

This is a high level guide on how to submit a Committee of Adjustment CERT application for Consent for Validation of Title or Cancellation Certificate 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 CONSENT CERTIFICATE APPLICATION REQUIRED?

Markham’s Committee of Adjustment has delegated authority to grant consents pursuant to Section 53 and 57 of the Planning Act. Consent Certificate (CERT) applications may include the following:

- Validation of Title; or
- Cancellation of a previously approved Consent application

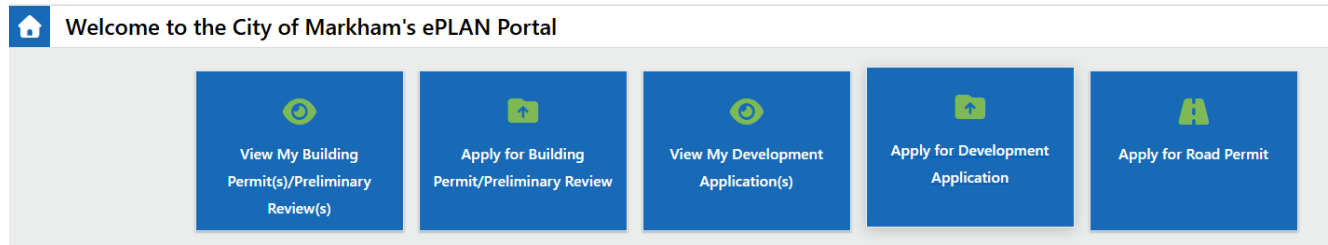
SUBMITTING AN APPLICATION

1. REGISTER AN ACCOUNT

Once you have registered, verified and logged in with your ePLAN account you can apply for a planning application. If you already have a registered account, proceed to the next step.

2. APPLY FOR A NEW APPLICATION

First, log into your ePLAN account and select the **Apply for a New Application** button.



3. DETAILED INFORMATION OF NEW APPLICATION

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

- | | |
|--------------------|--|
| Application Group: | <i>Planning</i> |
| Application Type: | <i>CERT Application</i> |
| Sub Type: | <i>(Choose the most applicable Sub Type – Validation of Title or Cancellation Certificate)</i> |

New Application for a Planning/Development Application

**indicates required field*

Application Type * <input type="text" value="Certificate"/>	Sub Type * <input type="text" value="Cancellation Certificate"/>
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Choosing the appropriate **Sub-Type**:

Validation of Title – Correction of a contravention to the Planning Act that has already occurred to prevent the conveyance of land or creation of an interest in land.

Cancellation Certificate - Cancellation of a previously approved severance to give the effect of treating the parcel as though the previous consent had not been given.

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.

Street Address	Direction	Unit	City, Province	Postal Code	Roll Number	Select
101 Town Centre Blvd			Markham ON	L3R 9W3	02013903100	Select

Confirm that the application type, sub type and address information are correct then click **Next**. *If the proposed application applies to multiple properties, click **Add Another Property** and repeat step 4.*

5. FOLDER DESCRIPTION

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

6. APPLICATION FORM INFORMATION

You will be asked to answer / confirm the items below when entering the application. Incomplete applications will be deleted.

1. Applicant Type
 - Select Agent or Owner
2. Project/Marketing Name of Project
 - Please use the Owner(s) name as the Name of Project
3. Owner Information
4. Proof of Ownership
 - This will need to be uploaded to ePLAN.
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. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
7. Registered Plan Number

7. EPLAN UPLOAD

Once you have completed the steps above, **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.

2026 103085 000 00 CERT	101 Town Centre Blvd. Markham	Certificate Cancellation Certificate	2026-03-27	New	Details
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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.*

ePLAN Upload Attachments/Drawings/Etc

Back to My Applications

My Services:

SUBMISSION REQUIREMENTS

The following items must be uploaded for a CERT application:

DRAWINGS

1. Survey and Draft Reference Plan. All drawings submitted must show the following:
 - i. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - ii. the distance between the subject land and the nearest City lot line or landmark such as a bridge or railway crossing;
 - iii. the boundaries and dimensions of the subject land, the part that is to be severed, and the part that is to be retained;
 - iv. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - v. the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - vi. the existing uses on adjacent lands, such as residential, agricultural, and commercial uses;
 - vii. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road, or a right-of-way;
 - viii. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - ix. the location and nature of any easement affecting the subject land.

Submitted plans **must** meet the following [Submission Standards](#):

- Single page vector-based pdf files
- 3" wide by 2" high blank space in the top right corner of the drawing, 0.5" from the edge of the paper
- Landscape orientation

DOCUMENTS

1. Submit an [ePLAN Consent Supporting Information Form](#).
2. Proof of Ownership (Tax Bill or Deed of Land)
3. Cover Letter
4. Existing Survey
5. Draft Reference Plan
6. Parcel Register/Chain of Title
7. Deposited Reference Plan (Cancellation Certificate)
8. Registered Transfers (Cancellation Certificate)

Applicants are recommended to consult the Supervisor, Committee of Adjustment prior to submitting CERT application. Please contact the Committee of Adjustment (coa@markham.ca; 905-475-4721) for further inquiries.