

Toronto & East York Panel
 Toronto City Hall
 100 Queen Street West
 Toronto, Ontario
 M5H 2N2
 416-392-7565

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

Scarborough Panel
 Scarborough Civic Centre
 150 Borough Drive
 Toronto, Ontario
 M1P 4N7
 416-396-7334

Etobicoke York Panel
 2 Civic Centre Court
 Toronto, Ontario
 M9C 5A3
 416-394-8060

Please contact your district office for more detailed information about the application requirements and the Committee of Adjustment process.

Municipal Address	Application Number▶				
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:65%; border-bottom: 1px solid black;">IBMS Row I.D.</td> <td style="width:35%; border-bottom: 1px solid black;">Zoning</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Official Plan Designation</td> <td style="border-bottom: 1px solid black;">Ward</td> </tr> </table>	IBMS Row I.D.	Zoning	Official Plan Designation	Ward
IBMS Row I.D.	Zoning				
Official Plan Designation	Ward				

Legal Description

Name of Registered Owner(s) IBMS People RSN

Mailing Address City Postal Code

Business Telephone (area code + number): Business Fax (area code + number):

Name of Applicant/Agent Business Telephone: Business Fax:

Business Address City Postal Code

Dimensions of land affected
 Frontage: Depth: Area:

Road Access Provincial Highway Municipal Street Public Lane Private Right-of-way

Servicing Municipal water available connected Other (septic)
 Municipal sanitary sewers available connected
 Municipal storm sewers available connected

Date of acquisition of subject property: _____

Date of construction of buildings or structures on subject property: _____

Length of time existing uses have continued: _____

Is the property the subject of any other current or previous planning application? Yes File No. _____ No

Has the Toronto Preservation Board listed and/or designated any buildings on the property as historical? Yes No

Is the property subject to the Ravine Bylaw or Private Tree Bylaw? Yes No

*** 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 30 cm 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

Minor Variances

Existing uses/structures (including height and dimensions or floor area, if applicable):

Description of proposal (including height and dimensions or floor area, if applicable):

Setbacks:	Front lot line	Side lot line	Side lot line	Rear lot line
Existing building to be retained	_____	_____	_____	_____
Proposed building	_____	_____	_____	_____

Variances requested: Zoning review attached Applicants list of variances attached

Why is it not possible to comply?

Consent

Type and purpose of transaction

- Conveyance – Total number of lots: _____
 Lot addition
 Easement/Right-of-way
 Mortgage/Discharge
 Lease
 Validation of Title
 Technical severance
 Other: _____

Conveyed lot:

Frontage: _____ Depth: _____ Area: _____

Existing Use:

Proposed Use:

Transferee (if known):

Proposed easement/right-of-way:

Lot addition, identify the lands to which the parcel will be added:

Retained lot:

Frontage: _____ Depth: _____ Area: _____

Existing:

Proposed:

Proposed easement/right-of-way:

Existing easements:

Authorization of Agent

I/We _____ authorize _____
(name of owners) (name of agent/person authorized to sign application form)

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

(municipal address of property)

Signature: _____ Date: _____

Sworn Declaration

I, _____
(name and company)

of _____
(full address and postal code)

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Signature of Applicant or Authorized Agent: _____

Fee Schedule – Effective January 1, 2011

Minor Variances

Clear Title – i.e., no construction work involved: \$573.50 _____ = \$ _____

Additions and alterations to existing dwellings with 3 units or less: \$764.68 _____ = \$ _____

Residential dwellings with 3 units or less: \$1,720.52 _____ = \$ _____

All other residential, commercial, industrial or institutional: \$2,227.90 _____ = \$ _____

After the fact variances are double the regular fee amount. (regular fee amount) _____ x 2 = \$ _____

Consent

Sever 1 lot into 2 (includes deed stamping) and/or establishment of new easement/right-of-way: \$2,676.35 _____ = \$ _____

Additional Fee for each additional lot created: \$1,720.52 _____ = \$ _____

Validation of Title, Clear Title, leases, mortgage/discharge, lot additions, re-establishment of easement: \$1,338.18 _____ = \$ _____

Committee of Adjustment Research Request Fee: \$150.00 (Subject to HST) _____ = \$ _____

TOTAL FEE = \$ _____

As set out in the City of Toronto Municipal Code, fees are adjusted every January 1st.

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 only be accepted for amounts greater than \$2,000.00.

Please make all amounts payable to the Treasurer of the City of Toronto.

Application Requirements

1. Complete Application Form (separate forms for consent and minor variance applications may be required).
2. Authorization Form signed by all registered owners of the property.
3. Application Fee
4. The applicant is strongly encouraged to apply to Toronto Building for either a preliminary Project Review or a Zoning Certificate. Applying for either of these processes will allow Toronto Building to identify all aspects of the proposal that do not comply with the Zoning By-law and to determine if any other approvals are required for the release of a building permit. A Zoning Certificate is required prior to submitting a complete building permit application. Preliminary Project Review and Zoning Certificate applications can be made any any of the Toronto Building Division Customer Service District offices.

Applicants who do not obtain either a Preliminary Project Review notice of an Examiner's Notice associated with a Zoning Certificate application must sign a Waiver Form assuming responsibility for correctly identifying the required relief from the Zoning By-law applicable to their property and providing a full list of the variances to the By-law required to facilitate their proposal. Any errors in their submission may cause delays in processing of their application.

5. Plans
 - > 3 sets of plans:
 - 2 sets at 27.97 cm x 43.18 cm (11" X 17") - one diagram, to scale, per page: Full scale plans will be accepted.
 - 1 set reduced to 215 mm x 279 mm (8.5" x 11") – One diagram per reduced page please.
 - > A set of plans must include:
 - Plan of Survey, up to date and prepared by a Surveyor
 - Draft Reference Plan – For Consent applications only; indicating boundaries and dimensions of the part(s) to be severed, to be retained and easements/rights-of-way
 - Site Plan, indicating existing and proposed buildings on the site, distance from all lot lines, location of any easements/rights-of-way, location of buildings on adjacent lots, etc.
 - Floor Plans, all rooms labeled as to use and indicating existing and proposed windows and entrances
 - Elevation Plans, for all sides where new construction is proposed and indicating: height, grade and window and door openings
 - > General Requirements for All Plans:
 - Metric scale and dimensioned with north symbol clearly marked
 - Municipal address, names of adjacent streets, project name, applicant's name, name of firm preparing plans
 - Drawing title and number, preparation date, dates of any revisions

For Your Information

- A public notice sign, which will be provided to you, is required to be posted in a prominent location on the property for 10 days before the Hearing of a Minor Variance application and 14 days before the Hearing of a Consent application. Please sign a declaration confirming your compliance with this request.
- Photographs of the site/building should be submitted with your application or as soon as possible thereafter.
- Supporting materials, such as: a letter of explanation, letters in support, etc. should be submitted as far in advance of the Hearing as possible.
- It is recommended that you discuss the proposal with adjacent residents in order to address or alleviate concerns that may affect the disposition of your application.

Please contact your district office for more detailed information about the application requirements and the Committee of Adjustment process.

The personal information on this form is collected under the City of Toronto Act, 1997 (No.2), By-law 894-1999, The Planning Act, R.S.O. 1990,c.P. 13, as amended. The information is used for the purpose of evaluating your application. If you have any questions about this collect City of Toronto, Corporate Access & Privacy Office at 416-392-9684.