

Submission Instructions

Applications are to be submitted to the [Planning Consultant](#) (contact information) 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.

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 [Development Guide](#) for more information regarding submission requirements.

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

[Accessibility Design Standards Checklist](#) (SUB,CDM,SPA)
[Archaeological Assessment](#) (OPA,ZBA,SUB,SPA)
[Architectural Control Guidelines](#) (ZBA,SUB,SPA)
[Avenue Segment Review](#) (OPA,ZBA)
[Block Context Plan](#) (OPA,ZBA [site specific],SUB,SPA)
[Community Services and Facilities Study](#) (OPA,ZBA,SUB)
[Compatibility/Mitigation Study](#) (OPA,ZBA,SPA)
[Computer Generated Building Mass Model](#) (OPA,ZBA,SPA)
[Draft Official Plan Amendment](#) (text and schedule)(OPA)
[Draft Zoning By-law Amendment](#) (text and schedule) (ZBA)
[Energy Strategy](#) (OPA,ZBA,SUB)
[Heritage Impact Assessment](#) (OPA,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)
[Noise Impact Study](#) (ZBA,SUB,SPA)
[Pedestrian Level Wind Study](#) (ZBA,SPA)
[Planning Rationale](#) (OPA,ZBA,SUB,CDM)
[Public Consultation Strategy Report](#) (OPA,ZBA, SUB,CDM [Vacant Land])

[Sun/Shadow Study](#) (ZBA,SPA)
[Simplified Report Graphics](#) (OPA,ZBA)
[Toronto Green Standard](#) (ZBA,SUB,SPA)
 Tier 1 (Mandatory)**
 Tier 2,3 (Voluntary)***

** [TGS Version 4](#) will be applied for all applications received on or after May 1st, 2022. See [Energy Efficiency Modelling Guidelines and Report Requirements](#) (SPA).

*** To enroll in Tier 2 or 3 contact Environmental Planning sustainablecity@toronto.ca

[Checklists and Statistics Templates](#): TGS Version 3
[Vibration Study](#) (ZBA,SUB,SPA)

Engineering & Construction Services

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

Urban Forestry Services

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

Plans Submitted with Application

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

Survey Plans

- [Boundary Plan of Survey](#) (All Applications)
- [Draft Plan of Subdivision](#) (SUB)

Architectural Plans

- [1:50 scale Detailed Colour Building Elevations](#)
[greater than or equal to 5 Storey (SPA)]
- [Floor Plan\(s\)](#) (ZBA,SPA)
- [Roof Plan](#) (SPA)
- [Site and Building Elevations](#) (ZBA,SPA)
- [Subdivision Concept Plan](#) (SUB)

Civil & Utilities Plans

- [Construction Management Plan](#) (SPA)
- [Public Utilities Plan](#) (ZBA,SUB,SPA)

Landscape & Lighting Plans

- [Concept Site and Landscape Plan](#) (OPA,ZBA)
- [Lighting Plan](#) (SPA)
- [Tree Preservation Plan](#) (ZBA,SPA)

Additional Information Required

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

Survey Plans

- [Draft Plan of Condominium](#) (CDM)
- [Topographic Survey](#) (All Applications)

- [Context Plan](#) (All Applications)
- [Perspective Drawing](#) (4000m² or greater)
- [Site Plan](#) (OPA,ZBA,SPA)
- [Site and Building Sections](#) (ZBA,SPA)
- [Underground Garage Plan\(s\)](#) (ZBA,SPA)

- [Erosion/Sediment Control Plan](#) (SPA)
- [Site Grading Plan](#) (SUB,SPA)

- [Landscape and Planting Plan](#) (SPA)
- [Soil Volume Plan](#) (ZBA,SUB,SPA)

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

- [City of Toronto Urban Design Guidelines](#)
- [Development Infrastructure Policy and Standards \(DIPS\)](#)
- [District/Area based Urban Design Guidelines](#)
- [Energy Modelling Guidelines Version 3](#)
- [Green Roof By-law \(SPA only\)](#)
- [Toronto Green Standards \(ZBA,SUB,SPA only\)](#)
- [Housing Related Requirements](#)

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.