

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 ePLAN and select the **Apply for a New Application** button.

2. DETAILED INFORMATION OF NEW APPLICATION

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

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

Detailed Information of New Application

Please Select Application Group:
Planning

Please select the application type:
Condominium Application

Please select the appropriate sub type:
Common Element Condominium

Please select the appropriate work type:
Not Applicable

Cancel Application
Next

To avoid processing delays please ensure you are applying for the correct application type(s).

Check here before selecting the application type from the drop down menu.

[Building Permit Types](#)

[Combinations of Planning Application Types, including Committee of Adjustment and Engineering permits](#)

3. 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. You will notice that the Street type is added automatically. 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).*

Select the desired property from the Address Search Result list.

Confirm that the application type, sub type, work type and address information are correct then click **Next**. *If the proposal applies to multiple properties, click **Add Another Property** and repeat Step 3.*

4. FOLDER DESCRIPTION

When entering the project description, describe the proposal and scope of work. Once complete, select **Next**.

5. ADDITIONAL INFORMATION

You will be asked to answer / confirm the items below when entering the application. *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. Applicant Type
2. Project/Marketing Name of Project
3. Owner Information
4. Proof of Ownership
5. 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.
6. 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.
7. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.

6. ePLAN UPLOAD

Once you have completed the steps above, you **MUST** login again and **return to the Details page** of the application which allows for upload of drawings and supporting documents. 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

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 [Plan of Condominium Application Form](#) for more information.

DOCUMENTS

- Application Form
- All applicable studies and reports