



STAFF REPORT ACTION REQUIRED

Final Report - Amendment to the Official Plan Regarding Complete Applications

| | |
|--------------------------|---|
| Date: | July 30, 2008 |
| To: | Planning and Growth Management Committee |
| From: | Chief Planner and Executive Director, City Planning |
| Wards: | All |
| Reference Number: | Pg080045 |

SUMMARY

New provisions to the *Planning Act* came into effect on January 1, 2007. Among these provisions is the ability for a municipality to determine what studies are required to properly evaluate an application. In order to implement the Act's new provision an official plan amendment is required.

This report implements Planning and Growth Management Committee's (PGM) direction of July 2, 2008. At this meeting PGM directed staff to prepare an official plan amendment (OPA) to address the minimum complete application requirements for official plan and zoning by-law amendment applications and for plan of subdivision, plan of condominium, and consent to sever applications. The OPA also addresses the submission requirements for site plan control applications. In addition, this report implements changes directed by PGM to the draft delegation by-law related to the OPA and changes to the Development Application Form.

RECOMMENDATIONS

In order to implement the July 2, 2008 Planning and Growth Management Committee's directions, the City Planning Division recommends that Council:

1. Amend the Official Plan substantially in accordance with the draft official plan amendment attached as Attachment 1.

2. Authorize the City Solicitor to make such stylistic and technical changes to the draft official plan amendment as may be required.
3. Adopt the draft delegation by-law substantially in accordance with the attached by-law attached as Attachment 2.
4. Direct that City Planning's Development Approval Application Form be amended substantially in accordance with the Development Approval Application Form attached as Attachment 3.

Financial Impact

There are no financial implications resulting from the adoption of this report.

DECISION HISTORY

At its meeting of May 31, 2007 PGM directed staff to hold four consultation meetings with the public, in order to facilitate discussion surrounding complete application policies in the Official Plan. The online link to that report is:

<http://www.toronto.ca/legdocs/mmis/2007/pg/bgrd/backgroundfile-3913.pdf>

Planning and Growth Management Committee considered a Final Report on the City's Complete Application OPA at its January 10, 2008 meeting and referred the item back to staff to work with ratepayer and developer representatives to resolve outstanding issues and report back on April 10, 2008. Subsequently, Planning and Growth Management Committee (PGM) at its meeting on February 13, 2008 re-opened Item PG12.1 – Amendment to the Official Plan regarding Complete Applications and replaced its previous action. Committee again referred the report back to staff to work with ratepayers and developer representatives in order to try and resolve all outstanding issues brought to the attention of the Committee by debutants and report on the meetings held, correspondence exchanged and a list of items that were resolved and not resolved. The Committee requested that staff report to the May 8, 2008 meeting of the Committee, or earlier if possible. On May 8, 2008, Planning and Growth Management Committee received a report from staff advising Committee that discussions with the ratepayer representatives and development industry were ongoing. Subsequently, PGM at its meeting on June 5, 2008 directed staff to report to the July 2, 2008 meeting of the Committee with a detailed account of the staff's negotiations with ratepayer and development industry representatives. At its meeting on July 2, 2008 PGM directed staff to schedule the statutory public meeting regarding the modified complete application official plan amendment for its September 10, 2008 meeting and to bring forward a draft delegation by-law.

The online links to the January 10, 2008, May 8, 2008 and July 2, 2008 reports are:

<http://www.toronto.ca/legdocs/mmis/2008/pg/bgrd/backgroundfile-9435.pdf>

<http://www.toronto.ca/legdocs/mmis/2008/pg/bgrd/backgroundfile-12526.pdf>

<http://www.toronto.ca/legdocs/mmis/2008/pg/bgrd/backgroundfile-13989.pdf>

<http://www.toronto.ca/legdocs/mmis/2008/pg/bgrd/backgroundfile-14468.pdf>

ISSUE BACKGROUND

New provisions to the *Planning Act* came into effect on January 1, 2007. Changes to the *Planning Act* allow Council to require that an applicant provide, at the time a development application is made, any and all information Council determines is needed to make an informed decision. The *Act* requires that policies outlining what is expected by a “complete application” are to be set out in the Official Plan for official plan amendments, zoning by-laws, plans of subdivision, condominiums and consents.

The Province has revised the minimum standards for a complete application in its existing regulations dealing with these requirements. Any additional municipal requirements beyond this new minimum must be spelled out in the form of official plan policies, which can be appealed to the OMB.

Once the proposed Official Plan policies are in effect, applicants will be required to provide all information or materials that Council considers necessary in order to process the application. Council may refuse to accept or further consider the application if it is not complete. Until Council is satisfied that complete information and fees have been received, the legislated timeframes for processing the application will not commence.

In the case of a dispute regarding application requirements, the applicant or Council will be able to make a “motion for directions” to have the OMB determine if the information and material required by Council has been provided or whether the requirement is reasonable.

COMMENTS

The new *Planning Act* provisions regarding complete applications is a key means to achieving fulsome and timely assessments of development proposals. Adoption of an OPA and an implementing delegation by-law would permit staff to request additional information and material, beyond the minimum submission requirements specified in the *City of Toronto Act* and *Planning Act* and their regulations.

In the absence of adoption of the OPA, staff is unable to “require” additional information and material from an applicant as part of a complete application submission. It is important to note that deeming an application to be “complete” is a step that is needed to commence the formal processing of an application, and does not imply or suggest any decision whatsoever on the part of City staff or the City to either support or refuse the application. It is an indication that all required materials requested by staff have been submitted.

Since May 2007, Planning Staff have been meeting with the various parties who submitted comments on the proposed complete application OPA. These parties include ratepayer representatives, representatives of BILD, and other development lawyers on behalf of their clients.

In the staff reports dated June 16, 2008 and June 26, 2008, staff recommended a draft amendment to the Official Plan to address complete application requirements and a draft delegation by-law. At its meeting on July 2, 2008, PGM directed staff to modify Section 1 of staff’s draft OPA to add the words

“but not required” so that the revised sentence would read: “Applicants are encouraged, but not required, to consult with the Ward Councillor, City Staff and the local community prior to formal submission of a planning application.”.

PGM also directed staff to replace Section 2 of the draft Delegation By-law, with the following:

“2. The Chief Planner or his/her designate has received a written request from the local Councillor to be consulted regarding a forthcoming application or applications generally within his/her Ward, the Chief Planner or his/her designate shall inform the Councillor in a timely fashion of any substantive pre-application consultations concerning the forthcoming application that pertain to proposed use, density, height and/or built form and shall consult with the Councillor, subject to the Councillor’s availability, prior to determining whether the planning application is complete or incomplete.”

PGM also directed staff to add a new Section 6 in the draft Delegation By-law and renumber Sections 6 and 7 as Sections as 7 and 8 respectively. The revised section 6 would read as follows:

“6. At the written request of the local Councillor to the Chief Planner or his/her designate, the notifications referred to in Sections 4 and 5 of this by-law shall be included in a preliminary report on the planning application together with a summary of application submissions.”

Furthermore, PGM directed staff to modify the Development Application Form to include the following words:

- “A. To require that an applicant:
- a. grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review; and
 - b. provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.
- B. To require that an Applicant either affirm that all the property subject of its application is owned, or under contract, by the entity on whose behalf the application is being filed or else:
- a. state both the ownership and address of the owner for each property included in its application;
 - b. confirm that the owner of each property included in the application has been notified of the application being made on its property; and
 - c. furnish the permissions of those owners on whose behalf the application is being filed.”

CONCLUSION

This report implements Planning and Growth Management Committee's direction from its meeting on July 2, 2008.

CONTACT

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SIGNATURE

Gary Wright
Chief Planner and Executive Director
City Planning Division

ATTACHMENTS

Attachment 1: Draft Official Plan Amendment
Attachment 2: Draft Delegation By-law
Attachment 3: Development Approval Application Form

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Attachment 1: Draft Official Plan Amendment

AMENDMENT No. 21

to the

OFFICIAL PLAN

of the

CITY OF TORONTO

All lands within the City of Toronto

The following text constitutes Amendment No. 21 to the City of Toronto Official Plan.

OFFICIAL PLAN AMENDMENT

The Official Plan is amended as follows:

1. Chapter 5, Section 5.5, THE PLANNING PROCESS, is amended by adding the following unshaded text at the beginning thereof:

"The *Planning Act* encourages public involvement in the planning process and enables Council to require an applicant to provide, at the time a planning application is made, information Council determines is needed to make an informed decision. Regulations under the *Planning Act* prescribe minimum complete application requirements. The *Act* also enables a municipality to identify additional requirements, beyond the prescribed minimum, by having complete application policies in the Official Plan. Council may refuse to accept or further consider a planning application until all such materials have been received.

Applicants are encouraged, but not required, to consult with the Ward Councillor, City staff and local community prior to formal submission of a planning application.

Following receipt of a complete planning application, Council will determine whether the City is satisfied with pre-application community consultation, in particular any pre-application community meeting(s) held in accordance with City standards, and whether one or more subsequent community meetings will be required under the provisions of Policy 5.5.1(c)(ii).

In accordance with the *City of Toronto Act*, Council may delegate by by-law its duty to notify applicants as to the completeness of planning applications.

The application materials and related documents will be made available to the public in accordance with the requirements of the *Planning Act* and the provisions of this Plan."

2. Chapter 5, Section 5.5, THE PLANNING PROCESS, is amended by adding the following sidebar:

"Information and materials to be made available to the public for review will be provided upon request in electronic and/or paper copy form at a fee not to exceed the City's actual cost in providing such information or material."

3. Chapter 5, Section 5.5, THE PLANNING PROCESS, is amended by replacing Policy 1 with the following policies:

"1. Public Involvement

A fair, open and accessible public process for amending, implementing and reviewing this Plan will be achieved by:

- a) encouraging participation by all segments of the population, recognizing the ethno-racial diversity of the community and with special consideration to the needs of individuals of all ages and abilities;
- b) promoting community awareness of planning issues and decisions, through use of clear, understandable language and employing innovative processes to inform the public, including the use of traditional and electronic media; and
- c) providing adequate and various opportunities for those affected by planning decisions to be informed and contribute to planning processes, including:
 - i) encouraging pre-application community consultation;
 - ii) holding at least one community meeting in the affected area, in addition to the minimum statutory meeting requirements of the *Planning Act*, for proposed Official Plan and/or Zoning By-law amendments prior to approval;
 - iii) ensuring that information and materials submitted to the City as part of an application during the course of its processing are made available to the public; and
 - iv) ensuring that draft Official Plan amendments are made available to the public for review at least twenty days prior to statutory public meetings, and endeavouring to make draft Zoning By-law amendments available to the public for review at least ten days prior to statutory public meetings, and if the draft amendments are substantively modified, further endeavouring to make the modified amendments publicly available at least five days prior to consideration by Council.

2. Complete Applications

Applications to amend the Official Plan, to amend the Zoning By-law and applications for Plan of Subdivision, Plan of Condominium or Consent to Sever will comply with the statutory complete application submission requirements of the *Planning Act* and the requirements identified in Schedule 3.

In addition, applications for Site Plan Control Approval should satisfy the submission requirements identified in Schedule 3."

4. Chapter 5, Section 5.5, THE PLANNING PROCESS, is amended by adding the following sidebar:

"Schedule 3 outlines the City requirements for complete applications. When seeking development approvals from the City, applicants should also refer to "*Building Toronto Together – A Development Guide*" which outlines the City's development review processes. In addition to the requirements of the *City of Toronto Act*, *Planning Act* and/or Regulations, the City may require additional information to properly evaluate an application. Complete application requirements may be discussed during pre-application consultation."

5. Chapter 5, Section 5.6, INTERPRETATION, is amended by replacing the words "Schedules 1 and 2" in Policy 5.6.2 with "Schedules 1, 2 and 3".

6. Schedule 3 – Application Requirements is added, as indicated on the following pages:

APPLICATION REQUIREMENTS

| | Official Plan | Zoning By-law | Plan of Subdivision | Plan of Condominium | Consent to Sever | Site Plan Control Approval |
|---|---------------|---------------|---------------------|---------------------|------------------|----------------------------|
| REQUIREMENTS of the CITY OF TORONTO ACT, PLANNING ACT and/or Regulations | • | • | • | • | • | |
| <p>ADDITIONAL REQUIREMENTS of the OFFICIAL PLAN</p> <p><i>In addition to the prescribed requirements of the Planning Act, the following non-prescribed information will also be required to evaluate a planning application, unless it is determined that certain studies, plans, drawings and reports are not applicable.</i></p> <p><i>Provision of the additional information indicated under the Official Plan, Zoning By-law, Plan of Subdivision, Plan of Condominium and Consent to Sever headings is mandatory under the Planning Act and this Official Plan.</i></p> <p><i>Provision of the additional information indicated under the Site Plan Control Approval heading is not mandatory but may be requested by the City in order to enable a site plan control application to be evaluated.</i></p> | | | | | | |
| <p>Completed Application Form</p> <p><i>– including Permission to Reproduce and Provision of Requisite Copies. Applicants are required to (a) grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review, and (b) provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.</i></p> | • | • | • | • | • | • |
| <p>Boundary Survey – showing and quantifying the area(s) of all land parcel(s) relevant to the development proposal.</p> | • | • | • | • | • | • |
| <p>Appropriate Plans and Drawings</p> | • | • | • | • | • | • |
| <p>Planning Rationale – containing a description of pre-application consultation, including any community outreach, public meeting(s) and interested persons contact list created by the applicant in accordance with City standards.</p> | • | • | • | • | • | |
| <p>Avenue Segment Review – when required by the provisions of Section 2.2.3.</p> | • | • | | | | |
| <p>Topographical Survey – showing the area(s) of all land parcel(s) relevant to the development proposal.</p> | • | • | • | • | • | • |
| <p>Building Mass Model – physical or computer generated.</p> | • | • | | | | • |
| <p>Pedestrian Level Wind Study – for buildings over six storeys/20 metres in height.</p> | | • | | | | • |
| <p>Sun/Shadow Study – for buildings over six storeys/20 metres in height.</p> | | • | | | | • |

| | Official Plan | Zoning By-law | Plan of Subdivision | Plan of Condominium | Consent to Sever | Site Plan Control Approval |
|--|---------------|---------------|---------------------|---------------------|------------------|----------------------------|
| Architectural Control Guidelines – when warranted by the scale or nature of the proposed development. | | • | • | | | • |
| Urban Design Guidelines – when warranted by the scale or nature of the proposed development. | | • | • | | | • |
| Community Services/Facilities Study – for large development proposals. | • | • | • | | | |
| Housing Issues Report – for applications that seek to demolish existing rental properties, intensify existing rental sites, convert existing rental housing to condominiums or that propose residential development in excess of five hectares. | • | • | | • | | |
| Contaminated Site Assessment – if any portion of a property is to be conveyed to the City (eg. parks, roads or lanes). | • | • | • | | • | • |
| Natural Heritage Impact Study – if the proposed development is likely to have impacts on the Natural Heritage System shown on Map 9. | • | • | • | | • | • |
| Environmental Impact Study – if the proposed development is likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study. | • | • | • | | | • |
| Archaeological Assessment – for properties in the City's database of lands containing archaeological potential. | • | • | • | | • | • |
| Heritage Impact Statement/Conservation Strategy – for properties in the City's Inventory of Heritage Properties, whether listed or designated, or adjacent properties where new development could have an impact on a heritage property. | | • | • | | • | • |
| Arborist Tree Preservation Report | | • | • | • | • | • |
| Green Development Standards Checklist | | • | • | • | | • |
| Accessibility Design Standards Checklist | | | • | • | | • |
| Noise Impact Study | | • | • | | • | • |
| Vibration Study | | • | • | | • | • |
| Geotechnical Study – hydrological review to be included where warranted. | | • | • | | • | • |
| Servicing and Stormwater Management Report(s) | | • | • | • | • | • |
| Transportation Impact Study | • | • | • | | | • |
| Parking Study – when proposal does not comply with City by-law standards. | | • | | • | • | • |
| Loading Study – when proposal does not comply with City by-law standards. | | • | | | • | • |
| Traffic Operations Assessment – when warranted by the scale or nature of the proposed development. | | • | • | | | • |
| Draft Amendments | • | • | | | | |

Attachment 2: Draft Delegation By-law

Authority: Planning & Growth Management Committee Item No.____, as adopted by City of Toronto Council on _____ 2008.

Enacted by Council:

Bill No.

CITY OF TORONTO

BY-LAW No. ____-2008

To delegate authority to appointed officers regarding the determination of the completeness of planning applications and to provide for consultation with Ward Councillors.

WHEREAS authority is provided to the Council of the City of Toronto under Section 20 of the *City of Toronto Act, 2006*, S.O. 2006, CHAPTER 11, to delegate its powers and duties under any Act to an appointed officer of the municipality;

AND WHEREAS sections 22 (6.1), 34(10.4) and 51(19.1) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, require a municipality to notify an applicant as to the completeness or incompleteness of a planning application within 30 days of payment of the application processing fee;

AND WHEREAS Chapter 5 of the Official Plan for the City of Toronto contains provisions pertaining to the requirements for complete planning applications;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. The authority to determine whether an application submitted to the City pursuant to sections 22, 34 and 51 of the *Planning Act* is complete or incomplete in accordance with the provisions of the Official Plan for the City of Toronto is delegated to the Chief Planner or his/her designate.
2. If the Chief Planner or his/her designate has received a written request from the local Councillor to be consulted regarding a forthcoming application or applications generally within his/her Ward, the Chief Planner or his/her designate shall inform the Councillor in a timely fashion of any substantive pre-application consultations concerning the forthcoming application that pertain to proposed use, density, height and/or built form and shall consult

with the Councillor, subject to the Councillor's availability, prior to determining whether the planning application is complete or incomplete.

3. The authority to notify an applicant as to the completeness or incompleteness of a planning application is delegated to the Chief Planner or his/her designate.
4. Within 30 days of receipt of the processing fee for a planning application, the Chief Planner or his/her designate shall determine whether the application is complete or incomplete and shall notify the applicant and, if requested, the local Ward Councillor accordingly. An incomplete application notification shall identify the missing or deficient information and material necessary to complete the application.
5. The provisions of section 4 of this by-law apply, with necessary modifications, to each subsequent remedial submission provided to complete the application.
6. At the written request of the local Councillor to the Chief Planner or his/her designate, the notifications referred to in Sections 4 and 5 of this by-law shall be included in a preliminary report on the planning application together with a summary of application submissions.
7. To the extent of any conflict between this and any other by-law of the City of Toronto, this by-law shall prevail.
8. This by-law comes into force and effect on the day Amendment No. 21 to the Official Plan of the City of Toronto is in force and effect.

ENACTED AND PASSED this .

Mayor

City Clerk

Attachment 3: Development Approval Application Form



Development Approval Application

Toronto and East York
 Toronto City Hall
 100 Queen Street West
 Toronto, Ontario M5H 2N2
 416-392-7539

North York
 North York Civic Centre
 5100 Yonge Street
 Toronto, Ontario M2N 5V7
 416-395-7000

Scarborough
 Scarborough Civic Centre
 150 Borough Drive
 Toronto, Ontario M1P 4N7
 416-396-7526

Etobicoke York
 2 Civic Centre Court
 Toronto, Ontario
 M9C 5A3
 416-394-8002

Application(s) for: (please check all applicable boxes)

- Official Plan Amendment**
 Zoning By-law Amendment
 Site Plan Control
 Part Lot Control
 Draft Plan of Subdivision
 Draft Plan of: **Common Elements/Vacant Land Condominium**

 Standard/Phased/Leasehold Condominium

Public Record Notice

Under The Planning Act, R.S.O. 1990, c. P. 13, s. 1.0.1, all information and material that is required to be provided to the City of Toronto respecting planning applications shall be made available to the public.

Submission Requirements (see pages 6-7)

City Staff have identified the following information as being required for the submission of a complete application based on the material and information you provided at a pre-application consultation meeting(s). Unless otherwise noted in the Submission Requirements for your type of application, please include with your application a minimum of 20 sets of plans. All plans to be folded individually to 215 mm x 350 mm (8.5" x 14") with the title block exposed and leaving a one inch clear margin on the left hand side of each folded plan. Collate the plans into sets. Please note, plans that are not folded will not be accepted.

Acknowledgement of Public Information

The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion of staff reports or distribution to the public for the purpose of application review. The applicant agrees to provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.

Sign Requirements (see page 8)

Posting of a sign on the subject land will be required for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision and Draft Plan of (Common Elements/Vacant Land) Condominium applications within 14 days of submitting the application(s). Before submitting your application, please contact your district Planning Consultant, Customer Service for further information about application and sign requirements.

Address of subject land (Street Number/Name)

Describe location (closest major intersection, what side of street land is located):

Legal description:

Present use of subject land:

Proposed use of subject land:

Registered Owner of subject land (as it appears on Deed/Transfer)

Business E-mail

Business Address

City

Postal Code

Business Telephone (area code + number):

Business Fax (area code + number):

Applicant name (in full)

Business E-mail

Applicant is: Owner Lawyer Architect Agent Contractor Other:

Business Address

City

Postal Code

Business Telephone (area code + number):

Business Fax (area code + number):

Does the subject land contain six or more dwelling units? Yes No

If yes, are any of the dwelling units residential rental units? Yes No # of rental units _____

If the answer to both questions above is yes, a "Rental Housing Demolition and Conversion Screening and Declaration Form" is required to be submitted to the district Planning Consultant, Customer Service.

Is the subject land designated under the Ontario Heritage Act? Yes No

| | | |
|---|--------------------------|---------------------|
| This section for Office Use Only | | |
| File No(s). _____ | Project Identifier _____ | Date Received _____ |
| Civic Service Centre _____ | Ward _____ | |
| Staff Contact _____ | Phone No. _____ | |

Project Data

Note: More detailed statistics may be requested during review of the application.

Site Data

| | | |
|---|--------------------------------|-----------------------------|
| Existing total lot area: _____ m ² | Existing lot frontage: _____ m | Existing lot depth: _____ m |
|---|--------------------------------|-----------------------------|

Building Data

Date of construction of the existing building (if known): _____

No. of buildings to be retained: Existing: _____ + Proposed: _____ = Total _____

| | | |
|--------------------------------------|--------------------------------|--------------------------------|
| ▶ Ground floor area – | Existing: _____ m ² | Proposed: _____ m ² |
| ▶ Residential gross floor area – | Existing: _____ m ² | Proposed: _____ m ² |
| ▶ Non-residential gross floor area – | Existing: _____ m ² | Proposed: _____ m ² |
| ▶ Landscaped Open Space – | Existing: _____ m ² | Proposed: _____ m ² |
| ▶ Paved Surface Area – | Existing: _____ m ² | Proposed: _____ m ² |

Total gross floor area of all buildings on site when project is complete: _____

Lot coverage ratio (ground floor area ÷ lot area) | Floor space ratio (gross floor area ÷ lot area)

▶ Height of building(s) – Existing: _____ storeys _____ m | Proposed: _____ storeys _____ m

Does the proposed building include retention of any of the existing floor area? Yes No

| Minimum Setbacks | Front Lot Line | Side Lot Line | Side Lot Line | Rear Lot Line |
|------------------------------------|----------------|---------------|---------------|---------------|
| Existing building to be retained – | _____ m | _____ m | _____ m | _____ m |
| Proposed building – | _____ m | _____ m | _____ m | _____ m |

Other information on setbacks (if appropriate): _____

Breakdown of Project Components

| Type of use: | Residential | Retail | Office | Industrial | Institutional/Other |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Gross Floor Area (m ²) | _____ m ² | _____ m ² | _____ m ² | _____ m ² | _____ m ² |
| Percentage of Project (%) | _____ % | _____ % | _____ % | _____ % | _____ % |

Number of Residential Units to be retained: Existing: _____ Proposed: _____ Total: _____

Type of Residential Tenure Rental Freehold Condo Other: _____

| Breakdown of Residential Component | Rooms | Bachelor | 1–Bedroom | 2–Bedroom | 3 or more Bedrooms |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| No. of Units | _____ | _____ | _____ | _____ | _____ |
| Typical Unit Size | _____ m ² | _____ m ² | _____ m ² | _____ m ² | _____ m ² |

Parking and Loading Data Number of parking spaces provided in project: _____

Breakdown of parking space allocation

for residential use _____ for residential visitors _____ for retail use _____
 for office use _____ for industrial use _____ for institutional/other use _____

Location and number of parking spaces

Open surface spaces # _____ Attached garage # _____ Detached garage # _____ Cash payment in lieu # _____
 Above grade parking deck # _____ Below grade parking structure # _____ Off-site lease # _____

Number of loading spaces provided in project: _____ Type of loading spaces provided (if applicable): _____

Access and Services

Road access Provincial Highway Municipal street Public lane Private right-of-way

Servicing: All of below

| | | | |
|--|--|---|----------------|
| Municipal Water <input type="checkbox"/> available <input type="checkbox"/> connected | Municipal Sanitary Sewers <input type="checkbox"/> available <input type="checkbox"/> connected | Municipal Storm Sewers <input type="checkbox"/> available <input type="checkbox"/> connected | Other (septic) |
|--|--|---|----------------|

Applicant's Declarations – Please check boxes to confirm

- The application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium is/are consistent with the Provincial Policy Statement.
- The application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium conforms to or does not conflict with any Provincial Plans (ie. the Growth Plan for the Greater Golden Horseshoe and/or the Greenbelt Plan).

Fee Calculation – Effective January 1, 2008

enter amount below

Official Plan Amendment: \$13,214.14 _____ enter amount here ▶ = \$ _____

Zoning By-law Amendment: Base fee for all applications: \$5,305.29 _____ enter amount here ▶ _____
 Additional fee for gross floor area **excluding** the first 500m² (amount over 500m² _____ x \$2.23) = _____
 (including lifting of Holding Zone Designation "H"): \$5,285.66 _____ enter amount here ▶ _____ = \$ _____

Site Plan Control: Base fee for all applications: \$2,202.41 _____ enter amount here ▶ _____
 Additional fee for gross floor area **excluding** the first 500m² (amount over 500m² _____ x \$2.23) = _____
 Revision(s) to Agreement: \$2,202.41 _____ enter amount here ▶ _____ = \$ _____

Draft Plan of Subdivision

| | | | | | | | |
|-----------------------|-------------------------|---|---|---------|------------|--------------|------------|
| Enter Fee & Amounts ▶ | A) Base Fee \$19,821.21 | + | (Per Lot Fee x No. of Lots = B) Lot Amount) | (A + B) | Base Fee + | Lot Amount ▶ | = \$ _____ |
| | _____ | + | (\$440.46 x _____ = \$ _____) | | | | |

Draft Plan of Condominium

| | | | | | | | |
|-----------------------|-------------------------|---|--|---------|------------|--------------|------------|
| Enter Fee & Amounts ▶ | C) Base Fee \$13,214.14 | + | (Per Unit Fee x No. of Units = D) Unit Amount) | (C + D) | Base Fee + | Lot Amount ▶ | = \$ _____ |
| | _____ | + | (\$44.09 x _____ = \$ _____) | | | | |

Part Lot Control Additional fee per proposed lot:

| | | | | | | | |
|-----------------------|------------------------|---|--|---------|------------|--------------|------------|
| Enter Fee & Amounts ▶ | E) Base Fee \$7,929.79 | + | (Per Lot Fee x No. of Proposed Lots = F) Lot Amount) | (E + F) | Base Fee + | Lot Amount ▶ | = \$ _____ |
| | _____ | + | (\$880.96 x _____ = \$ _____) | | | | |

The above fees, due at the time of initial application, include the 7.5% surcharge for legal services.

Total Fee ▶ = \$ _____

The following surcharges also apply, but will not be collected until later in the planning process:

- a surcharge to cover the City Clerk's direct cost of providing public notices required to process planning applications (levied at the time of the notices).
- a surcharge to cover costs associated with community consultation meetings for facility rental, translation and sign language services (levied at the time of the meeting).

As set out in Chapter 441-11 of the City of Toronto Municipal Code, fees are adjusted every January 1st to reflect the inflation rate of the previous October Consumer Price Index increase for the past year.

Accepted methods for payment of fees: Debit Card, Certified Cheque, Money Order, Cash, Master Card or Visa. (Credit Card payments are accepted at most locations.) **Personal or Company Cheques will be accepted only for amounts greater than \$2,000.00.** Please make all amounts payable to the Treasurer of the City of Toronto.

***Ravine Protection By-law**

If your property is located within or partially within a Ravine Protection Area, you are required to apply to Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division for a permit when doing any work that may injure or destroy a tree, or involves placing or dumping fill or refuse, or altering the existing grade of land.

***Private Tree By-law**

Trees on private property having a diameter of 30cm or greater are protected. It is unlawful to injure or destroy such trees without first obtaining a permit from Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division to do so.

***City Owned Trees**

All trees situated on City owned property, including City road allowance and City owned parkland, are protected by City of Toronto by-laws. City owned trees are protected by City of Toronto's "Tree Protection Policy and Specifications for Construction Near Trees". Call 416-338-TREE or visit www.toronto.ca/trees

Authorization of Agent

I/We _____ authorize _____
(please print) (please print)

to act as agent and sign the application form to the City of Toronto on my/our behalf for the lands known as

Name of land owner _____ Signature _____ Date _____
(please print)

Name of land owner _____ Signature _____ Date _____
(please print)

Corporate seal(s), if applicable

Signature of Signing Officer(s) of Corporation _____

Signature of Signing Officer(s) of Corporation _____

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, The Planning Act, R.S.O. 1990,c.P. 13 and the City of Toronto Municipal Code. The information is used for the purpose of evaluating your planning application. Questions about this collection can be directed to the Manager, Customer Services, Toronto Building at one of the addresses indicated at the top of page 1 of this application.

Declaration of the Land Owner(s)

I/We _____, do solemnly declare that
(please print)

Check and complete either a) or b):

a) As of the date of this application, I am the registered owner of all of the lands described in the application.

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

b) As of the date of this application, I am NOT the registered owner of all of the lands described in the application. I confirm that all owners on the lands described in the application have been notified of the application being made on its property and furnish the permissions of all of the owners as follows:

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

Name of land owner _____ Signature _____
(please print)

Address of land owner _____ Date _____

Note: If more space is needed for additional land owners, please attach a separate sheet.

Declaration of the Applicant

I _____, do solemnly declare that
(please print)

1. I have examined the contents of the application, certify that the information submitted with it is accurate and concur with the submission of the application.
2. Enclosed is the required fee, which I certify is accurate, and the prescribed information and supporting documentation required for each application. I agree to pay any further costs which may be determined as these applications are reviewed.

Name of applicant _____ Signature _____ Date _____
(please print)

Applicant's Signature

Signature of owner/agent _____ Date _____

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, The Planning Act, R.S.O. 1990,c.P. 13 and the City of Toronto Municipal Code. The information is used for the purpose of evaluating your planning application. Questions about this collection can be directed to the Manager, Customer Services, Toronto Building at one of the addresses indicated at the top of page 1 of this application.

Planning Application Checklist:

List of Required Applications, Plans, Information/Studies, Contacts

Based on the material and information you provided at pre-application consultation meeting(s), City staff have identified the following information as being required in addition to a completed Development Approval Application form and the prescribed information under The Planning Act in order for the submission to be a complete application.

Submission Requirements

- Completed Development Approval Application Form
 Copy of Draft Official Plan Amendment
(text and schedule, as applicable)
- Full Fees

Planning applications required:

- Official Plan Amendment
 Secondary Plan Amendment
 Zoning By-law Amendment
 Minor Variance
 Site Plan Control
- Part Lot Control
 Draft Plan of Subdivision
 Draft Plan of Condominium
 Consent – Land Division
 Other _____

Plans required (20 copies unless noted, including one reduced set (8.5"x11") or digital copies):

OFFICIAL PLAN AMENDMENT

- Boundary Plan of Survey
 Context Plan
 Concept Site and Landscape Plan

ZONING BY-LAW AMENDMENT

- Boundary Plan of Survey
 Context Plan
 Concept Site and Landscape Plan
 Underground Garage Plan(s)
(when applicable)
- Floor Plans
 Elevations and Site Sections (7 copies)
 Tree Preservation Plan (7 copies)

SITE PLAN CONTROL APPLICATION

- Boundary Plan of Survey
 Context Plan
 Site Plan
 Grading, Surface Water and Stormwater Management
Plan (if applicable)
 Underground Garage Plan(s)
(when applicable)
 Floor Plans
- Building Cross-Sections (7 copies)
 Building Elevations (7 copies)
 Roof Plan (7 copies)
 Perspective Drawing (not required for
projects under 4000m²) (7 copies)
 Landscape Plan (7 copies)
 Tree Preservation Plan (7 copies)
 Public Utilities Plan

PLAN OF SUBDIVISION

- Boundary Plan of Survey
 Context Plan
 Draft Plan of Subdivision
 Subdivision Concept Plan
 Tree Preservation Plan (7 copies)

PLAN OF CONDOMINIUM

- Boundary Plan of Survey
 Draft Plan of Condominium

PART LOT CONTROL EXEMPTION APPLICATION

- Boundary Plan of Survey (7 copies)

Note: Not all of the above requirements will apply to a proposal. The pre-application consultation meeting will determine which of these must be provided with the initial submission to consider the application complete and to qualify for the STAR program. Requested information/studies can also be better defined by representatives of the various City divisions. All assessments offered by staff are preliminary and based on the information available. Requirements indicated above are subject to change pending further review of the application(s).

Information/Studies required (5 copies):

City Planning

- Planning Rationale
- Community Services and Facilities Studies
- Housing Issues Report
- Natural Heritage Impact Study
- Architectural Control Guidelines
- Pre-Avenues Review Study
- Computer Generated Building Mass Model
- Pedestrian Level Wind Study
- Sun/Shadow Study
- Urban Design Guidelines
- Other _____

Engineering & Technical Services

- Loading Study
- Parking Study
- Traffic Operations Assessment
- Transportation Impact Study
- Servicing Report
- Stormwater Management Report
- Environmental Impact Study
- Contaminated Site Assessment
- Other _____

Heritage Preservation Services

- Archaeological Assessment
- Heritage Impact Statement (Conservation Strategy)
- Other _____

Urban Forestry

- Arborist/Tree Preservation Report
- Other _____

Toronto Building

- Preliminary Project Review Recommended
- Other _____

Parks

- Parkland Dedication required
- Cash-in-lieu of Parkland required
- Other _____

External Contacts: (You should contact these agencies, boards and commissions directly regarding their requirements and any applicable fees)

City Affiliated Agencies

- | | |
|--|--|
| 1. Exhibition Place__ | 6. Toronto Hydro__ |
| 2. GO Transit__ | 7. Toronto Parking Authority__ |
| 3. Public Library Board__ | 8. Toronto Police Services Board__ |
| 4. Toronto District Heating Corporation__ | 9. Toronto & Region Conservation Authority__ |
| 5. Toronto Community Housing Corporation__ | 10. TTC-Service Planning Manager__ |

Outside Agencies

- | | |
|--|--|
| 1. Bell Canada__ | 10. Ministry of Transportation, Corridor Management Office__ |
| 2. Canada Post Corporation__ | 11. Rogers Cable TV Limited__ |
| 3. Canadian National Railways, Southern Ontario District__ | 12. Toronto District Catholic School Board__ |
| 4. Canadian Pacific Railway, Real Estate Group__ | 13. Toronto District School Board__ |
| 5. Department of National Defense__ | 14. French Language District School Board |
| 6. Enbridge Gas Distribution Inc__ | 15. French Language Catholic School Board |
| 7. Greater Toronto Airports Authority__ | 16. Transport Canada - Civil Aviation__ |
| 8. Hydro One, Real Estate Services__ | 17. Other _____ |
| 9. Ministry of Municipal Affairs & Housing__ [for OPAs and Parkway Belt applications] | |

| | |
|------------------|-------------------------|
| Applicant: _____ | Location of Site: _____ |
| Ward: _____ | Ward Councillor: _____ |
| File No. _____ | |

Note: Not all of the above requirements will apply to a proposal. The pre-application consultation meeting will determine which of these must be provided with the initial submission to consider the application complete and to qualify for the STAR program. Requested information/studies can also be better defined by representatives of the various City divisions. All assessments offered by staff are preliminary and based on the information available. Requirements indicated above are subject to change pending further review of the application(s).

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan of Common Elements/Vacant Land Condominium

You will be required to post a sign on the subject land within 14 days of submitting any of the above noted application(s) according to the following criteria:

Specifications

Location: Post a sign within 3 m (10 ft.) of the street line, midway between side lot lines, and, if the property has more than one street frontage, on each street frontage.

Size: Signs must be a minimum of 1.5 m² (16 sq.ft.) in area.
Signs must be a minimum of 1.8 m (6 ft.) in height and are not to exceed 2.1 m (7 ft.) in height measured from the ground to the top of the sign.

Materials: Construct signs with 1.2 cm (1/2 inch) exterior grade plywood.
Fasten the sign securely with two posts.

Lettering: Lettering is to be in upper case, 5 cm (2 inches) in height with white facing and black lettering.
The sign should be legible from the street.

Sign Information

Ensure that signs contain the information in the box below. Planner and File Number information may be obtained by contacting the Planning Consultant in the applicable Planning Customer Service Office (see below). Once obtained, contact the Planner assigned to the file to discuss the exact wording of the sign.

All lettering should be in CAPITALS and 5 cm.

NOTICE:

AN APPLICATION _____
(e.g., TO AMEND THE OFFICIAL PLAN / ZONING BY-LAW
OR FOR A DRAFT PLAN OF SUBDIVISION OR DRAFT PLAN
OF COMMON ELEMENTS/VACANT LAND CONDOMINIUM)

HAS BEEN MADE BY _____ TO PERMIT

(Description of Proposed Development)

FOR FURTHER INFORMATION
OR TO OBTAIN A MORE DETAILED NOTICE OF THIS APPLICATION
CONTACT THE PLANNER _____ AT _____
FILE NUMBER(S) _____

Remove sign(s) within 14 days of final approval, withdrawal or refusal of the application.

Customer Service Offices

Etobicoke York District at 416-394-8002
Scarborough District at 416-396-7526

North York District at 416-395-7000
Toronto and East York District at 416-392-7539