

This is a high level guide on how to submit a Condominium 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 CONDOMINIUM APPLICATION REQUIRED?

A Condominium (CNDO) application is required for submission of a Plan of Condominium.

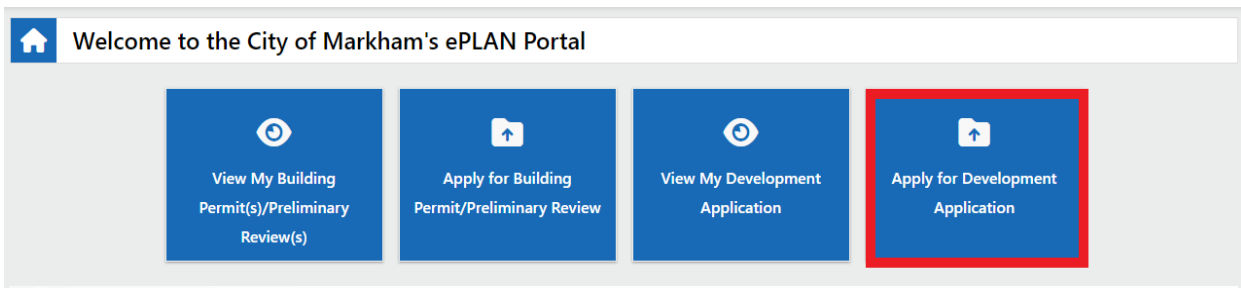
The *Condominium Act* allows for the creation of different types of ownership for a multi-unit development. The Act allows for a number of different types of condominiums, but the most common are Standard Condominium (units owned by individual owners, with common elements), Common Elements Condominium (freehold units with common elements i.e. roads) and Vacant Land Condominium (units are vacant lots rather than units and includes common elements such as roads).

If an applicant wants to sell individual units as condominium units, they must obtain Plan of Condominium Approval. Generally, condominium approval mirrors the approval process for plans of subdivision. The [Condominium application process](#) may take 6 to 8 months to complete.

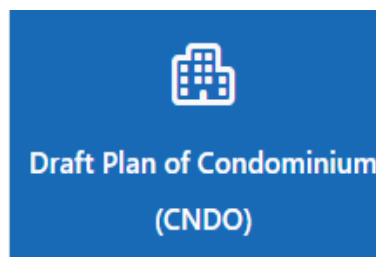
SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

First, log into your ePLAN account and select the **Apply for a Development Application** button.



Select **Draft Plan of Condominium (CNDO)** under the “Application Not Requiring PRCN” section



2. DETAILED INFORMATION OF NEW APPLICATION

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

Application Type:	<i>Condominium Application</i>
Sub Type:	<i>(Choose the appropriate Condominium application type)</i>
Work Type:	<i>Not Applicable</i>

New Application for a Planning/Development Application


*indicates required field

Application Type * Application Subtype * Type of Work *

[Next](#)

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			Select

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. Project/Marketing Name of Project
2. Owner Information

3. Proof of Ownership
4. 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.
5. 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.
6. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.

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.* You can choose to **Pay Now** or **Pay Later**. 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).

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:

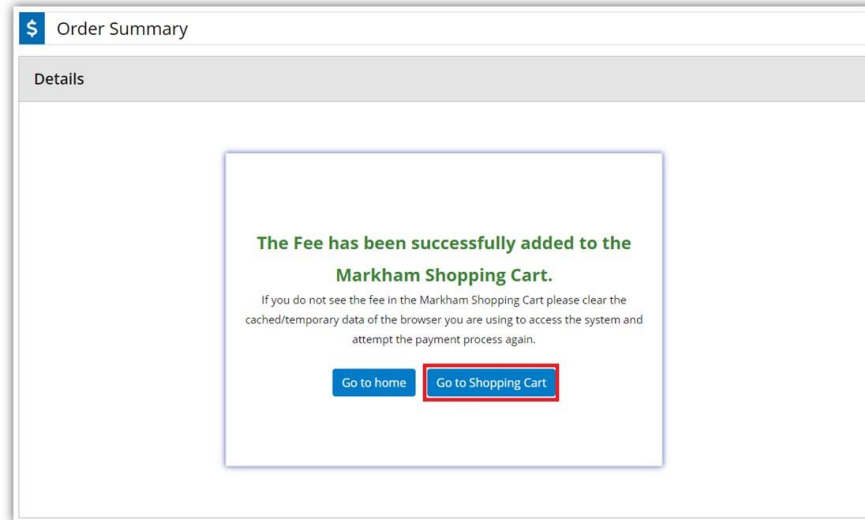
Telephone: 905.475.4861

Email: dsc@markham.ca

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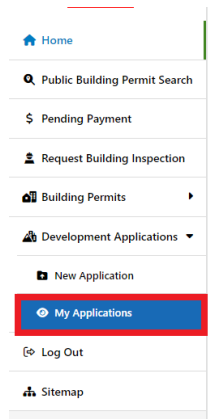
When you've successfully added the fee to your cart you will see the following:



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.



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.*

Details

Summary of Application Details

File Number	:	[REDACTED]
Address	:	[REDACTED]
Type / Sub / Work	:	Site Plan Control Application / Special Site Plan Area / Residential (Addition)
Indate	:	2023-06-07
Issue Date	:	
Expiry Date	:	
Status	:	New

[Upload/View Tasks/View Comments](#) [Back to List](#)

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 CNDO application:

DRAWINGS

- Draft Plan of Condominium;
- Legal Plan of Survey;
- AutoCad (DWG) CAD drawing of plans and elevations
 - Please refer to the DWG Specifications document within the [Application Form](#) for more information.

DOCUMENTS

- [Application Form](#);
- All applicable studies and reports