This is a high-level guide on how to submit a Hold Removal application using the ePLAN Portal.

WHEN IS A HOLD REMOVAL APPLICATION REQUIRED?

A Hold Removal (HOLD) application is required when the Zoning By-law contains a holding symbol "H" on the subject property. The "H" restricts future uses and development on the property until conditions for removing the "H" are met. A Zoning By-law amendment through a HOLD application is required to remove the "H."

The HOLD application process may take 4 to 6 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 HOLD application:

Application Group:	*Planning*
Application Type:	*Hold Removal Application*
Sub Type:	*Hold Removal*
Work Type:	*Not Applicable*

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 must answer / confirm the items below when entering the application. The following sections must be completed:

    1. Owner Information
    2. Proof of Ownership
    3. 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.
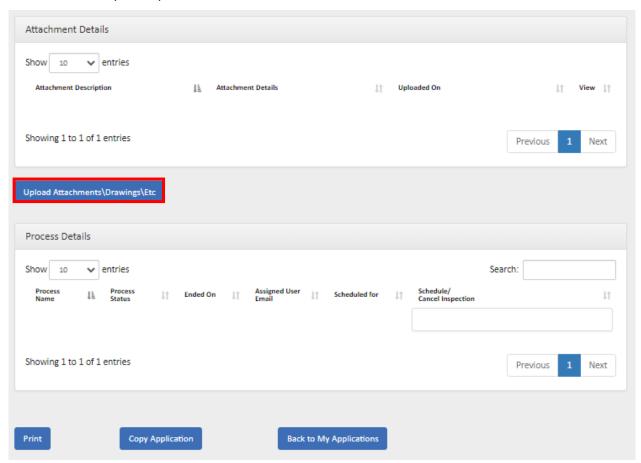
4. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
5. Project/Marketing Name of Project
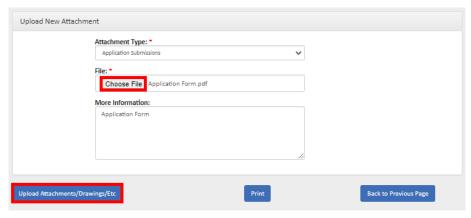6. Applicant Type

6. DOCUMENT UPLOAD

Once you have completed the steps above, you MUST go back to the My Applications page and **return to the Details page** of the application.

Scroll down to the bottom of the page and click on the **Upload Attachments\Drawings\Etc.** button to upload drawings and supporting documents. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

ePLAN Quick Reference – Hold Removal Application   Planning & Urban Design – Mar 2025

City of Markham, Development Client Services, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3
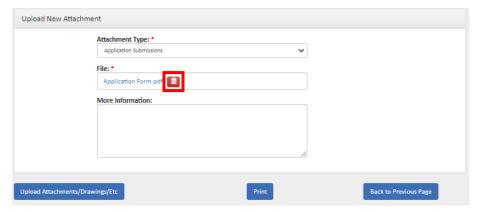Telephone: 905.475.4861 Email: DSC@markham.ca

Choose the file that you wish to upload and provide a brief description. Click on **Upload Attachments/Drawings/Etc.** to upload.

Click on the red trash can icon (🗑) to upload additional documents.

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

7. 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 **Details Page** of your ePLAN application.

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

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SUBMISSION REQUIREMENTS

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

DRAWINGS
- Site Plan
- Legal Plan of Survey

DOCUMENTS
- [Application Form](#)

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