

This is a high level guide on how to submit a Committee of Adjustment application for Minor Variance 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 MINOR VARIANCE APPLICATION REQUIRED?

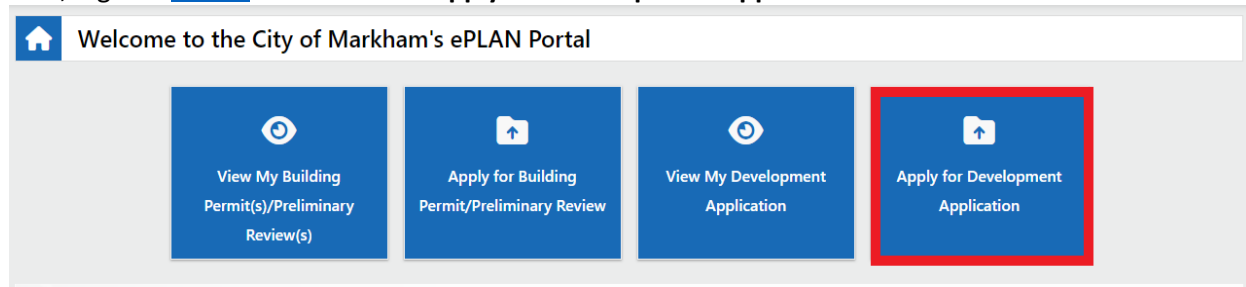
Section 45 of the Planning Act empowers the Committee of Adjustment to grant minor variances to an existing by-law. Minor variances (MNV) must meet all of the following 4 tests under the Planning Act:

- The variance requested must meet the general intent and purpose of the by-law;
- The variance requested must meet the general intent and purpose of the Official Plan;
- The variance requested must be desirable for the appropriate development of the applicable lands, building or structure; and
- The variance requested must be minor in nature.
- The Planning Act also gives the Committee of Adjustment the authority to grant the enlargement or extension of a legal non-conforming use. The Committee of Adjustment can impose conditions if an application is approved. These conditions must be satisfied before a building permit is issued, unless otherwise specified by the Committee.

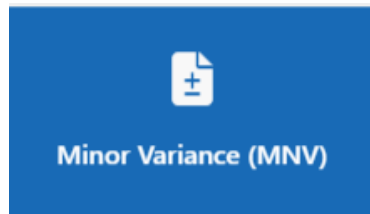
SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

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



Select **Minor Variance (MNV)** under the “Committee of Adjustment” section



2. DETAILED INFORMATION OF NEW APPLICATION

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

Application Group:

Planning

Application Type:

Minor Variance Application

NOTE: If both a Consent and Minor Variance application(s) is required, apply for the Consent application only. For more information on the Consent process, please refer to the Consent Quick Reference Guide.

Sub Type: (Choose applicable variance type)*
 Work Type: (Choose applicable scope of work) **

*Choosing the appropriate **Sub Type**:

Heritage – Applies to heritage buildings, or Heritage Properties where Heritage Staff or Heritage Markham has requested the implementation of a historic condition or feature, at the discretion of the Director of Planning or their Designate

Technical Amendment – To rectify an existing site condition, at the discretion of the Director of Planning and Urban Design or their designates

Variance – Lots on Draft Approved Plan – Variances on multiple lots within a Draft Plan of Subdivision or registered M-Plan

With Respect to Development Standards – Additions, alterations or new dwellings.

With Respect to Development Standards & Use – Additions and alterations to mixed use or ICI buildings, and where use and development standard variances are requested.

With Respect to Use – to mixed use or ICI buildings

Choosing the appropriate **Work Type:


Ind/Com/Inst – Industrial, Commercial or Institutional use

Residential Over 50m2 – Additions, alterations or new dwellings 50m2 or greater


Residential Under 50m2 – Additions, Alterations, accessory buildings, structures or decks less than 50m2. Includes variances for basement apartments and parking for single, semi-detached or townhouse dwellings.

3. FILL OUT DISCLOSURE FORM

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 ( Map) 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 scope of work and variance(s) requested. Once complete select **Next**.

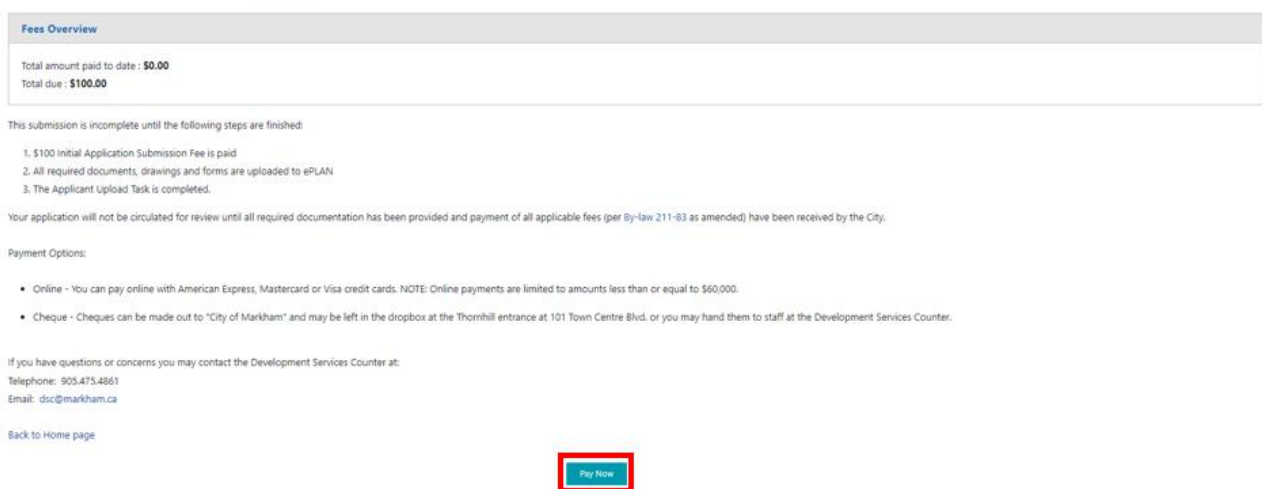
7. APPLICATION FORM INFORMATION

You will be asked to answer / confirm the items below when entering the application. *Note: This page must be completed in order to create the folder and generate the \$100 Initial Application Submission Fees. Incomplete applications will be deleted.*

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. Owner Information.
5. Project/Marketing Name of Project
6. Registered Plan Number

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:

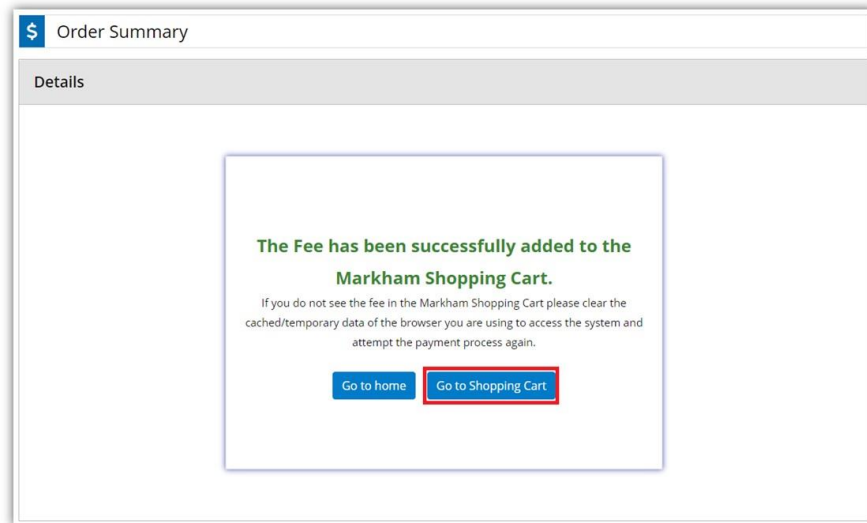
- Online - You can pay online with American Express, Mastercard or Visa credit cards. NOTE: Online payments are limited to amounts less than or equal to \$60,000.
- Cheque - Cheques can be made out to "City of Markham" and may be left in the dropbox at the Thornhill entrance at 101 Town Centre Blvd. 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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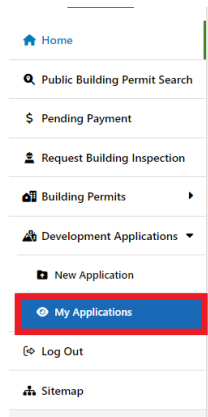
When you've successfully added the fee to your cart you will see the following:



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 **ePLAN Upload Attachments/Drawings/Etc** to begin uploading your submission drawings and documents. *Once all documents have been uploaded, please accept the Applicant Upload Task and acknowledge task completion.*

SUBMISSION REQUIREMENTS

The following items must be uploaded for a Minor Variance application.

DRAWINGS

1. Site Plan or a sketch showing the full extent of the property including all trees on site and the proposed development. All drawings submitted must show the following:
 - i. The boundaries and dimensions of the subject land.
 - ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
 - iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - iv. The current uses on land that is adjacent to the subject land.
 - v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
 - vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
 - vii. The location and nature of any easement affecting the subject land.
2. Elevation Plans and Floor Plans of all floors (if applicable)

Submitted plans **must** meet the following [Submission Standards](#):

- Single page vector-based pdf files
- 3" wide by 2" high blank space in the top right corner of the drawing, 0.5" from the edge of the paper
- Landscape orientation

DOCUMENTS

1. Proof of Ownership (Tax Bill or Deed of Land)
2. [ePLAN Supporting Information Form](#)
3. Survey