

This is a high level guide on how to submit Zoning Preliminary Review applications using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our <u>ePLAN Steps to Success</u> online guide.

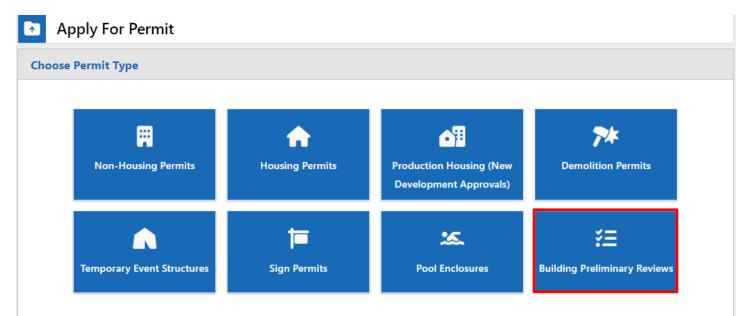
WHAT ARE ZONING PRELIMINARY REVIEWS?

Zoning Preliminary Reviews (ZPR) are offered for low rise residential, multiple residential and nonresidential projects. The optional service includes a review of preliminary plans and documentation to determine a proposed project's compliance with current zoning by-laws prior to the submission of either a building permit or a Planning Act application.

DETAILED INFORMATION OF NEW APPLICATION

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

| Permit Type: | Building Preliminary Reviews |
|-------------------|---|
| Application Type: | Zoning Preliminary Review |
| Sub Type: | (Choose applicable building type, OR Land Division if the ZPR is to facilitate a Consent Application) |
| Work Type: | (Chose applicable scope of work) |



PROJECT DESCRIPTION

When entering the project description, describe the nature of the project.

Example: 2 storey detached dwelling



SUBMISSION REQUIREMENTS

The following items must be uploaded for a ZPR application. All uploaded files must comply with our ePLAN Submission Standards, available at <u>www.markham.ca/eplan</u>.

DRAWINGS

| | ZPR Type | | | | |
|--------------------------------|-------------------------|-------------------------|------------------------------|---------------------|--|
| | Low Rise Residential | Interior Alterations | Multiple Residential | Non- Residential | Land Division / Consent |
| Site Plan | Required | Required | Required | Required | Dequired if evicting |
| Elevations | Required | N/A | Required | Required | Required <u>if</u> existing buildings/structures |
| Floor Plans | Required | Required | Required | Required | are to be retained or if new buildings or |
| Parking Calculations | N/A | Required | Required for Mixed Use | Required | structures are proposed. |
| Draft R-Plan | N/A | N/A | N/A | N/A | Required |
| Draft Surveyors Certificate | N/A | N/A | N/A | N/A | Required |

DOCUMENTS

1. Zoning Preliminary Review Checklist

ZPR TYPES AND FEES

The fee for this service is based on the type of project being reviewed. Unless otherwise noted, fees are per building. Current fees are posted on the <u>Fee Schedule</u> available at <u>www.markham.ca/building</u>

| ZPR Type | Scope of Work Included | |
|----------------------|--|--|
| Low Rise Residential | New Buildings: - Single detached houses - Semi-detached houses (per unit) - Townhouse (per unit) Additions and / or Alterations to housing Residential accessory buildings (sheds) Accessory Apartments Decks, Porches, Driveways | |
| Interior Alterations | Non-Residential (per premises) | |
| Multiple Residential | New Buildings | |
| Non-Residential | New Buildings Additions | |



Quick Reference – Zoning Preliminary Review

| | Where land division is proposed, a single application |
|-----------------|---|
| Land Division / | can be made for both the retained and conveyed lots. |
| Consent | Fees will be charged on a per lot basis, based on the |
| | scope of work proposed. |