

This is a high-level guide on how to submit a Committee of Adjustment application for Minor Variance 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 MINOR VARIANCE APPLICATION REQUIRED?

Section 45 of the Planning Act empowers the Committee of Adjustment to grant minor variances to an existing by-law. Minor variances (MNV) must meet all of the following 4 tests under the Planning Act:

- The variance requested must meet the general intent and purpose of the by-law;
- The variance requested must meet the general intent and purpose of the Official Plan;
- The variance requested must be desirable for the appropriate development of the applicable lands, building or structure; and
- The variance requested must be minor in nature.
- The Planning Act also gives the Committee of Adjustment the authority to grant the enlargement or extension of a legal non-conforming use. The Committee of Adjustment can impose conditions if an application is approved. These conditions must be satisfied before a building permit is issued, unless otherwise specified by the Committee.

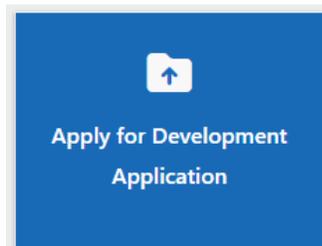
SUBMITTING AN APPLICATION

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.

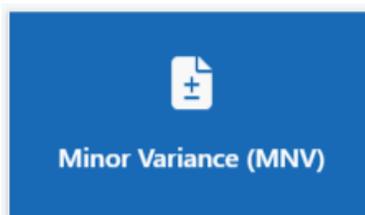
2. APPLY FOR A NEW APPLICATION

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 Minor Variance application:



Application Group: *Planning*
 Application Type: *Minor Variance Application*
NOTE: If both a Consent and Minor Variance application(s) is required, apply for the Consent application only. For more information on the Consent process, please refer to the Consent Quick Reference Guide.
 Sub Type: *(Choose applicable variance type)**
 Work Type: *(Choose applicable scope of work) ***

New Application for a Planning/Development Application

**indicates required field*

Application Type * <input style="width: 90%;" type="text" value="Minor Variance"/>	Application Subtype * <input style="width: 90%;" type="text"/>	Type of Work * <input style="width: 90%;" type="text"/>

***Choosing the appropriate Sub Type:**

Heritage – Applies to heritage buildings, or Heritage Properties where Heritage Staff or Heritage Markham has requested the implementation of a historic condition or feature, at the discretion of the Director of Planning or their Designate

Technical Amendment – To rectify an existing site condition, at the discretion of the Director of Planning and Urban Design or their designates

Variance – Lots on Draft Approved Plan – Variances on multiple lots within a Draft Plan of Subdivision or registered M-Plan

With Respect to Development Standards – Additions, alterations or new dwellings.

With Respect to Development Standards & Use – Additions and alterations to mixed use or ICI buildings, and where use and development standard variances are requested.

With Respect to Use – to mixed use or ICI buildings

****Choosing the appropriate Work Type:**

Ind/Com/Inst – Industrial, Commercial or Institutional use

Residential Over 50m2 – Additions, alterations or new dwellings 50m2 or greater

Residential Under 50m2 – Additions, Alterations, accessory buildings, structures or decks less than 50m2. Includes variances for basement apartments and parking for single, semi-detached or townhouse dwellings.

4. FILL OUT DISCLOSURE FORM

Disclosure

**indicates required field*

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

I verify that my personal account information is accurate. *

The following information will be required to complete the application process. I confirm that the following information is readily available: *

1. Owner(s) information including mailing address, phone number, and email address. This information is required in order to proceed to payment.
2. Registered Plan Number. This information can be found on the Legal Survey or Owner(s) Tax Bill.
3. Site Statistics such as Total Site Area in hectares, total Gross Floor Area (GFA) for different uses (retail, office, service, warehouse, etc.) in m², Net Floor Area (NFA) in m², and number of units (if applicable). This information is required to calculate application fees.
4. Credit Card - Payment may be made online. For information on alternative payment methods, please contact dsc@markham.ca or 905-475-4861.

I have reviewed the submission requirements for a [Minor Variance Application](#) and am prepared to upload all required documents. I acknowledge that my application will not be circulated for review until all required documents have been provided. *

Previous
Next

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 ( 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).

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.*

6. OWNER INFORMATION

Confirm if you are applying as the Owner or Agent.

7. FOLDER DESCRIPTION

When entering the project description, describe the scope of work and variance(s) requested. Once complete select **Next**.

8. APPLICATION FORM INFORMATION

You will be asked to answer / confirm the items below when entering the application. *Incomplete applications will be deleted.*

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. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
4. Owner Information.
5. Project/Marketing Name of Project
 - Please use the Owner(s) name as the Name of Project
6. Applicant Type
 - Select Agent or Owner
7. Registered Plan Number
 - This information can be found on your Survey or Tax Bill.

9. 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 114986 000 00 MNV	101 Town Centre Blvd Markham	New	22-05-2020	Details
----------------------	---------------------------------	-----	------------	-------------------------

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.*

ePLAN Upload Attachments/Drawings/Etc
Back to My Applications

My Services:

Detailed Information About: Minor Variance Application

SUBMISSION REQUIREMENTS

The following items must be uploaded for a Minor Variance application.

DRAWINGS

1. 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.
2. 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 Minor Variance Supporting Information Form](#)
3. Survey