

VIEWING COMMENTS

Comments are only available when the process is at **Applicant Resubmit Task**. This is when a review cycle has been completed and staff have released the comments to you. Comments will be provided as **Changemarks or in a Memo**.

COMMENT TYPES

CHANGEMARKS: Changemarks are comments associated with a drawing or document. Changemarks are resolved by the Discipline Reviewer when you upload revised drawings addressing the issue. These can be accessed in two ways: Task eform or from the file folders. See further detail below.

REVIEWER MEMOS: Staff comments about a development proposal may be provided in a memo. This is typically how external commenting agencies provide their comments. These can be accessed from the Reviewer Memos Folder.

COMMENTS (CHANGEMARKS) REPORT (accessed from TASK EFORM)

1. Go to <https://eplanportal.markham.ca> to login to your ePLAN account.
2. Click on **My Development Applications**.
3. Find the application you want to review.
4. Click the **Details** button next to the application.

Track My Development Application					
Under Review			TEC		
File Number	Address	Type / Sub / Work	In Date	Status ↓	Action
2023 000156 000 00 TEC	101 Town Centre Blvd. Markham	Technical Drawing Review Application	2023-02-27	Under Review	Details
		Subdivision			
		Not Applicable			

5. Select the **Upload/View Tasks/View Comments** button

Note: your browser's pop-up blocker must be disabled).

Details	
Summary of Application Details	
File Number	: 2023 000156 000 00 TEC
Address	: 101 Town Centre Blvd. Markham
Type / Sub / Work	: Technical Drawing Review Application / Subdivision / Not Applicable
In Date	: 2023-02-27
Issue Date	:
Expiry Date	:
Status	: Under Review
Upload/View Tasks/View Comments Back to List	

6. Comments are available to view through your Applicant Resubmit Task eForm. Click on the task highlighted in blue. This will open the task eForm, select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Applicant Resubmit Task	22.106403.000.00.DP	Applicant	Pending

7. Click the **Review Comments** button to open application comments.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review: **Review Comments**

Review and respond online.

8. You can review and respond to **Markups** and general Review Comments here.

☐	(0 selected)	Add Comment / Ask Question				Please enter your responses ?
☐	Ref.# 1	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Submit Schedule 1 form				
	Checklist Item					
☐	Ref.# 2	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Drawings must contain a 3.5 inch wide x 5.5 inch high blank space from the top right hand edge of the paper				
	Checklist Item					
☐	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1
	Unresolved		A0.1 SITE PLAN.pdf			
	Markup	This is where the examiner changemark comment will be				
☐	Ref.# 4	Demolition Plans Review	Nigel Lawrence	1/18/23 11:02 AM	Cycle 1	No response required.
	Info Only	This is a test examiner comment.				
	Comment					

- Comments provided for information only will have a **blue** Info Only status
- Outstanding **Markups (Changemarks)** and Checklists requiring action have a **red** Unresolved status.
- Previous comments that were resolved by a prior submission will have a **green** Resolved status.

9. **Markups (Changemarks) Only:** You can view each Markup (Changemark) comment directly on the drawing itself by clicking the blue file name highlighted in the comment summary.

☐	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1	Type your response here.
	Unresolved		A0.1 SITE PLAN.pdf			 	
	Markup		This is where the examiner changemark comment will be				

10. Once you have viewed your Markups (Changemark) you can begin to revise your drawings and documents based on the comments. After your revisions are complete you can upload the revised drawings / documents and complete your task. Refer to our [User Manual – How to Upload Files](#) for more information.

11. Applicants are required to input a response to each unresolved Markup (Changemark) and Checklist item before completing their task.

☐	 (0 selected)					Add Comment / Ask Question	Please enter your responses ?
☐	Ref.# 1	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM			
	Resolved	Submit Schedule 1 form					
	Checklist Item						
☐	Ref.# 2	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM			
	Resolved	Drawings must contain a 3.5 inch wide x 5.5 inch high blank space from the top right hand edge of the paper					
	Checklist Item						
☐	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1	Type your response here.
	Unresolved		A0.1 SITE PLAN.pdf			 	
	Markup		This is where the examiner changemark comment will be				
☐	Ref.# 4	Demolition Plans Review	Nigel Lawrence	1/18/23 11:02 AM	Cycle 1		No response required.
	Info Only	This is a test examiner comment.					
	Comment						

12. Once you have uploaded all files and responded to all unresolved Markup (Changemark) and Checklist items, complete your task.

SHARING REVIEWER COMMENTS REPORT

Applicants are the only individual with access to the development application in ePLAN. Some applicants may want to share City comments/Markups with their designers.

EXPORTING THE REVIEWER COMMENTS REPORT

1. Access the application details (reference steps 1-5 above).
2. Select the **ePLAN Upload Attachments** button
Note: your browser's pop-up blocker must be disabled.
3. Click on the task highlighted in blue. This will open the task eForm, select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Applicant Resubmit Task	22.106403.000.00.DP	Applicant	Pending

- Once the task has opened Select the **Export to Excel** button.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

- Select Single XLSX file and click the **Download** button. This will download an excel spreadsheet will all City comments.

Export to Excel

Export review comments to Excel ?

☒ Single XLSX file

☐ Multiple XLSX files by department/trade (as ZIP)

Download

Close

USING THE SHARED EXCEL COMMENT SPREADSHEET

- Once the file has been downloaded you are able to open it in Excel to view and respond to all City comments/markups
- Select the **open** text under the view column to open a .pdf of the marked up file.
- Type your responses to comments/markups in the column under the red text. When you are finished save the file on your PC.

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE
3	Demolition Plans Review Nigel Lawrence 1/18/23 11:00 AM	Markup A0.1 SITE PLAN.pdf Test Changemark/Markup This is where the examiner changemark comment will be	open	
4	Demolition Plans Review Nigel Lawrence 1/18/23 11:02 AM	Comment This is a test examiner comment.		

SUBMITTING EXCEL RESPONSES

- Once all comments are responded to and saved in the excel spreadsheet, it must be uploaded to ePLAN.
- Login to ePLAN, access the application and re-open the task.
- Select the **Import Excel Responses** button.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

4. Next select the **Browse for File** button to navigate to where you saved the excel spreadsheet on your computer.
5. Select the saved spreadsheet and select the **Open** button.
6. You will be presented with the Import Results of the imported review comment responses. Select close if you are done or select import multiple if you have more than 1 spreadsheet with responses.

Import Results
×

1 file(s) imported into Review Comments.

- 1 response(s) inserted.
- 0 response(s) replaced.
- 0 response(s) ignored (completed status).
- 1 response(s) ignored (info only status).
- 0 review comments(s) are missing responses.
- 0 response(s) with invalid Ref #'s.

Import Multiple
Close

7. Once all files are uploaded, make sure to complete your task in order to circulate the new files/responses back to City staff for review.

Export complete
×

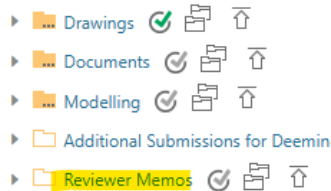
Your file is ready to download

OK

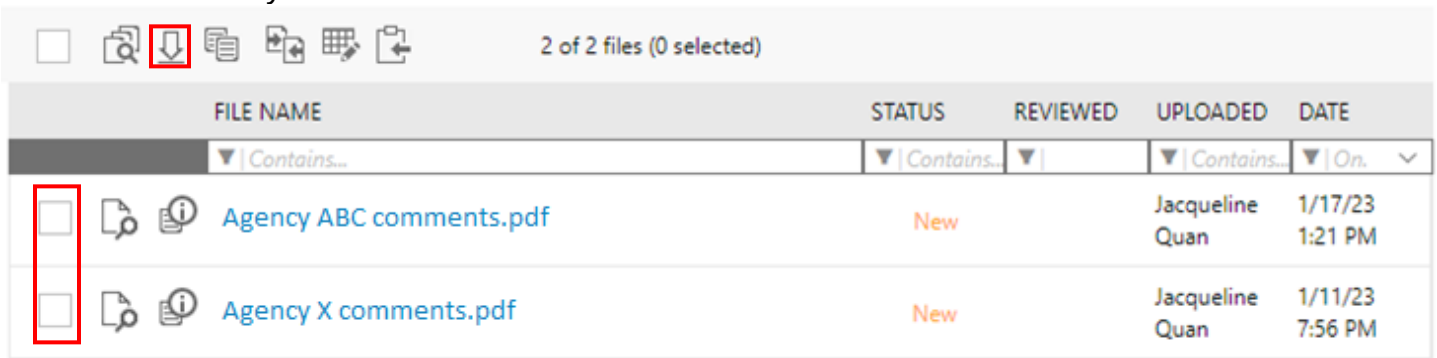
REVIEWER MEMOS

Some Reviewers (particularly external agencies) provide comments in memo format. You can download memos from the Reviewer Memos Folder.

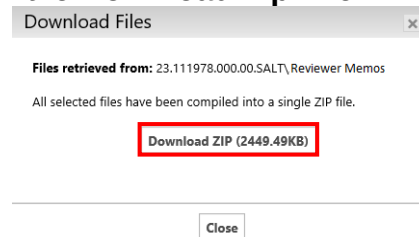
1. Access the application details (reference steps 1-5 above).
2. Go into the file Reviewer Memos folder.



3. Select the files you want to download. Click the **Download** button.



4. A .zip file will be generated. Click the **Download Zip File**.



5. The file will automatically download and when done, a confirmation will show at the bottom of your screen.