

This is a high-level guide on how to submit a Site Alteration Permit application using the [ePLAN Portal](#).

WHEN IS A SITE ALTERATION PERMIT APPLICATION REQUIRED?

As per the [Site Alteration By-law 2011-232](#), a [Site Alteration Permit](#) (SALT) application is required to carry out Site Alteration activities. SALT applications are administered by the City’s Engineering Department.

Site Alteration activities include:

- removal of topsoil from land;
- the placement or dumping of fill on land; and,
- the alteration of the grade of land through the movement, removal or placement of Topsoil or Fill.

Note: SALT is not required for a detached infill residential construction or residential additions. Residential infill and additions must go through the [Residential Infill Grading and Servicing \(RGS\) application process](#).

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

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



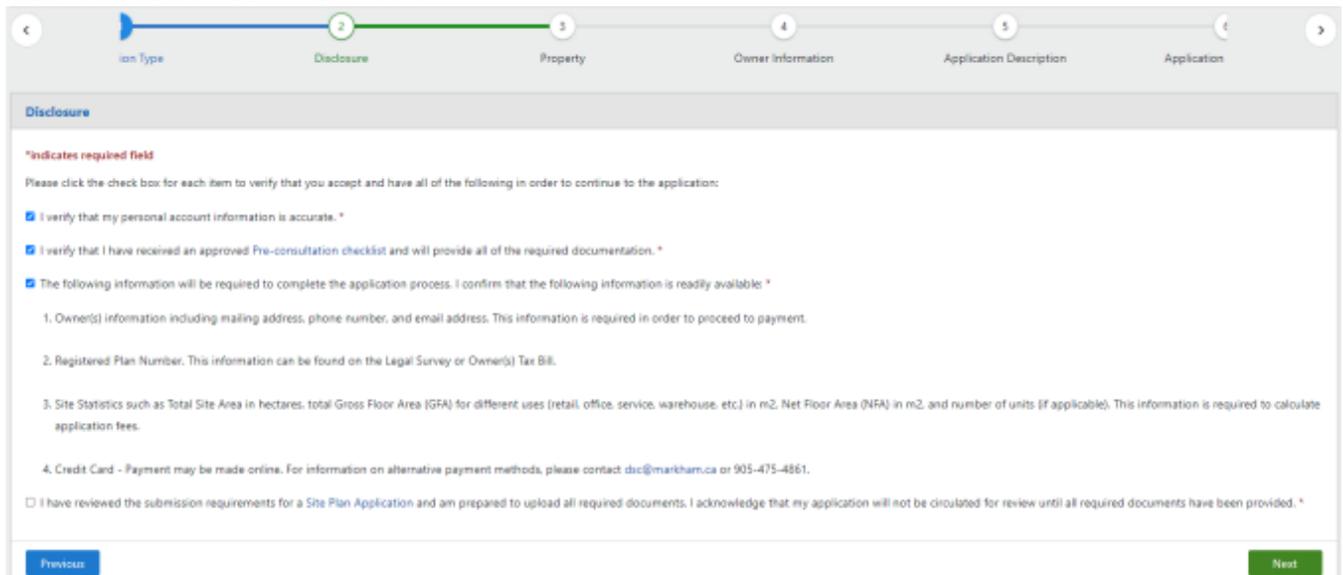
2. DETAILED INFORMATION OF NEW APPLICATION

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

- Application Group: *Planning*
- Application Type: *Site Alteration Permit App*
- Sub Type: *(Choose applicable Sub Type)**
- Work Type: *Not Applicable*



3. FILL ONLINE DISCLOSURE FORM



Disclosure

***Indicates required field**

Please click the check box for each item to verify that you accept and have all of the following in order to continue to the application:

- I verify that my personal account information is accurate. *
- I verify that I have received an approved Pre-consultation checklist and will provide all of the required documentation. *
- The following information will be required to complete the application process. I confirm that the following information is readily available: *
 - 1. Owner(s) information including mailing address, phone number, and email address. This information is required in order to proceed to payment.
 - 2. Registered Plan Number. This information can be found on the Legal Survey or Owner(s) Tax Bill.
 - 3. Site Statistics such as Total Site Area in hectares, total Gross Floor Area (GFA) for different uses (retail, office, service, warehouse, etc.) in m2, Net Floor Area (NFA) in m2, and number of units (if applicable). This information is required to calculate application fees.
 - 4. Credit Card - Payment may be made online. For information on alternative payment methods, please contact: dsc@markham.ca or 905-475-4861.
- I have reviewed the submission requirements for a Site Plan Application and am prepared to upload all required documents. I acknowledge that my application will not be circulated for review until all required documents have been provided. *

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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. 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.*

5. FOLDER DESCRIPTION

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

6. ADDITIONAL INFORMATION

You will be asked to 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. 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.
4. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
5. Owner Information
6. Project/Marketing Name of Project
7. Insurance Expiry Date
8. Total Site Area (ha)
9. Is this associated with a Plan of Subdivision or Site Plan Application?
10. Applicant Type

8. 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.*

The screenshot shows the 'Attachment Upload' page. At the top, it says 'You currently have no attachment(s) associated with this application'. Below that, there's a section for 'Upload New Attachment'. The 'Document Type' is set to 'Applicant Upload'. The 'Document' field has a 'Drop attachment(s) here or Browse Files' button. The 'Description' field is highlighted with a red box and contains 'Sample - Site Plan'. Below the description, there's a list of required documents: 1. PINN Checklist, 2. Complete Application Form, 3. Planning Justification Letter, 4. Site Plan, 5. Survey, 6. Letter of Explanation, 7. CAD Drawings of Site Plans. An 'Upload' button is highlighted with a red box. At the bottom, there's a 'Next' button.

9. 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.

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

Document Upload Complete Complete Later

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 requirements for a Site Alteration application:

DRAWINGS

- Site Alteration Plan

Note: Additional reports and plans may be requested upon further review.

DOCUMENTS

- [Application Form \(Page 17\)](#)