

This is a high level guide on how to submit a Site Plan 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 SITE PLAN CONTROL APPLICATION REQUIRED?

All lands within Markham are subject to Site Plan Control (SPC) with some exceptions (see [Site Plan Control By-law 262-94](#)). If you are planning to build a new building or addition, you may be subject to site plan control. A building permit cannot be issued and construction cannot begin unless site plan approval is obtained. Through the site plan application process, the City will review the design and layout of the buildings and development including building location, landscaping, parking, drainage, pedestrian access, public realms, etc. to ensure compliance with City standards, by-laws and guidelines. The [Site Plan application process](#) may take 2 to 6 months to complete.

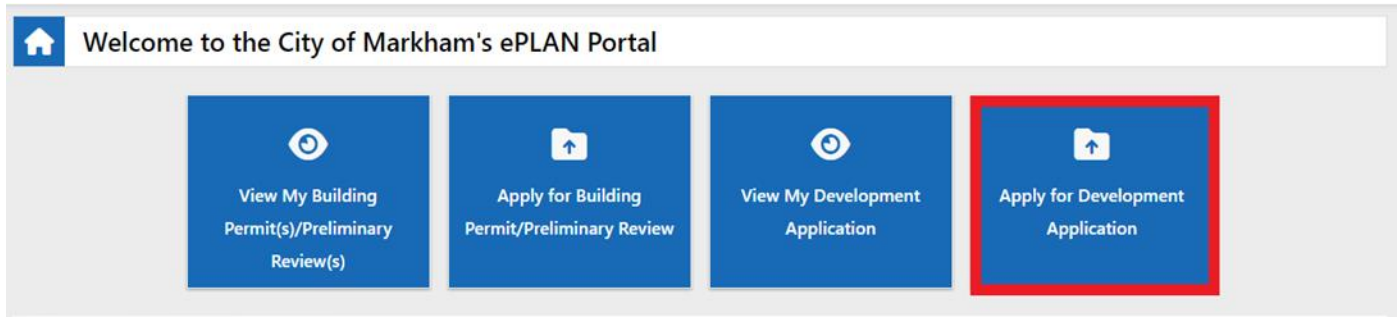
HERITAGE SITE PLAN APPLICATION

Markham has designated specific areas as Heritage Conservation Districts. If your property is designated as a heritage property or you are located within a Heritage Conservation District and/or are planning to add floor space to your house, you must apply for a Heritage Site Plan Application. A building permit cannot be issued and construction cannot begin unless site plan approval is obtained. [The Heritage Site Plan application](#) process may take approximately 4 to 6 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 Site Plan Control(SPC) under the “Other Application” section



2. DETAILED INFORMATION OF NEW APPLICATION

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

- Application Group:
- Application Type: *Site Plan Control Application*
- Sub Type: *(Choose applicable Sub Type)**
- Work Type: *(Choose applicable Work Type)*

*Choosing the appropriate **Sub Type**:

Extension of Site Plan Endorsement/Approval – extension of Site Plan Endorsement or Approval

Facade – for alterations to building façade only. The Pre-Consultation Checklist will confirm whether or not the proposed façade change is major or minor.

Heritage – For residential properties designated as a heritage property, and non-residential heritage properties in which the addition or alteration is less than 50m2.

Mixed Use Development – For additions or new mixed-use buildings.

Non-Residential Development – For additions or new non-residential development, including Agriculture, Commercial/Employment, Hotel/Motel, Institutional, and Seniors Facility.

Outdoor Patio – For new outdoor patios, or addition (expansion) to an existing outdoor patio.

Parking Lot – For new parking lots, or addition (expansion) to an existing parking lot.


Residential Development – For residential development, including Apartment Units, and All Other Unit Types (such as Townhouses, Semi/Detached Dwellings, etc.), and Apartments and Other Types.

Special Site Plan Area – For non-Heritage residential dwellings located in a Site Plan Control area. Includes residential additions or new residential semi/single detached dwellings.


Telecommunications Tower – telecommunications tower

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			

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
 - This will need to be uploaded to ePLAN if it was not initially provided during the Pre-Consultation process.
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-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.
7. Site Data @ Submission
 - Please have Site Statistics ready, including lot area, breakdown of GFA for different uses, and number of residential units (if applicable).

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**. 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

[Back to Home page](#)

[Pay Now](#)

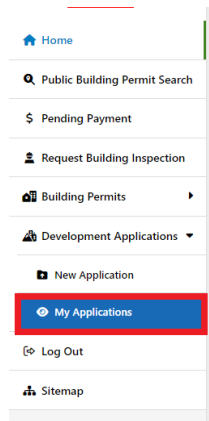
When you've successfully added the fee to your cart you will see the following:

The screenshot shows a web interface titled "Order Summary" with a dollar sign icon. Under the "Details" section, a central message box contains the text: "The Fee has been successfully added to the Markham Shopping Cart." Below this message, it says: "If you do not see the fee in the Markham Shopping Cart please clear the cached/temporary data of the browser you are using to access the system and attempt the payment process again." At the bottom of the message box are two buttons: "Go to home" and "Go to Shopping Cart".

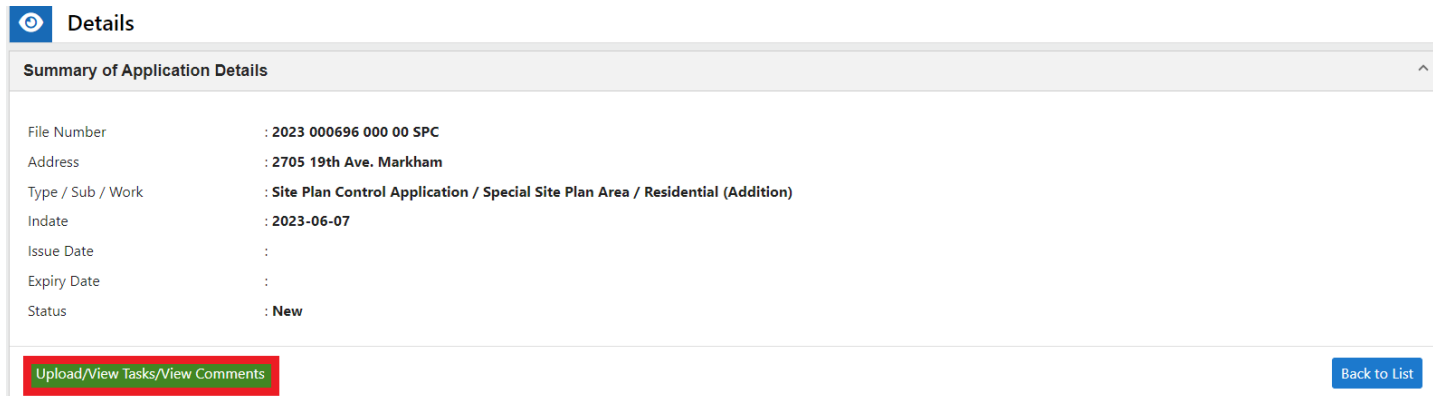
Click Go to shopping cart to be redirected to the payment screen

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.*



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 Site Plan application:

PRE-CONSULTATION MEETING

- A [Pre-Consultation Request](#) is required prior to the submission of a Site Plan application. At the meeting, a Complete Application Submission Checklist will be provided, which outlines required submission materials for the Site Plan application.
- In the event that the Development Manager exempts a proposal from a pre-consultation meeting, a checklist or email will be provided to the applicant setting out minimum and supplementary submission requirements and must be included in the Site Plan application submission.

DRAWINGS

- Drawings listed in the Complete Application Submission Checklist; and
- AutoCAD (DWG) CAD files of Site Plan and Elevations (not applicable for Heritage Site Plan applications).

DOCUMENTS

- The Complete Application Submission Checklist (or, in the case of a pre-consultation meeting exemption, a copy of the email or letter setting out minimum and supplementary submission requirements); and
- Documents and reports listed in the Complete Application Submission Checklist.