

This is a high-level guide on how to submit a Pre-Consultation Request 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 PRE-APPLICATION CONSULTATION REQUEST REQUIRED?

[Pre-Application Consultation By-law 2023-107](#), as amended, (also Section 10.6 of the City’s Official Plan) makes it compulsory for applicants to consult with City staff before submitting the following development application types:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Plan of Subdivision approval, including a plan of condominium; and
- Site Plan Control approval, including an application to amend an existing Site Plan Approval;

The Pre-Application Consultation (PRCN) process allows the applicant to present the development proposal to City staff and gives City staff the opportunity to:

- Clarify the application process;
- Provide preliminary comments and identify issues;
- Meet and/or consult with external agencies like York Region, TRCA (Toronto Regional Conservation Authority), etc.;
- Determine what drawings, documents, and technical studies are required; and
- Identify any additional supporting information/materials that must be submitted with the development application in order to be considered a **complete application** under the *Planning Act*.

PRE-APPLICATION CONSULTATION MEETING EXEMPTION:

In the event the Development Manager exempts a proposal from a pre-application consultation meeting, a checklist will be provided to the applicant setting out minimum and supplementary submission requirements that must be included when the complete development application is made.

The following applications do not require formal Pre-Application Consultation process; however, you are welcome to contact the Development Manager with any questions before you apply:

- Consent
- Minor Variance
- Exemption from Part Lot Control and Deeming By-Law
- Redline Revision, Extension of Draft Plan of Subdivision, and Subdivision Agreement

For applications for Consent to Sever Property and Minor Variance applications, please contact the Secretary-Treasurer for the Committee of Adjustment (905.475.4721 or coa@markham.ca).

STAFF CONTACT INFORMATION (District Map)

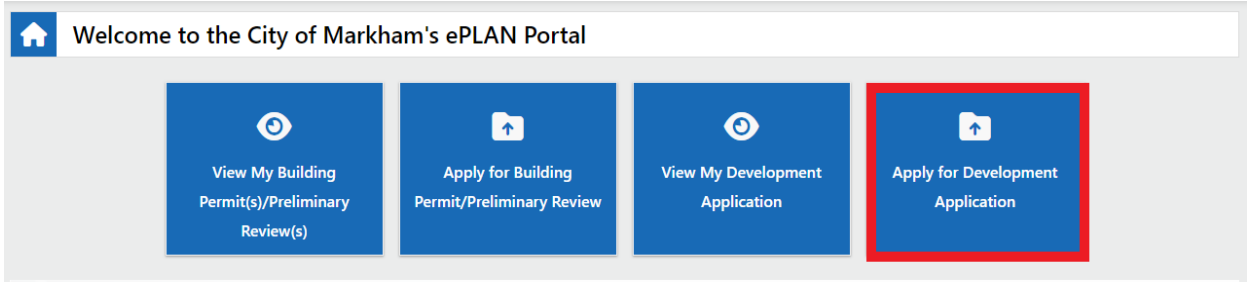
Development Manager	District	Tel: 905.477.7000	Email
Clement Messere	West	Ext.2191	CMessere@markham.ca
Sabrina Bordone	Central	Ext.8230	SBordone@markham.ca
Stacia Muradali	East	Ext.2645	SMuradali@markham.ca
Regan Hutcheson	Heritage	Ext.2080	RHutcheson@markham.ca

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 ePLAN 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 PRCN application:

Application Type: *Pre-Application Consultation*
Sub Type: *(Choose applicable application type)**
Work Type: *Not Applicable*

New Application for a Planning/Development Application

*indicates required field

Application Type *

Pre-Consultation

Application Subtype *

Type of Work *

Next

*Choosing the appropriate **Sub Type**:

Official Plan – applications for Official Plan Amendment

Official Plan/Subdivision/Zoning – combination applications for Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment

Official Plan/Zoning – combination applications for Official Plan Amendment and Zoning By-law Amendment

Official Plan/Zoning/Site Plan – combination applications for Official Plan Amendment, Zoning By-law Amendment, and Site Plan Control

Site Plan – applications for Site Plan Control, including ICI and Heritage

Subdivision – applications for Draft Plan of Subdivision

Subdivision/Zoning – combination applications for Draft Plan of Subdivision and Zoning By-law Amendment

Zoning/Site Plan – combination applications for Zoning By-law Amendment and Site Plan Control

NOTE: Staff will also confirm appropriate application types at the Pre-Application Consultation Meeting.

4. DISCLOSURE

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

- 1. Ensure your personal account information is accurate, as this is the information that will be used for the applicant of this application.
- 2. If you are not the Owner of the property, ensure that you have the Owner information readily available (mailing address, phone number, and email address). This information is required in order to proceed to payment.
- 3. Review the submission requirements for a Pre-Application Consultation Request and be prepared to upload all required documents. Acknowledge that your application will not be circulated for review until all required documents have been provided.

5. 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 the first four digits).

Select the desired property from the Address Search Result list.

If the proposal applies to multiple properties, click + **Add** to add another property and repeat step 5.

Confirm that the address information and that all applicable properties have been selected, then click **Next**.

6. OWNER INFORMATION

Confirm if you are the Owner of the property, or if you are an Agent applying on behalf of the Owner. If you are the Agent, the Owner information (name, mailing address, phone number and email) must be provided. Once complete, click **Next**.

7. APPLICATION DESCRIPTION

Confirm that the application type, sub type, type of work, and property address are correct. When entering the project description, describe the proposal and scope of work. Once complete, select **Confirm and Submit**.

8. ADDITIONAL INFORMATION

You will be asked to answer / confirm the items below when entering the application. The below information must be completed.

1. Proof of Ownership
 - This will need to be uploaded to ePLAN.
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. WARNING: Tree Preservation By-law in effect. DO NOT cut trees prior to City approval or you may be subject to fines up to \$100,000.00. I acknowledge that I have read and understand this warning.
6. Existing Land Use/Zoning
 - Use the [Property Details Search](#) to find existing Land Use/Zoning designation
7. Project/Marketing Name of Project
 - The project name and/or the property address

9. EPLAN UPLOAD

Once you have completed the steps above, **return to the Home page** and go to **View My Development Application(s)**.

Locate the application you just created and click on the **Details** button. Please note that only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

Click on **Upload/View Tasks/View Comments** to begin uploading your submission drawings and documents. *Once all documents have been uploaded, please accept the Applicant Upload Task and acknowledge task completion.*

Once all documents have been uploaded, complete your task by clicking into the **Applicant Upload Task**, and acknowledging task completion. Files and documents can also be uploaded directly to the **Applicant Upload Task** window.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required. Follow the file format. All files to be submitted must be in PDF format. Issues related to file naming conventions require three to four digits, followed by a dash OR one or more spaces between the dash and then a title string. Example: i.e. 0001-Cover Sheet.pdf OR 0001 - Cover Sheet.pdf

File Upload for: 23.000914.000.00.PRCN ?

Select your files to upload to this folder:

Select Files to Upload

View Folders

Drawings

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

☒

*I have uploaded all required drawings and/or documents. *Required

☒

*I confirm all drawings/documents comply with the City's submission standards. *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit

Complete Later

SUBMISSION REQUIREMENTS

The following items must be uploaded for a Pre-Application Consultation Request.

DRAWINGS

- Supporting drawings, such as site plan, concept plans / elevations.
 - Provide measurements in metric;
 - Use colour, hatching or labels that will illustrate the property as existing and proposed;
 - Location of property and immediate surroundings (including the property dimensions);
 - Location of existing and proposed buildings and features, including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections), Parking and circulation
 - Landscaped / treed areas, water courses, and natural features
 - Services and utilities (including location of connections at property line), or well and septic system, if applicable
 - Restrictive covenants, easements, other relevant property information.

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

- Single page pdf files
- Landscape orientation

DOCUMENTS

- Proof of Ownership (Tax Bill or Deed of Land)