

**Toronto & East York**  
 Toronto City Hall  
 100 Queen Street West  
 Toronto, Ontario  
 M5H 2N2  
 416-397-5330

**North York**  
 North York Civic Centre  
 5100 Yonge Street  
 Toronto, Ontario  
 M2N 5V7  
 416-397-5330

**Scarborough**  
 Scarborough Civic Centre  
 150 Borough Drive  
 Toronto, Ontario  
 M1P 4N7  
 416-397-5330

**Etobicoke York**  
 2 Civic Centre Court  
 Toronto, Ontario  
 M9C 5A3  
 416-397-5330

Proposal for Residential Rental Property ("rental housing") Demolition and Conversion (Municipal Code Chapter 667)  
 (please check applicable box)

- |   |   |
|---|---|
| <input type="checkbox"/> Demolition (including Interior Renovations or Alterations) | <input type="checkbox"/> Conversion to Freehold Ownership |
| <input type="checkbox"/> Conversion to Condominium                                  | <input type="checkbox"/> Consent                          |
| <input type="checkbox"/> Conversion to Co-ownership/Life-Lease                      |   |

Submission Requirements (see pages 6-7)

- A completed Declaration of Use and Screening Form
- A completed Rental Housing Demolition and Conversion Application
- All other required items for submission as outlined on pages 6-7

Before submitting your application, please contact:

- Community Policy Unit in City Planning at 416-392-7863 to schedule a pre-application consultation meeting
- the applicable district Planning Consultant, Customer Service for further information about application 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)

Email

Mailing Address (Street Number, Street Name, Suite/Unit Number)

City/Town

Postal Code

Telephone (area code + number)

Fax (area code + number)

Applicant name (First, Last)

Email

Applicant is:  Owner  Lawyer  Architect  Agent  Contractor  Other:

Mailing Address (Street Number, Street Name, Suite/Unit Number)

City/Town

Postal Code

Telephone (area code + number)

Fax (area code + number)

Civic Service Centre \_\_\_\_\_ Ward \_\_\_\_\_

Staff Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

# 2017 Rental Housing Demolition & Conversion

**Project Information**

Number of existing dwelling units:

Number of rental units:      Existing  Proposed

Number of rental units by bedroom type:

Existing

Proposed

Bachelor	Bachelor
1 bedroom	1 bedroom
2 bedroom	2 bedroom
3 bedroom	3 bedroom
4 bedroom	4 bedroom
Other	Other

Are all existing rental units affected by the proposal?    Yes  No

If no, how many existing units will be directly affected?
Bachelor
1 Bedroom
2 Bedroom
3 Bedroom
4 Bedroom
Other

Have there been previous demolition or conversion activities on the subject land within the last 5 years?      Yes  No

If yes, how many previously existing rental units were affected?      \_\_\_\_\_

Does this proposal also involve constructing an addition to the building(s)?      Yes  No

If yes, will the new addition contain rental units?      Yes  No

Are you also applying or have applied for a Related Application(s) as defined in Chapter 667 of the Municipal Code (Please Check all applicable boxes)

- Building Permit (and demolition permit)
- Ontario Heritage Act Approval
- Draft Plan of Condominium
- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control
- Draft Plan of Subdivision
- Minor Variance
- Consent
- Other, specify

File No.

\_\_\_\_\_

\_\_\_\_\_

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# 2017 Rental Housing Demolition & Conversion

## Data Summary by Unit Type and Rent Category, 2017

UnitType	Number of Affordable Units (<Affordable)	2017 Rent Limits For Affordable Units * (\$)	Number of Mid-Range Units (<Mid-Range)	2017 Rent Limits For Mid-Range Unit * (\$)	Number of High-End Units (>Mid-Range)	Total Units (#)
Bachelor		\$ 962		\$1,442		
1 Bedroom		\$1,137		\$1,705		
2 Bedroom		\$1,341		\$2,011		
3 Bedroom		\$1,536		\$2,303		
2-bed townhouse		\$1,318		\$1,976		
3-bed townhouse		\$1,571		\$2,356		
4+-bed townhouse		\$1,641		\$2,461		
Other						
Total **						

\*Affordable Rent Limits are CMHC (Fall 2016) average market rents, Mid-Range Limits are above the affordable rents and below 1.5 X CMHC average rents. \*\* Ensure that the totals for all columns are noted and that the grand total comprises 100% of the rental units for the property.

Do the above rents include utility charges for heat, hydro and water?      Yes       No

If no, which utilities are not included? \_\_\_\_\_

Is parking included?      Yes       No       Are TV service fees included?      Yes       No

# 2017 Rental Housing Demolition & Conversion

Fee Calculation - Effective January 1, 2017

enter amount below

Fees are based on the existing number of units directly affected by demolition or conversion.

**Demolition**

Enter Fee & Amounts	▶	A) Base Fee \$6,812.90 + ( Per Unit Fee x No. of Unit = B) Unit Amount ) _____ + ( \$272.52 x _____ = \$ _____ )	(A + B) Base Fee + Unit Amount ▶ = \$ _____
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**Demolition – Delegated Approval**

Enter Fee & Amounts	▶	C) Base Fee \$1,362.57 + ( Per Unit Fee x No. of Unit = D) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(C + D) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to Condominium\***

Enter Fee & Amounts	▶	E) Base Fee \$4,087.74+ ( Per Unit Fee x No. of Unit = F) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(E + F) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to Condominium – Delegated Approval**

Enter Fee & Amounts	▶	G) Base Fee \$1,362.57 + ( Per Unit Fee x No. of Unit = H) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(G + H) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to Freehold\***

Enter Fee & Amounts	▶	I) Base Fee \$4,087.74 + ( Per Unit Fee x No. of Unit = J) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(I + J) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to Freehold – Delegated Approval**

Enter Fee & Amounts	▶	K) Base Fee \$1,362.57 + ( Per Unit Fee x No. of Unit = L) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(K + L) Base Fee + Unit Amount ▶ = \$ _____
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**Other Consents\***

Enter Fee & Amounts	▶	M) Base Fee \$4,087.74 + ( Per Unit Fee x No. of Unit = N) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(M + N) Base Fee + Unit Amount ▶ = \$ _____
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**Other Consents – Delegated Approval**

Enter Fee & Amounts	▶	O) Base Fee \$1,362.57 + ( Per Unit Fee x No. of Unit = P) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(O + P) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to co-ownership or life lease**

Enter Fee & Amounts	▶	Q) Base Fee \$16,351.00+ ( Per Unit Fee x No. of Unit = R) Unit Amount ) _____ + ( \$68.13 x _____ = \$ _____ )	(Q + R) Base Fee + Unit Amount ▶ = \$ _____
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**Conversion to co-ownership or life lease - Delegated**

Enter Fee & Amounts	▶	S) Base Fee \$1,362.57 + ( Per Unit Fee x No. of Unit = T) Unit Amount ) _____ + ( \$68.13x _____ = \$ _____ )	(S + T) Base Fee + Unit Amount ▶ = \$ _____
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\*Fee exemptions from Chapter 667 fee if a related application for an OPA is required along with a Rental Housing Demolition and Conversion Application, as defined in Chapter 667 of Municipal Code. The Official Plan amendment fee is required at the time of the Rental Housing Demolition and Conversion Application if that fee has not already been paid.

<b>Total Fee</b>	= \$ _____
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As set out in §§ 441-4 and 442-9D of Chapters 441 and 442 of the Municipal Code, fees are adjusted every January 1st to reflect the applicable annual wage adjustment increase, and when that increase is not known by January 1st, the inflation rate of the previous Consumer Index for the previous year.

The following surcharges also apply as set out in § 442-9 of Chapter 442, but will not be collected until later in the planning process.

- A surcharge to cover the City Clerk’s direct costs of providing public notices required to process planning applications (levied at the time of the notice).
- A surcharge to cover facility rental and translation and sign language services to process planning applications (levied at the time of the meeting).

Under Chapter 667, the applicant is required to give notice of the application to the tenants of the residential rental property, at their own expense.

# 2017 Rental Housing Demolition & Conversion

## 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 (First, Last) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print) (yyyy-mm-dd)

Name of Land Owner (First, Last) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print) (yyyy-mm-dd)

Corporate seal(s), if applicable

Signature of Signing Officer(s) of Corporation \_\_\_\_\_

Signature of Signing Officer(s) of Corporation \_\_\_\_\_

## Declaration of the Land Owner

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

1. As of the date of this application, I am the registered owner of the lands described in the application. 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. I acknowledge that the information provided in the Declaration of Use and Screening Form is an integral part of this application and have attached the completed and signed Declaration of Use and Screening Form to this application.
3. I acknowledge that it is an offence to demolish or convert residential rental property if the proposed work is subject to Chapter 667 of the Municipal Code.
4. Enclosed is the required fee, which I certify is accurate, and supporting documentation required for the application. I agree to pay any further costs which may be determined as this application is reviewed.

Name of Land Owner (First, Last) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print) (yyyy-mm-dd)

Name of Land Owner (First, Last) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print) (yyyy-mm-dd)

## Applicant's Signature

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_  
(yyyy-mm-dd)

The personal information on this form is collected under the legal authority of the City of Toronto Act, S.O. 2006, Chapter 11. Schedule A, ss. 111 and 136 (c) and the City of Toronto Municipal Code, Chapter 667. This information is used to evaluate your application and for aggregate statistical reporting. Questions about this collection can be directed to the Manager, Customer Services, Toronto Building at one of the addresses indicated on top of page 1 of this application.

# 2017 Rental Housing Demolition & Conversion

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## Information and Instructions for Applications to Demolish or Convert Rental Housing

### Application Purpose

The City of Toronto has a by-law regulating rental housing demolition and conversion – Municipal Code Chapter 667, Residential Rental Property Demolition and Conversion Control. It requires the owner of residential rental property (“rental housing”) considering a demolition or conversion, that is subject to the provisions of the by-law, to obtain a permit from the City of Toronto. This permit is in addition to any other permits or approvals as required under the Building Code Act, 1992, the Planning Act, the City of Toronto Act, 2006 or other City of Toronto by-law.

A proposal is subject to the by-law if it involves six or more existing dwelling units, any of which are rental units, and the proposal is to:

- Demolish all or part of a building, including interior renovations/alterations when it results in a change to the number or bedroom type of existing rental units.
- Convert from existing rental housing use to non-rental purposes, for example, changing to non-residential such as offices; changing self-contained rental dwelling units to something else such as a care home with central services or to individual rooms; changing the rental status of the housing to freehold ownership, condominium, co-ownership or life lease forms of ownership; severing a rental property such that the number of rental units remaining on any severed or retained parcel drops below six units.

A proposal does not require a permit under the by-law if it involves:

- Five or fewer existing dwelling units, or that involves six or more existing dwelling units but none are rental units
- Properties that are condominium-registered or life-lease properties
- Demolition activity on a rental property where the portion affected contains no residential units, for example, demolishing retail space or ancillary space such as underground parking, indoor amenity or property management facilities
- Additions to a rental property that do not directly affect existing units
- Severing rental properties where each severed parcel contains 6 or more rental units or where a severed parcel contained no existing dwelling units

For a more complete understanding of the by-law and for when a permit is required, please consult Chapter 667 of the Municipal Code available on-line at [www.toronto.ca/legdocs/municode/index.htm](http://www.toronto.ca/legdocs/municode/index.htm), or contact the Community Policy Unit in City Planning at 416-392-7863.

### Pre-Application Consultation

If your proposal has met the criteria in the Declaration of Use and Screening Form for possible application of the City’s by-law on Rental Housing Demolition and Conversion, contact the Community Policy Unit in City Planning at 416-392-7863 to schedule a pre-application consultation meeting.

### How to Apply

Submit a completed “Rental Housing Demolition and Conversion Application” by mail or in person directly to the applicable district Customer Service Office as indicated on page 1 of the Application form, and attach all required submissions. If an approval is obtained, and if your proposal requires a permit under Section 8 or 10 of the Building Code Act, 1992, a separate application must be made to Toronto Building. If you have applied or intend to apply for a related planning application, submit both the planning application and Rental Housing Demolition and Conversion Application at the same time so that they are reviewed concurrently.

### Submission Requirements

A Rental Housing Demolition and Conversion Application will not be considered complete unless the following items are provided, to the satisfaction of the Chief Planner:

1. A completed Rental Housing Demolition and Conversion Application including the Declaration of Use and Screening Form.
2. Full fees. (Fees are based on the existing number of units directly affected by the demolition or conversion.)
3. A Housing Issues Report, including, but not limited to:
  - a. Description of the proposal as it relates to the City’s relevant Official Plan housing policies and Chapter 667 of the Municipal Code
  - b. Data on the proposed housing units, including tenure status for all retained or proposed units, and the number and unit type of proposed converted or new units

# 2017 Rental Housing Demolition & Conversion

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- c. descriptions of any related applications as defined in chapter 667 (for example, application such as for rezoning, a consent to sever, or demolition), phasing issues and contextual considerations for the proposal
- d. Analysis and opinion of the proposal in light of the above noted descriptions, including issues of impact on existing tenants and the supply of rental housing
- e. Completed Data Summary sheet (page 3) indicating the total number of existing rental units by rent category. If the proposal affects only a portion of the existing rental units, then a second data sheet should also be completed providing the same information but for only the affected rental units.

If there's a related planning application and a housing issues report is required to satisfy the planning application requirements, a single report may be submitted as long as all requirements for both applications are included.

- 4. Five copies of: a Survey, Draft Reference Plan, Context Plan, Concept Site and Landscape Plan, and Floor Plans.

## Additional Requirements

- 1. If the proposal is for Demolition of Existing Rental Housing, also provide:
  - a. For the rental units proposed for demolition, the number of vacant units (dates vacated) and number of units used for purposes other than rental housing
  - b. A list containing the suite numbers and mailing addresses of each rental unit
  - c. A proposal for the replacement of the demolished rental units, with information comparing the proposed units and the existing rental units to be demolished
  - d. A Tenant Assistance and Relocation plan to assist the affected tenants
- 2. If the proposal is for Demolition of Existing Social Housing (as defined in the Toronto Official Plan), also provide:
  - a. The same information as required above for the demolition of existing housing, as modified below:  
The summary of data on the units and rents for the existing housing should also indicate the number of rent-geared-to-income (RGI) subsidies by unit type, and market rents by unit type for the remainder of the existing units proposed for demolition
- 3. If the proposal is for Conversion to Condominium, also provide:
  - a. For the rental units proposed for conversion, the number of vacant units (dates vacated) and number of units currently used for purposes other than rental housing
  - b. A list containing the suite numbers and mailing addresses of each rental unit
  - c. Indication of the nature of any renovations, improvements, repairs or changes to the building undertaken in conjunction with the condominium conversion
- 4. If the proposal is for Conversion to non-residential or non-rental purposes, other than to condominium, also provide:
  - a. For the rental units proposed for conversion, the number of vacant units (dates vacated) and number of units currently used for purposes other than rental housing
  - b. A list containing the suite numbers and mailing addresses of each rental unit
  - c. If residential use is to be maintained and existing tenants are able to remain, indication of the nature of any renovations, improvements, repairs or changes to the building undertaken in conjunction with the conversion
- 5. If the proposal is for a Consent under section 53 of the Planning Act:
  - a. A copy of the information submitted with the application for consent on the lots to be retained and conveyed, with additional information that clearly identifies the number and bedroom type of existing rental units and any other existing dwelling units for each proposed parcel of land

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. Additional information requirements may also be identified during the review process.