

This is a high level guide on how to submit a Committee of Adjustment application for Consent 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 APPLICATION REQUIRED?

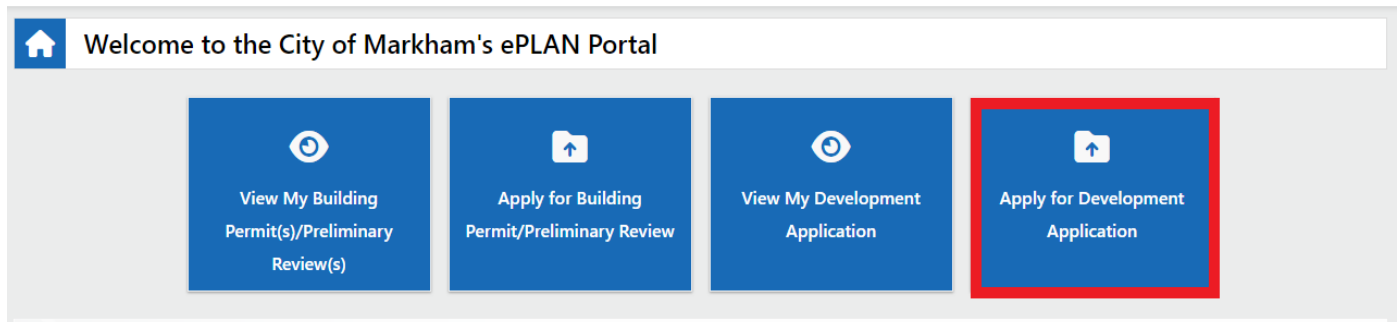
Markham’s Committee of Adjustment has delegated authority to grant consents pursuant to Section 53 of the Planning Act. Consent (CSNT) applications may include the following:

- Divide (sever) land for the purpose of sale to create two or more new adjoining properties (however, a plan of subdivision is more appropriate if the creation of numerous new lots is proposed);
- Mortgage purposes;
- Lease purposes for a period of 21 years or more;
- Easements and rights-of-way;
- Correction of title; and
- Other.

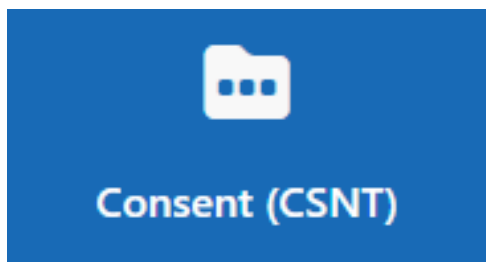
SUBMITTING AN APPLICATION

1. APPLY FOR A NEW APPLICATION

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



Select **Consent (CSNT)** under the Committee of Adjustment section



2. APPLICATION DETAILED INFORMATION OF NEW APPLICATION

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

Application Type: *Consent*

NOTE: If both a Consent and Minor Variance application(s) is required, apply for the Consent application only.

Application Sub Type: *(Choose the most applicable Sub Type)**


Type of Work: *(Choose the most applicable Work Type)*

*Choosing the appropriate **Sub Type**:

<p>Change of Condition Prior to Final Consent – For any change of condition(s) of a provisional consent prior to final approval</p>	<p>Consent for Partial Discharge – Includes consents for Conveyance, Easement, Lease, Mortgage or Charge, or Validation of Title</p>	<p>Consent to Sever – For the creation of one or more lots</p>	<p>Re-Application – For the re-application of provisionally approved Consent without completion of conditions within a one-year timeframe or if the Consent has not been registered with the Land Registry within a two-year timeframe</p>
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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 ( Map) 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			<input type="button" value="Select"/>

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. Registered Plan Number
2. Proof of Ownership
3. 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.
4. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
5. Project/Marketing Name of Project
 - Please use the Owner(s) name as the Name of Project
6. # of New Residential Lots
 - Only applicable for applications for consent to sever
 - For all other application types, please put zero (0)
7. Area of Lands (ha) to be severed.
 - Only applicable for applications for consent to sever
 - For all other application types, please put N/A.
8. Will Variance Applications be required at this time?
 - Select Yes or No
9. How many properties associated with this Consent Application will require a Variance Application?
 - Select the parcel(s) that will require a Minor Variance application
 - If a Minor Variance application is not required, select 'Not Required'

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 \$60,000.
- 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.

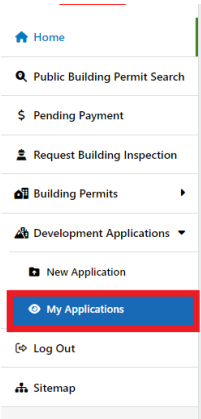
If you do not see the fee in the Markham Shopping Cart please clear the cached/temporary data of the browser you are using to access the system and attempt the payment process again.

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

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

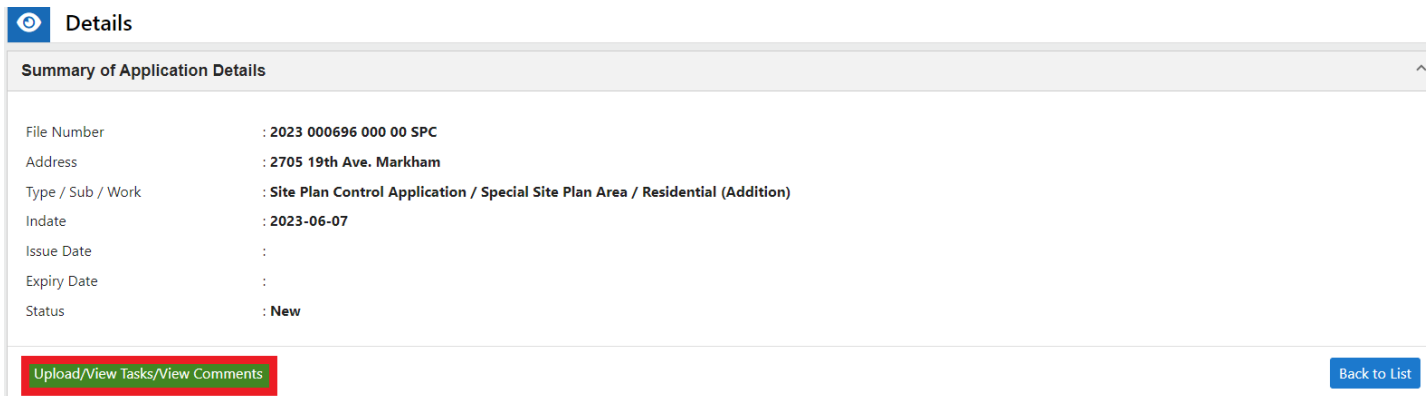
9. EPLAN UPLOAD

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.



10.

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

The following items must be uploaded for a Consent application:

DRAWINGS

1. Draft Reference Plan. The plan must include:
 - 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.

Applications that include new development and/or minor variance application(s) will also require the following:

2. Site Plan or a sketch showing the full extent of the property including all trees on site and the proposed development. All drawings submitted must show the following:
 - i. The boundaries and dimensions of the subject land.
 - ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
 - iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - iv. The current uses on land that is adjacent to the subject land.
 - v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
 - vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
 - vii. The location and nature of any easement affecting the subject land.
3. Elevation Plans and Floor Plans of all floors (if applicable)

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. Proof of Ownership (Tax Bill or Deed of Land)
2. [ePLAN Supporting Information Form](#)
3. [Zoning Preliminary Review](#) (ZPR) Changemarks Report.
4. Existing Survey
5. Cover Letter (recommended, but not required)

DEEMING PROCESS

Pursuant to City of Markham Official Plan Amendment No. 172, prior to processing an application for Consent, the application shall be complete. The deeming process will begin once application fees have been received.

Any one or more of the following technical studies, plans and /or other items determined by the City in consultation with the proponent may be required to be submitted with an application for Consent in order to be deemed complete.

- 1) Land use planning report;
- 2) Concept plans and drawings;
- 3) Urban design plan;
- 4) Agricultural impact assessment;
- 5) Environmental impact study;
- 6) Environmental site assessment;
- 7) Storm water management report;
- 8) Environmental screening questionnaire;
- 9) Servicing study;
- 10) Limits of top of bank plan;
- 11) Traffic management study;
- 12) Archaeological assessment;
- 13) Cultural heritage impact statement;
- 14) Land use compatibility assessment;
- 15) Tree inventory and preservation plan;
- 16) Noise and/or vibration study; and/or,
- 17) Any other technical studies, plans and/or other items required by this plan or specified in an implementing secondary plan relevant to the proposal

It is mandatory that applicants consult a District Planning Manager prior to submitting an application for Consent. Please contact the Development Services counter (dsc@markham.ca; 905-475-4861) or the Secretary-Treasurer, Committee of Adjustment (coa@markham.ca; 905-475-4721) for further inquiries.