

Submission Instructions

Applications are to be submitted to the Planning Consultant in the applicable District. To avoid delays in submitting your applications, we encourage you to schedule an appointment in advance by contacting the Planning Consultant directly:

Etobicoke York District

Brian van den Brink
Planning Consultant
bvanden@toronto.ca
416-394-8239

North York District

Sean Fitzpatrick
Planning Consultant
sfitzpat@toronto.ca
416-395-7531

Scarborough District

Paula White
Planning Consultant
PWhite1@toronto.ca
416-396-4242

Toronto East York District

Peter Raynes
Planning Consultant
praynes@toronto.ca
416-392-4945

All submissions must include a covering memo indicating all submitted materials along with either this Planning Application Checklist, OR the Pre-Application Consultation Checklist received from your Pre-Application meeting.



A: Paper Form

- Collate the plans/drawings into sets;
- The plans/drawings must be folded to 216mm x 356mm (8.5" x 14") with the title block exposed; and
- Plans/Drawings that are not folded will not be accepted



B: Digital Form

- Each Plan/Drawing must be grouped as one PDF file for each type, ie. Architectural, Civil, etc.;
- Plans/Drawings with multiple pages and sets must be combined into a single PDF file in the same order as the submitted paper document;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (See Naming Conventions below);
- Each information/study must be submitted as a separate PDF file, including the Project Data Sheet;
- All PDF files must be submitted on DVD-RW. For security reasons USB Drives or Flash Media is not allowed;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly;
- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later; and
- Each PDF file submitted must not exceed 25MB.

Naming Convention

- PDF file names must use underscores/abbreviations that describe the digital file and reference the subject property.

Examples:

- Architectural Plans_100main_st.pdf
- Civil & Utilities Plans_100main_st.pdf
- Survey Plans100main.pdf
- Parking_100main_st.pdf
- SunShadowStudy_100main_st.pdf
- SWMReport_100main_st.pdf

Refer to the [Developing Toronto website](#) to review the [Building Toronto Together: A Development Guide](#) for more information regarding the submission requirements, and [Procedures for Erecting Signs](#).

Applications For

- | | |
|---|--|
| <input type="checkbox"/> Official Plan Amendment* (OPA) | <input type="checkbox"/> Draft Plan of Condominium (CDM) |
| <input type="checkbox"/> Zoning By-law Amendment* (ZBA) | <input type="checkbox"/> Standard/Phased |
| <input type="checkbox"/> Draft Plan of Subdivision* (SUB) | <input type="checkbox"/> Common Elements*/Vacant* |
| <input type="checkbox"/> Site Plan Control (SPA) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Part Lot Control Exemption (PLC) | |

* **These applications require the posting of a sign, go to [Planning Application Signs](#) for requirements.**

All application submissions shall include the specified number of hard copies and 1 DVD-RW containing all the materials saved as PDF files. Refer to the detailed submission instructions on Page 1 for digital naming conventions and paper submission requirements.

Information/Studies Submitted with Application

5 paper copies unless noted and 1 digital copy:

Indicate all materials provided by checking all applicable boxes from the listings below.

City Planning

- | | |
|--|---|
| <input type="checkbox"/> Draft Zoning By-law Amendment (text and schedule) (ZBA only) | <input type="checkbox"/> Archaeological Assessment (OPA,ZBA,SUB, SPA only) |
| <input type="checkbox"/> Physical or Computer Generated Building Mass Model (OPA,ZBA,SPA only) | <input type="checkbox"/> Energy Efficiency Report (SPA only) |
| <input type="checkbox"/> Community Services and Facilities Study (OPA,ZBA,SUB only) | <input type="checkbox"/> Draft Official Plan Amendment (text and schedule) (OPA only) |
| <input type="checkbox"/> Architectural Control Guidelines (ZBA,SUB, SPA only) | <input type="checkbox"/> Planning Rationale (OPA,ZBA,SUB,CDM only) |
| <input type="checkbox"/> Housing Issues Report (OPA,ZBA,CDM, RH only) | <input type="checkbox"/> Pedestrian Level Wind Study (ZBA,SPA only) |
| <input type="checkbox"/> Natural Heritage Impact Study (OPA,ZBA,SUB, SPA only) | <input type="checkbox"/> Avenue Segment Review Study (OPA,ZBA only) |
| <input type="checkbox"/> Green Development Standards Checklist (ZBA,SUB,CDM,SPA only) | <input type="checkbox"/> Sun/Shadow Study (ZBA,SPA only) |
| <input type="checkbox"/> Noise Impact Study (ZBA,SUB,SPA only) | <input type="checkbox"/> Urban Design Guidelines (ZBA,SUB,SPA only) |
| | <input type="checkbox"/> Accessibility Design Standards Checklist (SUB,CDM,SPA only) |
| | <input type="checkbox"/> Vibration Study (ZBA,SUB,SPA only) |
| | <input type="checkbox"/> Heritage Impact Statement (Conservation Strategy) (ZBA,SUB,SPA only) |

Engineering & Construction Services

- | | |
|--|--|
| <input type="checkbox"/> Loading Study (ZBA,SPA only) | <input type="checkbox"/> Stormwater Management Report (ZBA,SUB,CDM,SPA only) |
| <input type="checkbox"/> Parking Study (ZBA,CDM,SPA only) | <input type="checkbox"/> Environmental Impact Study (OPA,ZBA, SUB,SPA only) |
| <input type="checkbox"/> Traffic Operations Assessment (ZBA,SUB,SPA only) | <input type="checkbox"/> Contaminated Site Assessment (OPA,ZBA,SUB,SPA only) |
| <input type="checkbox"/> Transportation Impact Study (OPA,ZBA,SUB, SPA only) | <input type="checkbox"/> Servicing Report (ZBA,SUB,CDM,SPA only) |
| <input type="checkbox"/> Geotechnical Study (ZBA,SUB,SPA only) | |

Urban Forestry Services

- [Arborist/Tree Preservation Report and/or Declaration](#) (ZBA,SUB,CDM,SPA only)

Plans Submitted with Application

20 paper copies unless noted, and one digital copy:

Survey Plans

- [Boundary Plan of Survey](#) (All Applications)
- [Topographical Survey](#) (OPA, ZBA, SPA, SUB, CDM only)
- [Draft Plan of Subdivision](#) (SUB only)
- [Draft Plan of Condominium](#) (CDM only)

Architectural Plans

- [Context Plan](#) (OPA, ZBA, SPA, SUB, CDM only)
- [Underground Garage Plan\(s\)](#) (ZBA, SPA only)
- [Site and Building Elevations](#) (ZBA, SPA only)
- [1:50 scale Detailed Colour Building Elevations](#) (greater than or equal to 5 Storey) (SA only)
- [Subdivision Concept Plan](#) (SUB only)
- [Site Plan](#) (OPA, ZBA, SPA only)
- [Roof Plan](#) (SPA only)
- [Floor Plans\(s\)](#) (ZBA, SPA only)
- [Site and Building Sections](#) (ZBA, SA only)
- [Perspective Drawing](#) (4000m² or greater) **(7 copies)** (SPA only)

Civil & Utilities Plans

- [Site Grading Plan](#) (SPA, SUB only)
- [Erosion/Sediment Control Plan](#) (SPA only)
- [Construction Management Plan](#) (SA only)
- [Public Utilities Plan](#) (SPA, SUB only)

Landscape & Lighting Plans

- [Tree Preservation Plan \(7 copies\)](#) (ZBA, SPA, SUB only)
- [Landscape & Lighting Plan \(7 copies\)](#) (SPA only)
- [Concept Site and Landscape Plan \(7 copies\)](#) (OPA, ZBA only)

Additional Information, Guidelines and Advisory Comments

Additional Information

- [Electromagnetic Field \(EMF\) Management Plan](#) (OPA, ZBA, SUB only)

Guidelines

- [City of Toronto Urban Design Guidelines](#)
- [District/Area based Urban Design Guidelines](#)
- [Bird Friendly Guidelines](#)
- [Green Roof By-law](#) (SPA only)
- [Development Infrastructure Policy and Standards](#) (DIPS)
- [Toronto Green Standards](#) (ZBA, SUB, SPA only)
 - Tier 1
 - Tier 2–To enroll contact Environmental Planning, sustainablecity@toronto.ca

City Owned Property

- One or all of the properties that is subject to the application is owned by the City of Toronto. You will require authorization from City of Toronto Real Estate Services to act on their behalf. Please contact City of Toronto Real Estate Services in advance of application submission to secure authorization.

Municipal Numbering

- One or all of the properties that is subject to the application does not have a municipal number. Please contact City of Toronto, Survey and Mapping in advance of application submission to have a municipal number assigned. This should be done in advance of making your application submission to assist the City in better identifying location of your application on all of its correspondence.