

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.

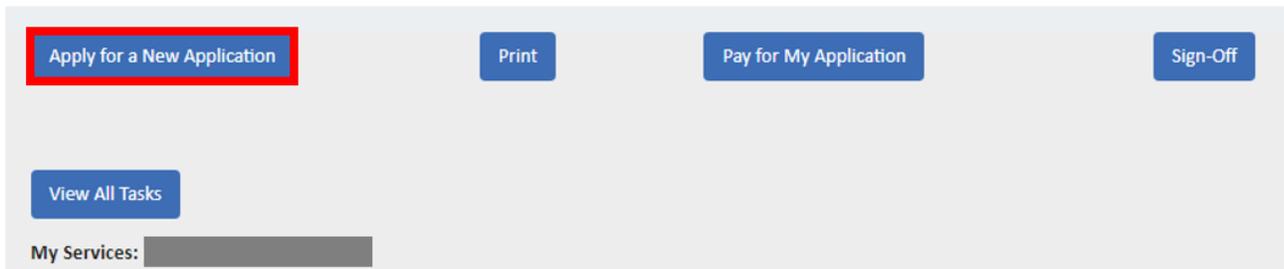
## SUBMITTING AN APPLICATION

### 1. 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:

*Planning*

Application Type:

*Consent to Sever Application*

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

Sub Type:

*(Choose the most applicable Sub Type)\**

Work Type:

*(Choose the most applicable Work Type)*

Detailed Information of New Application

Please Select Application Group:  
 Planning

Please select the application type:  
 Consent to Sever Application

Please select the appropriate sub type:  
 Consent to Sever

Please select the appropriate work type:  
 New Residential

Cancel Application      Next

\*Choosing the appropriate **Sub Type**:

**Change of Condition Prior to Final Consent** – For any change of condition(s) of a provisional consent prior to final approval

**Consent for Partial Discharge** – Includes consents for Conveyance, Easement, Lease, Mortgage or Charge, or Validation of Title

**Consent to Sever** – For the creation of one or more lots

**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

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.

Search Location Address

Enter all or some of the address information below to search for your property

Number: 101      Street Name: Town Centre      Street Type: Boulevard      Direction:

Unit Type:      Unit #:

Roll Number ?

Search      Cancel Application



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.

Address Search Result

Show 10 entries      Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Confirm that the application type, sub type, work 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 and variance(s) requested (if applicable). 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. # of New Residential Lots
  - Only applicable for applications for consent to sever
  - For all other application types, please put zero (0)
8. Area of Lands (ha) to be severed.
  - Only applicable for applications for consent to sever
  - For all other application types, please put N/A.
9. Will Variance Applications be required at this time?
  - Select Yes or No
10. 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'
11. Registered Plan Number

**7. EPLAN UPLOAD**

Once you have paid the fee, 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.

20 115018 000 00 CSNT	101 Town Centre Blvd Markham	New	22-05-2020	<a href="#">Details</a>
-----------------------	---------------------------------	-----	------------	-------------------------

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.*



## 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](mailto:dsc@markham.ca); 905-475-4861) or the Secretary-Treasurer, Committee of Adjustment ([coa@markham.ca](mailto:coa@markham.ca); 905-475-4721) for further inquiries.