Type / Sub / Work	In Date	Status ↓	Action
2023 000156 000 00 TEC	101 Town Centre Blvd. Markham	Technical Drawing Review Application Subdivision Not Applicable	2023-02-27	Under Review	<b>Details</b>

5. Select the **Upload/View Tasks/View Comments** button to enter the ePLAN Digital Review Environment (*Note: your browser's pop-up blocker **must** be disabled*).

**Details**

**Summary of Application Details**

File Number : 2023 000156 000 00 TEC  
 Address : 101 Town Centre Blvd. Markham  
 Type / Sub / Work : Technical Drawing Review Application / Subdivision / Not Applicable  
 Indate : 2023-02-27  
 Issue Date :  
 Expiry Date :  
 Status : Under Review

**Upload/View Tasks/View Comments** Back to List

6. This is the ePLAN Digital Review Environment. This is where you will be uploading all of your required submissions and where you will see any comments provided by City of Markham staff.
7. Make sure you are on the Tasks Tab of the project.
8. Next you must “Accept” your task. Click on the *Applicant Upload Task* (or *Applicant Resubmit Task*) link, shown under the Task heading of the ProjectFlow Task List.

**Tasks** Files Status Info Reports 23.000156.000.00.TEC: 101 Town Centre Blvd. - TEC review test Main Contact: Jackie QUAN

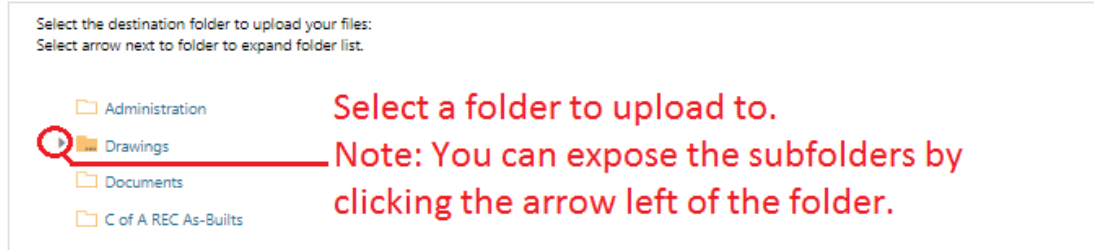
Refresh Save Settings All Overdue Priority Show 14 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	ADDRESS
<b>Accept</b>	Applicant Upload Task	23.000156.000.00.TEC	Applicant	Pending	Medium	5/18/23 4:03 PM	5/16/23 4:03 PM	101 Town Centre Blvd, Markham, ON, L3R 9W3

9. Once the pop-up window has loaded under *Step 1 of 3* select the Upload Drawings or Upload Documents button to start uploading your required files.

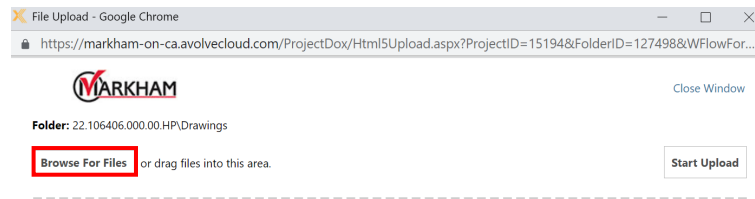
**STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required. Follow the file format. All files to be submitted must be in PDF format. Issues related to file naming conventions require three to four digits, followed by a dash OR one or more spaces between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

File Upload for: 22.106449.000.00.CNDO ?

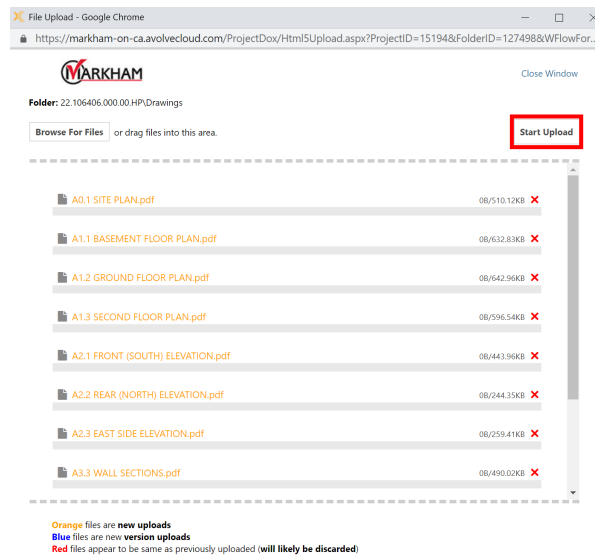


10. After clicking selecting the folder you want to upload to the File Upload window will appear.

- a. Select the **Browse for Files** button.



- b. Select the files from your PC that you wish to upload and click the **Open** button when all items have been selected
- c. **Notes:** You can upload a .zip folder and the system will automatically unzip all the individual files.
- d. When uploading revised drawings / documents you must use the same file name
- e. In the Upload Files Dialog box, select the **Start Upload** button.



- f. When the files are finished uploading a confirmation message will appear. New files will appear in orange. Resubmitted files will appear in blue provided the same file name was used as the original upload (*this is required for resubmissions*). Rejected files will appear red.
  - g. Repeat these steps for each folder you are uploading files to (Documents, Drawings, Applicable Law)
11. Once you have uploaded all of the required drawings and documents to the appropriate folders it is time to complete your task to notify City of Markham staff that you have finished uploading your files.
12. Go to *Step 2* of your Applicant Upload Task and click both checkboxes and complete the task by selecting the **Submit** button at the bottom of the eForm in *Step 3*

**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 have reviewed the City of Markham's Submission Standards document and confirm that all uploaded files are in compliance with these requirements. \*Required

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

**Submit** Complete Later

### Uploading Versioned Drawings

Applicants have the opportunity to upload revised pdf files to the system when they have a Pre-Application Corrections or Applicant Resubmit Task. In ePLAN, revised files are called "Versions".

1. First you must "Accept" your task. Click on the *Pre-Application Corrections or Applicant Resubmit* link, shown under the Task heading of the ProjectFlow Task List.

ACTION	TASK	PROJECT	GROUP	STATUS
<input type="button" value="Accept"/>	Prescreen Additional Submissions	23 000014 000 00 SPC	Applicant	Pending

- Once the pop-up window has loaded under *Step 2 of 4* make sure the Versioned Files tab is selected.

**STEP 2 of 4:** Upload any new or updated files into this project.

Version Upload for: 22.106421.000.00.HP 

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.  
Select "New Files" to upload any additional new file into this project as requested.

**Versioned Files** New Files

Are your updated files named exactly the same as the prior versions?

Yes

No

[Watch video](#)

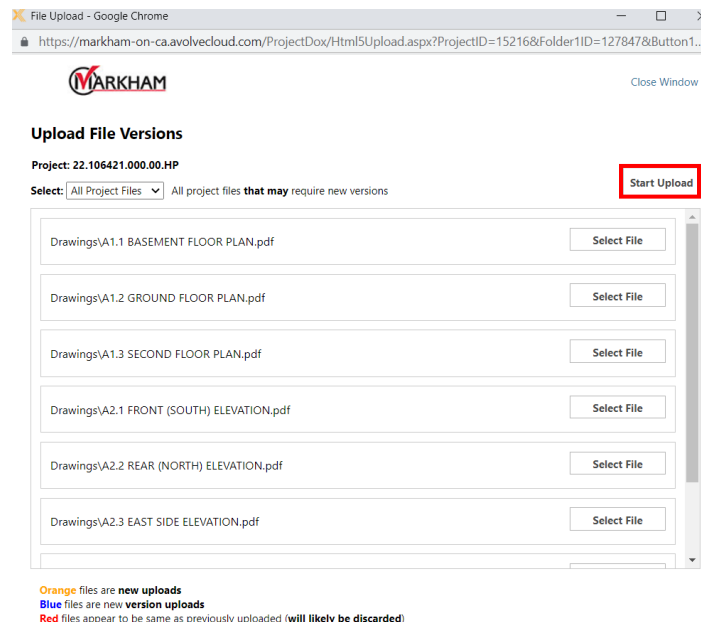
\* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

Select folder to open file list.

- ▶ Drawings (8 - 0 New)
- Documents
- Reference Documents
- Applicable Law

- If the file name of your revised file is named exactly the same as the prior versions select **Yes** and follow step 8 in the previous section above
- If the file name of your revised file is NOT named exactly the same as the prior versions select **No**.
- Once you have selected No a pop up window will appear where you can select the already uploaded file that you would like to version/revise. When **Select File** is clicked the system will then prompt you to select the files from your PC that you wish to upload as a version.




- d. Once the revised file has been selected on your PC you will see the files listed that will be versioned indicated in blue. When you are finished selecting the files to be version click the Start Upload button which will close the upload window and bring you back to your task to complete.

**Upload File Versions**

Project: 22.106421.000.00.HP

Select:  All project files **that may** require new versions

 A1.1 BASEMENT FLOOR PLAN REVISED NEW.pdf is new version <span style="float: right;">08/1012.41KB <input type="button" value="X"/></span>
Drawings\A1.2 GROUND FLOOR PLAN.pdf <span style="float: right;"><input type="button" value="Select File"/></span>
Drawings\A1.3 SECOND FLOOR PLAN.pdf <span style="float: right;"><input type="button" value="Select File"/></span>