

This is a high level guide on how to submit a Part Lot Control application using the ePLAN Portal.

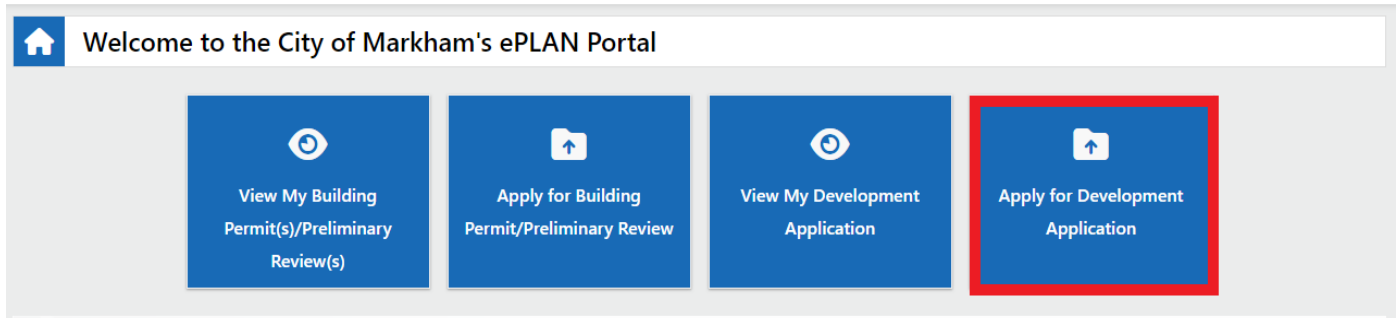
## WHEN IS A PART LOT CONTROL APPLICATION REQUIRED?

A Part Lot Control (PLTL) application is required to regulate the sale or transfer of part of a lot of block of a registered plan of subdivision. The PTLT application process may take 2 to 4 months to complete.

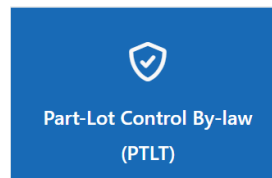
## SUBMITTING AN APPLICATION

### 1. APPLY FOR A NEW APPLICATION

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



Select **Part Lot Control By-Law(PTLT)** under the “Other Application” section




### 2. DETAILED INFORMATION OF NEW APPLICATION

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

Application Group:	<i>Planning</i>
Application Type:	<i>Part Lot Control Application</i>
Sub Type:	<i>Part Lot Control</i>
Work Type:	<i>Not Applicable</i>

### 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			<input type="button" value="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. ENTER 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 must answer / confirm the items below when entering the application. 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. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
4. Project/Marketing Name of Project
5. Registered Plan Number
6. Target Construction Date
7. Proposed Number of Townhouse Units @ Submission

### 8. DOCUMENT UPLOAD

You will be required to upload your drawings and supporting documents. A full list of required documents are provided. You will need to click on the upload button (  ) to save the file. Only the applicant has the ability to

upload drawings and documents so co-ordination may be required with consultants.

### Attachment Upload

\*indicates required field

You currently have no attachment(s) associated with this application

Upload New Attachment

Document Type \*  
Applicant Upload

Document \*  
Drop attachment(s) here or [Browse Files](#)

Description \*  
Type the description of the document

I have uploaded all of the following required submission documents: \*

1. Completed Application Form
2. Reference Plan
3. Registered Plan
4. Description of Proposal
5. Surveyor's Certificate with all lots listed

[Upload](#)

**Be sure to click the "Upload" button for each of your files so they are added to the application before you click the "Next" button.**

After clicking on upload you will be able to submit additional documents. Once all documents are uploaded you will need to confirm that all required documents have been uploaded then click **Next**.

Note: Once uploaded, you will not be able to delete submitted documents. Please notify staff at [dsc@markham.ca](mailto:dsc@markham.ca) if the incorrect file was uploaded by mistake.

### 9. APPLICATION FEE PAYMENT

Review of this application will be conducted via email (and not through the Digital Review Environment, as with other planning applications). Once you have completed steps 1 to 5, the Development Services Counter Staff will be notified digitally of your submission and will review the documents to ensure that a complete application has been submitted.

You will be notified by email of any outstanding submission requirements and applicable application fees. Once Counter Staff have conducted an initial review of the application, application fees will be added to the **My Applications** section of your ePLAN application.

Please notify Counter Staff once fees have been paid so that the application may be circulated for review.

### SUBMISSION REQUIREMENTS

The following plans and documents are required with the submission of a PTLT application:

#### DRAWINGS

- Reference Plan
- Registered Plan, with all applicable lots to be highlighted

#### DOCUMENTS

- Cover Letter with a detailed description of the proposal
- Surveyor's Certificate with all lots, lot frontages, and lot areas listed
- [Application Form](#)