

## APPLICATION CHECK LIST

### Amendment to Application Form Check List

Please check that you have **ALL** materials listed below before you attend our office.

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED**

**No Exceptions**

**A. If your property abuts a **Ravine** or is **Historical** or is subject to **Site Plan Approval** you **MUST** first contact the departments listed below. **IMPORTANT: Your C of A application will not be accepted until the applicable contact has provided written confirmation that they are satisfied the project can proceed to hearing for a decision (i.e. approve or refuse).****

**RAVINE BY-LAW:** Owners of property affected by the City Ravine By-law **MUST** first contact:

**Urban Forestry**

**355 Lesmill Road**

**Toronto, ON M3B 2W8**

**Tel: (416) 392-1900 Fax: (416) 392-6658**

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**HERITAGE:** Owner of property listed or designated *Historical* **MUST** first contact:

**Heritage Preservation Services**

**Toronto City Hall, 100 Queen Street West, 2<sup>nd</sup> Floor**

**Tel: (416) 338-1077 Fax: (416)392-1973**

**SITE PLAN APPROVAL:** If your project requires *Site Plan Approval* you **MUST** first file your

Site Plan Application with **Community Planning** and wait for the first round of site plan feedback prior to filing your application with the C of A.

### **B. STANDARD MATERIALS**

**APPLICATION FORM:** All applicable sections **MUST** be completed by the **applicant or agent**

**AUTHORIZATION FORM:** **MUST** be signed by **ALL** registered owners of the property.

**APPLICATION FEE:** Cheques less than \$2000.00 **MUST BE CERTIFIED.**

**ARBORIST REPORT:** Identifying City and/or Private Trees that may be impacted by the proposal

### **C. PPR OR ZONING CERTIFICATE (ZC)**

**PPR or ZC** - is the **recommended document**, prepared by a City Zoning Examiner, listing all applicable variances. **PLEASE READ your PPR OR ZC to ensure it is correct and complete.**

#### **ALTERNATIVELY**

**WAIVER-** prepared by the applicant; **MUST LIST** Zoning Designation, By-law Section Number and requirement and the requested variance.

**IMPORTANT - The applicant is responsible for ensuring the Waiver Variances are correct. Incorrect variances may result in extensive project delays and/or not being issued a Building Permit. Filing an application with a Waiver while waiting for the completion of a PPR or ZC WILL NOT guarantee you a hearing date. Please wait and file your application with the PPR/ ZC.**

**D. PLANS - *MUST BE IN METRIC***

**Consent Applications *MUST* have a Draft R-Plan** - metric; listing Parts & Areas;

NAD 83 CSRS - 3 degree Modified Transverse Mercator projection (see last page of Application form for correct number and size)

**2 Full Sets of Plans** – an up-to-date Ontario Land Survey, Site Plan including trees, Floor Plans, Elevation Plans **in metric on paper size 28 cm X 43 cm** (11 in x 17 in)

**1 Set Reduced Plans - 1 drawing per page Letter Size paper 21.5 cm X 28 cm** (8.5 in X 11in)

**RECOMMENDATIONS FOR PREPARING PLANS:**

**Survey** - the most up-to-date survey is required

**Site Plans** - illustrate, accurately, the location of buildings on neighbouring properties in relation to your project.

**Site Statistics/Calculations** - should match the information on the PPR or ZC. **Please read the PPR or ZC prior to filing your application.**

**Floor & Elevations** - one drawing per page

**Variances** - should be identified clearly on plans (ex. Building height shown on all Elevations; setbacks shown clearly on the site plan)

**SEE BACK PAGE OF APPLICATION FORM FOR FEES AND OTHER INFORMATION**

**THANK YOU FOR YOUR CO-OPERATION**

Rev. 04/01/11