

This is a high-level guide on how to submit a Technical Review of Subdivision application using the ePLAN Portal.

### WHEN IS A TECHNICAL REVIEW OF SUBDIVISION APPLICATION REQUIRED?

A Technical Review of Subdivision (TEC) is a detailed engineering review that is required for each phase of the development of a subdivision.

### SUBMITTING AN APPLICATION

#### 1. APPLY FOR A NEW APPLICATION

The Project Engineer will advise you when a TEC application is required, and will forward you a copy of the [Application Form](#). Please complete the Application Form and email the completed form to [dsc@markham.ca](mailto:dsc@markham.ca). Once received, a Development Technician will proceed to create a TEC ePLAN application for you.

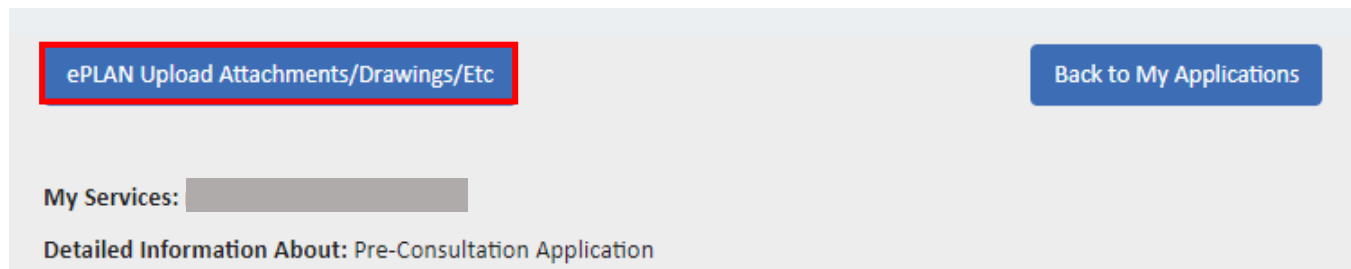
*Note: If you do not have an ePLAN account, you will be required to register and verify an account first.*

Once an application has been created, the Development Technician will notify you to log into ePLAN to begin uploading required plans and documents.

#### 2. EPLAN UPLOAD

Log into ePLAN, and click on the **Details** button of the application.

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.*



Once all documents have been uploaded, complete your task by clicking into the **Applicant Upload Task**, and acknowledging task completion.

#### Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Document Upload Complete) button.

- have uploaded all required drawings and/or documents.
- confirm all drawings/documents comply with the City's submission standards.

**Document Upload Complete** Complete Later

#### 4. APPLICATION FEE PAYMENT

Application fees will be determined at the Prescreen Review stage (after you've completed the Applicant Upload Task). A Prescreen Corrections Task will be send back to you identifying application fees and any outstanding submission requirements.

Once Counter Staff have conducted an initial review of the application, application fees will be added to the **Details Page** of your ePLAN application. Up to \$60,000 can be paid online via ePLAN. Otherwise, a cheque made payable to the City of Markham is required.

### 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 the minimum submission requirements for a TEC application:

#### DRAFT PLAN OF SUBDIVISION APPLICATION

- An existing application for a Draft Plan of Subdivision (SU or PLAN folder) is required prior to the submission of a TEC application.

#### DRAWINGS

- Engineering Plans
  - Please contact the Project Engineer for more information on submission requirements.

#### DOCUMENTS

- [Application Form](#)
- Preliminary Cost Estimate
- Engineering Reports and Studies
  - Please contact the Project Engineer for more information on submission requirements.