

This is a high-level guide on how to submit a Townhouse Siting Approval application using the [ePLAN Portal](#).

WHEN IS A TOWNHOUSE SITING APPROVAL APPLICATION REQUIRED?

A Townhouse Siting Approval (TOWN) application is required for the development of townhouse units within a registered plan. The TOWN process is governed by [Site Plan Control By-law 262-94](#) and is administered by the Planning Department's Urban Design Group.

The Townhouse Siting process is applicable to all street townhouse dwellings fronting onto a local street and:

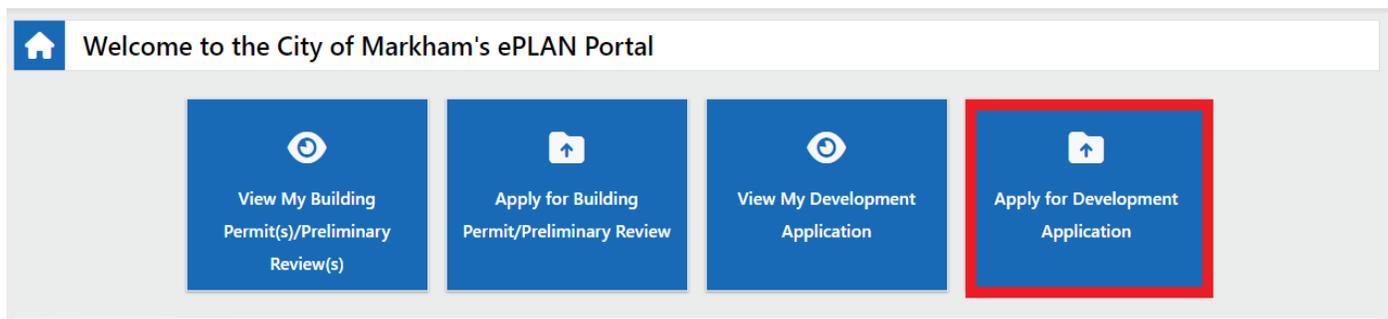
- (i) adjacent to or facing a school, a place of worship, a public building or a neighbourhood/community shopping centre; or,
- (ii) is located on a window street (i.e. a single loaded local street adjacent to a provincial highway, an arterial road or a collector road) or an entry street into a community; or,
- (iii) is terminating a view corridor at the end of a street terminating in a "T" intersection; or
- (iv) does not have vehicular access to a lane; or,
- (v) is adjacent to, framing or facing a park, a valley and/or open space feature, including storm water management facilities and school yards; and, the plans have been approved by a control architect, authorized by the Municipality to review and approve the site plan and building elevation drawings.

Note: Only one (1) TOWN application is required per registered plan. **Multiple townhouse blocks can be applied for under one (1) ePLAN application.**

SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

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



Select **Townhouse Siting Approval(TOWN)** under the "Other Application" section



2. DETAILED INFORMATION OF NEW APPLICATION

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

Application Group:	<i>Planning</i>
Application Type:	<i>Townhouse Siting Approval Application</i>
Sub Type:	<i>Townhouse Siting Approval</i>
Work Type:	<i>Not Applicable</i>

3. AGREE TO THE DISCLOSURE FIELDS

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. There’s no need to enter the street type. 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).*

Once the desired address is populated click on the Select button

Street Address	Plan	Lot	Unit	Select
100 Town Centre Blvd	65M2503			

If the proposal applies to multiple properties, click on the +add button() and repeat Step 4.

Confirm that the address information is correct then click **Next**.

5. OWNER INFORMATION

Confirm if you are applying as the Owner or Agent.

6. FOLDER DESCRIPTION

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

7. 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. Proposed Number of Townhouse Units @ Submission
8. Applicant Type

8. INITIAL APPLICATION SUBMISSION FEE

Once Step 7 has been completed, an Initial Application Submission Fee of \$100.00 will appear. *This fee must be paid in order to begin uploading documents to ePLAN.* You can choose to **Pay Now** or **Pay Later**. It is recommended that you select **Pay Now** to generate a summary page for you to print for reference (you only get one opportunity to do this).

Fees Overview

Total amount paid to date : **\$0.00**
Total due : **\$100.00**

This submission is incomplete until the following steps are finished:

1. \$100 Initial Application Submission Fee is paid
2. All required documents, drawings and forms are uploaded to ePLAN
3. The Applicant Upload Task is completed.

Your application will not be circulated for review until all required documentation has been provided and payment of all applicable fees (per By-law 211-83 as amended) have been received by the City.

Payment Options:

- Online - You can pay online with American Express, Mastercard or Visa credit cards. NOTE: Online payments are limited to amounts less than or equal to \$50,000.
- Cheque - Cheques can be made out to "City of Markham" and may be left in the dropbox at the Thornhill entrance at 101 Town Centre Blvd. or you may hand them to staff at the Development Services Counter.

If you have questions or concerns you may contact the Development Services Counter at:
Telephone: 905.475.4861
Email: dsc@markham.ca

[Back to Home page](#)

[Pay Now](#)

When you've successfully added the fee to your cart you will see the following:

\$ Order Summary

Details

The Fee has been successfully added to the Markham Shopping Cart.

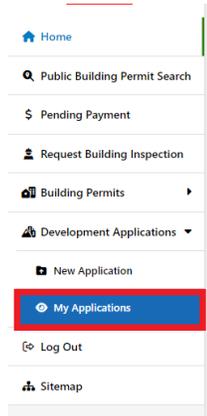
If you do not see the fee in the Markham Shopping Cart please clear the cached/temporary data of the browser you are using to access the system and attempt the payment process again.

[Go to home](#) [Go to Shopping Cart](#)

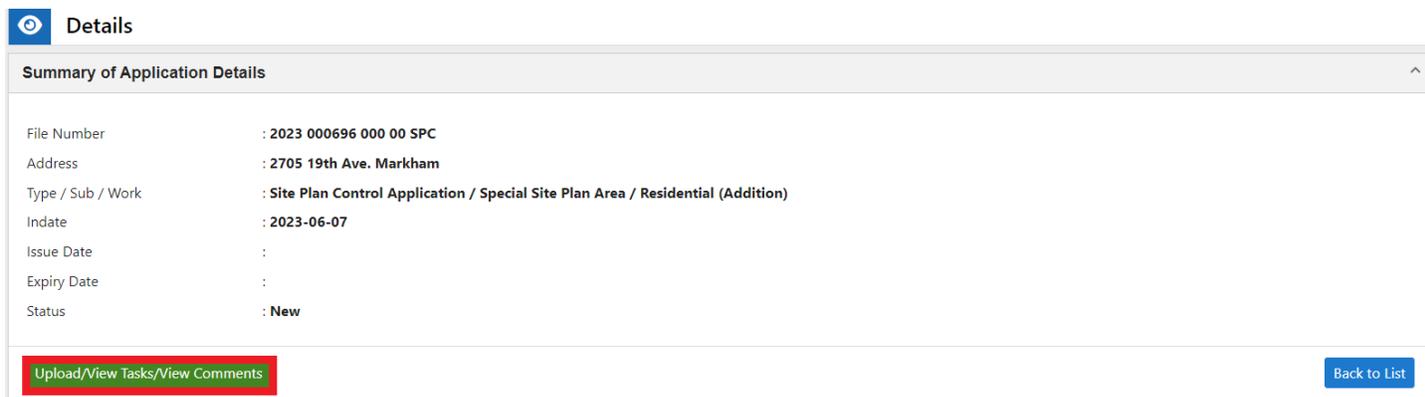
Click Go to shopping cart to be redirected to the payment screen

9. EPLAN UPLOAD

Once you have completed the steps above, you **MUST** login again and click on **“My applications”**. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.



Click on **Upload/View task/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.

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 Townhouse Siting Approval application:

DRAWINGS

- Site Plan, stamp approved by the Control Architect
- Building Elevations, stamp approved by the Control Architect (all lots are to be highlighted on the plan)
- Master Exterior Colour Schedule, stamped approved by the Control Architect
- Legal Survey of the subject properties

- CAD drawing of Plans and Elevations in an AutoCAD (DWG) format
 - Please refer to the DWG Specifications document within the [Application Form](#) for more information.

SUBMISSION REQUIREMENTS ON FORM

- [Application Form](#)