

Submission Instructions

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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

- USB key must be compatible with windows (i.e. in Fat32 or NTFS format);
- CD, DVD or USB must only have the PDF files for the application, uncompressed (i.e. no zipped files) and no folders;
- 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;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly and be flattened (i.e. no layers);
- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later; and
- Each PDF file submitted must not exceed 25MB and have no layers.

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

- Official Plan Amendment* (OPA)
- Zoning By-law Amendment* (ZBA)
- Draft Plan of Subdivision* (SUB)
- Site Plan Control (SPA)
- Part Lot Control Exemption (PLC)

- Draft Plan of Condominium (CDM)
- Leasehold
- Freehold
 - Standard
 - Phased
 - Common Elements*
 - Vacant Land*

* 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/CD or USB key 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

1 digital copy, unless noted otherwise:

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

City Planning

- [Draft Official Plan Amendment](#) (text and schedule)(OPA)
- [Draft Zoning By-law Amendment](#) (text and schedule) (ZBA)
- [Computer Generated Building Mass Model](#) (OPA,ZBA,SPA)
- [Community Services and Facilities Study](#) (OPA,ZBA,SUB)
- [Architectural Control Guidelines](#) (ZBA,SUB,SPA)
- [Housing Issues Report](#) (OPA,ZBA,CDM)
[Also required as part of [Rental Housing Demolition and Conversion Application](#)]
- [Natural Heritage Impact Study](#) (OPA,ZBA,SUB,SPA)
- [Toronto Green Standard Checklist](#) (ZBA,SUB,CDM,SPA)
- Tier 1 (Mandatory) **
- Tier 2,3,4 (Voluntary) ***
** See Energy Efficiency Report Requirement & Modelling Guidelines (SPA): [TGS Version 2](#) and [TGS Version 3](#)
*** To enroll in Tier 2,3,4 contact Environmental Planning sustainablecity@toronto.ca

- [Vibration Study](#) (ZBA,SUB,SPA)
- [Heritage Impact Assessment/Conservation Strategy](#) (OPA,ZBA,SUB, SPA)
- [Noise Impact Study](#) (ZBA,SUB,SPA)
- [Public Consultation Strategy Report](#) (OPA,ZBA,SUB,CDM [Vacant Land])
- [Energy Strategy](#) (OPA, ZBA,SUB)
- [Compatibility/Mitigation Study](#) (OPA,ZBA,SPA)

Engineering & Construction Services

- [Loading Study](#) (ZBA,SPA)
- [Parking Study](#) (ZBA,CDM,SPA)
- [Traffic Operations Assessment](#) (ZBA,SUB,SPA)
- [Transportation Impact Study](#) (OPA,ZBA,SUB,SPA)
- [Geotechnical Study/Hydrological Review](#) (ZBA,SUB,SPA)
- [Stormwater Management Report](#) (ZBA,SUB,CDM,SPA)
- [Servicing Report](#) (ZBA,SUB,CDM,SPA)
- [Environmental Impact Study](#) (OPA,ZBA,SUB,SPA)
- [Contaminated Site Assessment](#) (OPA,ZBA,SUB,SPA)

Urban Forestry Services

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

- [Archaeological Assessment](#) (OPA,ZBA,SUB,SPA)
- [Planning Rationale](#) (OPA,ZBA,SUB,CDM)
- [Pedestrian Level Wind Study](#) (ZBA,SPA)
- [Avenue Segment Review](#) (OPA,ZBA)
- [Sun/Shadow Study](#) (ZBA,SPA)
- [Urban Design Guidelines](#) (ZBA,SUB,SPA)
- [Accessibility Design Standards Checklist](#) (SUB,CDM,SPA)

Plans Submitted with Application

2 paper copies, unless noted otherwise, and 1 digital copy:

Survey Plans

- | | |
|--|--|
| <input checked="" type="checkbox"/> Boundary Plan of Survey (All Applications) | <input type="checkbox"/> Draft Plan of Subdivision (SUB) |
| <input checked="" type="checkbox"/> Topographical Survey (All Applications) | <input type="checkbox"/> Draft Plan of Condominium (CDM) |

Architectural Plans

- | | |
|---|--|
| <input checked="" type="checkbox"/> Context Plan (All Applications) | <input checked="" type="checkbox"/> Site Plan (OPA,ZBA,SPA) |
| <input checked="" type="checkbox"/> Underground Garage Plan(s) (ZBA,SPA) | <input type="checkbox"/> Roof Plan (SPA) |
| <input checked="" type="checkbox"/> Site and Building Elevations (ZBA,SPA) | <input checked="" type="checkbox"/> Floor Plan(s) (ZBA,SPA) |
| <input type="checkbox"/> 1:50 scale Detailed Colour Building Elevations
(greater than or equal to 5 Storey (SPA) | <input checked="" type="checkbox"/> Site and Building Sections (ZBA,SPA) |
| <input type="checkbox"/> Subdivision Concept Plan (SUB) | <input type="checkbox"/> Perspective Drawing (4000m ² or greater) (SPA) |

Civil & Utilities Plans

- | | |
|--|---|
| <input type="checkbox"/> Site Grading Plan (SPA,SUB) | <input type="checkbox"/> Construction Management Plan (SPA) |
| <input type="checkbox"/> Erosion/Sediment Control Plan (SPA) | <input type="checkbox"/> Public Utilities Plan (SPA,SUB) |

Landscape & Lighting Plans

- | | |
|--|--|
| <input checked="" type="checkbox"/> Tree Preservation Plan (ZBA,SPA,SUB) | <input checked="" type="checkbox"/> Concept Site and Landscape Plan
(OPA,ZBA) |
| <input type="checkbox"/> Landscape & Lighting Plan (SPA) | |

Electromagnetic Field Management Plan

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

Design Guidelines, By-laws, Standards, Requirements that may inform the application:

- [Design Guidelines by Building Type, Area-Specific, Streetscape and Public Space, Environmental, Public Art, and Healthy Communities](#)
- [Toronto Green Standard](#), including [Green Roofs](#) and the [Green Roof By-law](#)
- [Housing Related Requirements](#), including the [Rental Housing Demolition and Conversion By-law](#)
- [Section 37 Benefits](#)
- [Development Infrastructure Policy and Standards \(DIPS\)](#)

Advisory Comments

City Owned Property

- If the City of Toronto has been identified as the owner of any of the lands described in the application, a letter of consent from the City of Toronto, in its capacity as land owner, must be requested from the City of Toronto's Director of Real Estate Services, Contact: Manager of Policy & Program Management. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with the application.

Municipal Numbering

- Different kinds of developments need different kinds of municipal addressing or municipal numbering. In particular, those developments that result in new properties that do not have a municipal number. See [Municipal Numbering Application Form](#). This application form may be e-mailed or mailed to the City of Toronto, Land and Property Surveys, as indicated on the form.

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