

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**

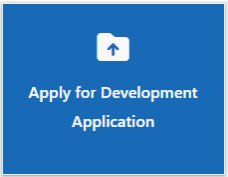
Markham has designated specific areas as Heritage Conservation Districts. If your property is designated as a heritage property or you are located within a Heritage Conservation District and/or are planning to add floor space to your house, you must apply for a **Heritage Permit** not a Site Plan Application.

For new developments or additions for Industrial, Commercial or Institutional or for residential units of 10 or more; a Heritage Site Plan Application must be applied for. 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.



**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)*



Site Plan Control (SPC)

1

2

3

4

5

Application Type
 Disclosure
 Property
 Owner Information
 Application Description

New Application for a Planning/Development Application

\*indicates required field

Application Type \*
 

Site Plan

Application Subtype \*
 

Residential Development

Type of Work \*
 

Apartment Only Units

Next

\*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 50m<sup>2</sup>.

**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. 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 m<sup>2</sup>, Net Floor Area (NFA) in m<sup>2</sup>, 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](mailto: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. \*

[Previous](#) [Next](#)

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

#### 7. 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**.*

### Attachment Upload

\*Indicates required field

You currently have no attachment(s) associated with this application

Upload New Attachment

Document Type \*  
Applicant Upload

Document \*  
Drop attachment(s) here or [Browse Files](#)  
• MZO Quick Reference Guide.docx

Description \*  
sample - Site Plan

☐ I have uploaded all of the following required submission documents: \*

1. PRCN Checklist
2. Complete Application Form
3. Planning Justification Letter
4. Site Plan
5. Survey
6. Letter of Explanation
7. CAD Drawings of Site Plan

[Upload](#)

Be sure to click the "Upload" button for each of your files so they are added to the application before you click the "Next" button.

[Next](#)

### 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 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.