

This is a guide, explaining how to submit a Resident Infill Grading and Servicing (RGS) 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 RGS APPLICATION REQUIRED?

A RGS Application is required prior to applying for a Building Permit, except if your project falls under any one of the conditions below:

- The project has an active Severance Application under review and/or the severance process has not been completed (i.e. no municipal address assigned to the property);
- The project has an active Minor Variance Application under review and a decision has not be finalized;
- The project is on a Heritage Property;
- The project is within the Site Plan Control Area;
- The project is for a non-residential lot (institutional/commercial/industrial), or a non-single family lot (i.e. townhouse, semi-detached, condo, etc.). Exceptions may apply to some situations for townhouses and semi-detached dwellings.

### SUBMITTING AN APPLICATION

#### 1. APPLY FOR A NEW APPLICATION

Log into ePLAN and select the **Apply for a New Application** button.

If you do not have an ePLAN account, you can create one, by clicking, **Customer Sign Up**.

Continue to Step 2.

For a revision to a previously approved RGS Application, submit a **Revision** to the Application.

This option will only be available if your application was approved.

#	Application #	Address	Status	Application Date	Details
1	21-000 00 RGS	101 Town Centre Blvd Markham	Accepted	22-02-2021	Details Revision
2	21-000 01 RGS	101 Town Centre Blvd Markham	New	26-02-2021	Details
3	21-000 00 RGS	101 Town Centre Blvd Markham	New	22-02-2021	Details

When entering the description details, be sure to include the following description: *“Revision to the originally accepted application # \_\_\_\_\_”*, and provide additional details.

Continue to Step 4, selecting RGS Application, **Type VI – Revision**.

### 2. DETAILED INFORMATION OF NEW APPLICATION

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

Application Group:	<i>Planning</i>
Application Type:	<i>RESIDENTIAL INFILL GRADING &amp; SERVICING APP</i>
Sub Type:	<i>Grading/Servicing Application</i>
Work Type:	<i>Not Applicable</i>

Detailed Information of New Application

**Please Select Application Group:**

**Please select the application type:**

**Please select the appropriate sub type:**

**Please select the appropriate work type:**

### 3. 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.*

### 4. FOLDER DESCRIPTION

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

### 5. ADDITIONAL INFORMATION

The following sections must be completed:

1. Applicant Type: Select your status in regards to the property: **Owner** (you own the property); or **Agent** (you are representing the property owner.)
2. Owner Information (Name, Address, phone number, email)
3. Gross Floor Area: GFA (m<sup>2</sup>) – Proposed Addition/Alt @ Submission ← *ie. GFA for the new dwelling.*
4. RGS Application Type

The screenshot shows the 'Application Form Information' section. On the left, a dropdown menu for 'RGS Application Type' is open, listing six options: Type I - New Infill Residential Construction (\$350 App. Fee + HST), Type II & V (\$350 App. Fee + HST), Type II - Residential Addition 50m2 or more (\$350 App. Fee + HST), Type III & V (\$350 App. Fee + HST), Type III - Residential Addition between 20m2 and 50m2 (\$350 App. Fee + HST), Type IV & V, Type IV - Residential Addition 20m2 or less, OR Addition above ground level, Type V - Service Connection Only, and Type VI - Revision (Fee to be determined). On the right, a declaration statement reads: 'The Registered Owner(s) have duly authorized the Applicant to represent the Owner(s) on all Infill Lot Grading and Servicing matters regarding the proposed development with the City of Markham. The information contained in this Residential Infill Lot Grading and Servicing Application is true to the best of my knowledge. Infill lot grading and servicing work described in this Application has not commenced. I understand that the Lot Grading and Servicing Plan may be returned to the applicant without being reviewed if the requirements are not met to the City's satisfactory. If the owner is a corporation or partnership, the Applicant has the authority to bind the corporation or partnership.' Below the text is a dropdown menu with 'YES' selected. A blue 'Next' button is located at the bottom right of the form.

Select **YES** to agree to the declaration statement.  
Click **Next** to continue.

### 6. APPLICATION SUBMISSION FEE

Once Step 5 has been completed, any applicable Application Submission Fees will appear. *Fees must be paid in order to begin uploading documents.* Select **Pay Now**, which will send your fees to the shopping cart for you to pay after proceeding to the application summary page. You will be able to print the summary page for your records.

Review the details and fees for the application:

Fee Type	Fee Amount	Status	Due Date
ENG-RIGS Application Fee	\$350.00	Unpaid	
HST- For all Planning/ UD/Engineering/COA/HLD Accounts	\$45.50	Unpaid	

Total Fee Amount: \$395.50

Buttons: **Pay Now**, Pay Later, Print

### 7. Next, click the **Done** button.

You are not required to upload anything at this time, so please click 'Done' to complete this application.

Done

### 8. SUMMARY PAGE

Please print a copy of the summary page for your records. Scroll to the bottom of the page to see the **Print** button. Once you leave this page, you will not be able to view all of the details displayed on this page anymore.

The summary page will display a message indicating that your application has been received and directing you to pay your application fees by returning to the My Applications page.

**Thank you. Your application details have been received.**

**In order for you to complete your application submission you MUST:**

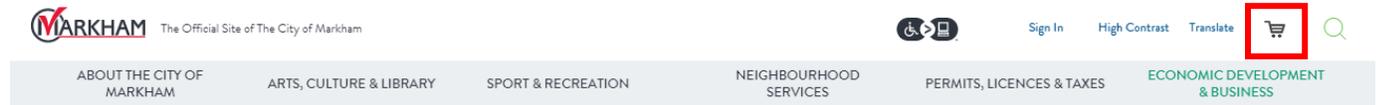
- Pay the required pre-application fee, before
- Uploading the required plans and documents

**Complete these steps by going to the 'My Applications' page and click the project specific 'Details' button.**

Back to My Applications

## 9. PAYMENT

- a) If you had selected **Pay Now** while filling out your application, your fees will already be in the Shopping Cart. Go to the Shopping Cart to pay them.



Click **Proceed to Secure Checkout**. You will need a credit card (VISA, Mastercard, or American Express) to make the payment.

Once the payment is processed, your application will be reviewed by staff.

- b) If you had selected **Pay Later** while filling out your application, you will need to send your fees to the shopping cart. To do this click the **Back to My Applications** button to exit the summary page.

On the My Application page, find the application you just submitted. Click the **Details** button before the application.

Infill Lot Grading								
#	Application #	Address	Status	Application Date	Details	Revision		
1	21 256843 000 00 RGS	101 Town Centre Blvd Markham	New	10-03-2021	<b>Details</b>			

On the Details Page, scroll down to the Outstanding Payment Details section. Click, **View/Make Payment**.

Outstanding Payment Details	
Your outstanding balance is : \$395.50	<b>View/Make Payment</b>

Your fees will be displayed. Click, **Pay Now** to send the fees to the Shopping Cart.

Application Fees				
Fee Type	Fee Amount	Status	Due Date	
ENG-RIGS Application Fee	\$350.00	Not Paid		
HST- For all Planning/ UD/Engineering/COA/HLD Accounts	\$45.50	Not Paid		
Total Fee Amount : \$395.50				
<b>Pay Now</b>				

Go to the Shopping Cart to pay fees. Please **follow the above instructions in point 9.a)** on how to proceed to the Shopping Cart and enter your credit card information.

### 10. 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.*

Refer to the [ePLAN Information Page](#) for additional guidance and video tutorials on how to upload files.

### 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 RGS application:

#### DRAWINGS

- Grading and/or Servicing Plan
- Tree Assessment & Preservation Plan

#### DOCUMENTS

- Signed RGS Requirement Checklist
- TRCA Approved Grading Plan and Clearance Letter (See Checklist Item 31)
- Utility Locate Records (See Checklist Item 39)
- Servicing Locate Records (See Checklist Item 40)
- CCTV Inspection Video (See Checklist Item 41)
- Hydraulic Report (See Checklist Item 45)
- Arborist Report ([See Tree Preservation Requirements](#))