

## 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)  
[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](mailto: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](#) (ZBLA,SPA,SUB)

### Landscape & Lighting Plans

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

### 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](#) (4000m<sup>2</sup> 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](#) (SPA,SUB)

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

## 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.