

FORMAT

For detailed file requirements, refer to the Development Services ePLAN Submission Standards on our ePLAN Information page at www.markham.ca/ePLAN.

Upload each drawing page as a separate Vector PDF file. Each file must be flattened to a single greyscale layer and oriented in landscape.

Keep the top-right corner of all drawings and documents clear for the City of Markham's electronic approval stamp. Refer to the ePLAN Submission Standards for the required stamp sizes.

Drawings must be in Vector PDF format. Supporting documents, such as studies, reports, and forms, may include multiple pages in one file.

Note: For a list of required files, refer to the Application-Specific Quick Reference Guide for your application type.

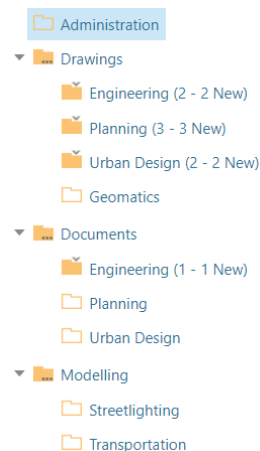
FILENAME

Drawing file names must begin with the sheet number and include a description or title (e.g., A1.0 Site Plan).

Do not rename resubmitted files. Use the exact same file name as the original upload.

CHOOSING THE CORRECT FOLDER

Files are categorized as either Drawings or Documents and should be uploaded to the applicable file folder. Further, the Drawings and Documents folders contain subfolders based on review disciplines. Please refer to the Development Services' ePLAN Submission Standards for additional clarity.



COMPLETING AN UPLOAD TASK

You can upload files at the start of a project using an Applicant Upload task, or after a review cycle using an Applicant Resubmit task. Follow the same steps for either task:

1. Go to the ePLAN login page and sign in to your account.
2. Go to My Development Applications.

- Find the application you want to upload files to.
- Click Details next to the application or permit.


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 Subdivision Not Applicable	2023-02-27	Under Review	Details

- Click Upload/View Tasks/View Comments to open the ePLAN Digital Review Environment. Note: Your browser must allow pop-ups for ePLAN.


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](#)

- In the ePLAN Digital Review Environment, you can upload required files and view comments from City of Markham staff.
- Make sure the Tasks tab is selected.
- Accept the task. Under Task in the ProjectFlow Task List, click Applicant Upload Task or Applicant Resubmit Task.

Tasks

Files Status Info Reports

23.000156.000.00.TEC: 101 Town Centre Blvd. - TEC review test

Main Contact: Jackie QUAN

Refresh Save Settings

All Overdue Priority

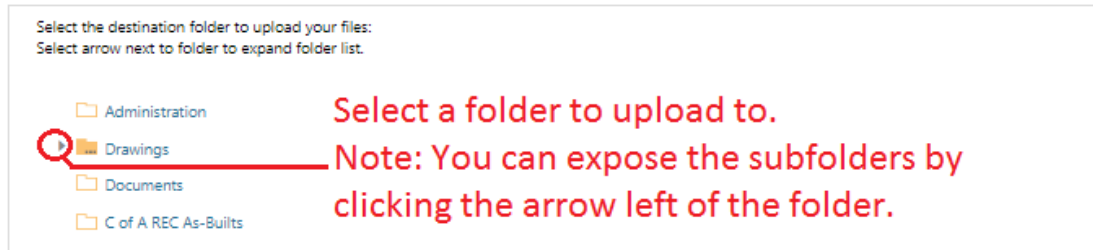
Show 14 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	ADDRESS
Accept	Applicant Upload Task	23.000156.000.00.TEC	Applicant	Pending	Medium	5/18/23 4:03 PM	5/16/23 4:03 PM	101 Town Centre Blvd, Markham, ON, L3R 9W3

9. In the pop-up window, under Step 1 of 3, select Upload Drawings or Upload Documents.

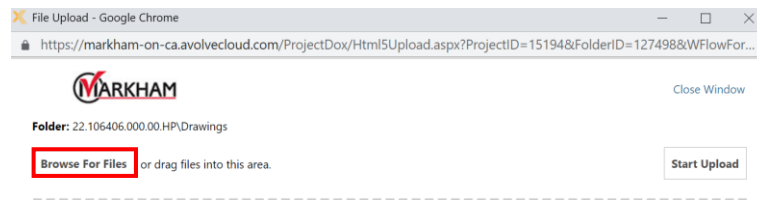
STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required. Follow the file format. All files to be submitted must be in PDF format. Issues related to file naming conventions require three to four digits, followed by a dash OR one or more spaces between the dash and then a title string. Example: i.e. 0001 -Cover Sheet.pdf OR 0001 - Cover Sheet.pdf

File Upload for: 22.106449.000.00.CNDO ?

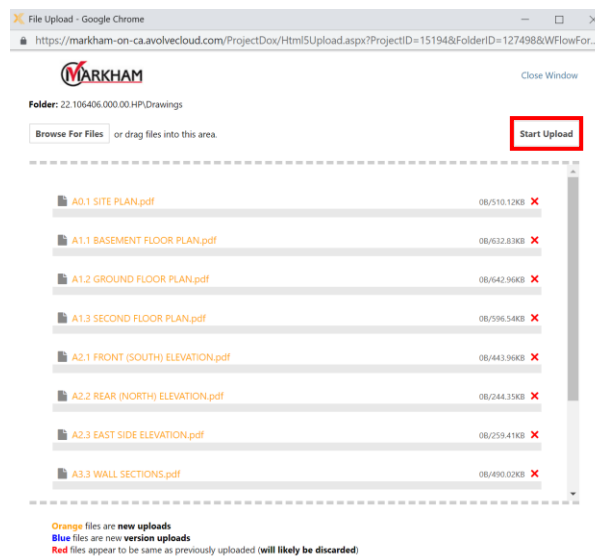


10. Select the folder where you want to upload the files. The File Upload window will open.

- a. Click Browse for Files.



- b. Select the files from your computer, then click Open.
- c. **Note: You can upload a .zip file. The system will automatically unzip the files.**
- d. For revised drawings or documents, use the exact same file name as the original upload.
- e. In the Upload Files dialog box, click Start Upload.



- f. When the upload is complete, a confirmation message will appear. New files appear in orange. Resubmitted files appear in blue when the same file name is used. Rejected files appear in red.

- g. Repeat these steps for each folder you need to upload files to (Documents, Drawings, or Applicable Law).

11. After you upload all required files to the correct folders, complete the task to notify City of Markham staff that your upload is finished.

12. In Step 2 of the Applicant Upload Task, select both checkboxes. Then, in Step 3, click Submit at the bottom of the eForm to complete the task.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

- ☒ *I have uploaded all required drawings and/or documents. *Required
- ☒ *I have reviewed the City of Markham's Submission Standards document and confirm that all uploaded files are in compliance with these requirements. *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit

Complete Later

Uploading Revised Files (Versions)

You can upload revised PDF files when you have a Pre-Application Corrections or Applicant Resubmit task. In ePLAN, revised files are called "Versions."

1. Accept the task. Under Task in the ProjectFlow Task List, click Pre-Application Corrections or Applicant Resubmit.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Prescreen Additional Submissions	23 000014 000 00 SPC	Applicant	Pending

2. In the pop-up window, under Step 2 of 4, make sure the Versioned Files tab is selected.

STEP 2 of 4: Upload any new or updated files into this project.

Version Upload for: 22.106421.000.00.HP ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the **same** as the prior versions?

Yes

No

[Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

Select folder to open file list.

- ▶ Drawings (8 - 0 New)
- Documents
- Reference Documents
- Applicable Law

- a. If the revised file has exactly the same file name as the previous version, select Yes and follow the upload steps in the previous section.
- b. If the revised file name is different from the previous version, select No.
- c. After you select No, a pop-up window will open. Find the existing file you want to revise and click Select File. Then select the revised file from your computer.

File Upload - Google Chrome
https://markham-on-ca.avolvecloud.com/ProjectDox/Html5Upload.aspx?ProjectID=15216&FolderID=127847&Button1...

MARKHAM Close Window

Upload File Versions

Project: 22.106421.000.00.HP

Select: All Project Files All project files that may require new versions **Start Upload**

Drawings\A1.1 BASEMENT FLOOR PLAN.pdf	Select File
Drawings\A1.2 GROUND FLOOR PLAN.pdf	Select File
Drawings\A1.3 SECOND FLOOR PLAN.pdf	Select File
Drawings\A2.1 FRONT (SOUTH) ELEVATION.pdf	Select File
Drawings\A2.2 REAR (NORTH) ELEVATION.pdf	Select File
Drawings\A2.3 EAST SIDE ELEVATION.pdf	Select File

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

- d. After you select the revised file, it will appear in blue in the file list. When you are finished selecting files, click Start Upload. The upload window will close and return you to the task so you can complete it.

Upload File Versions

Project: 22.106421.000.00.HP

Select:

All project files **that may** require new versions

Start Upload

 A1.1 BASEMENT FLOOR PLAN REVISED NEW.pdf is new version 0B/1012.41KB ✖	
Drawings\A1.2 GROUND FLOOR PLAN.pdf	Select File
Drawings\A1.3 SECOND FLOOR PLAN.pdf	Select File