

# Appeal Submission Form Planning Act Section 53

Reference Number (TLAB Office Use Only):

Material and information is to be forwarded to the Toronto Local Appeal Body by the Approval Authority **within 15 days after the last day for filing a notice of appeal** under the following subsections of the Planning Act, R.S.O. 1990, c. P. 13, as amended. **Please check the section of the Act under which the appeal(s) have been filed.**

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act. The legal authority to make the information public is section 1.0.1. of the Planning Act. Questions about this form can be directed to the Manager, Planning & Liaison, Court Services, 137 Edward Street, 2<sup>nd</sup> Floor, Toronto Ontario M5G 2P1 or by telephone at 416-338-7320.

## Part 1: Appeal Type (Please check Applicable Type of Appeal box)

SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE
Planning Act 53	<input type="checkbox"/> Appeal a decision	53(19)
	<input type="checkbox"/> Appeal conditions imposed	
	<input type="checkbox"/> Appeal changed conditions	53(27)
	<input type="checkbox"/> Appeal for failure to make a decision on the application within 90 days	53(14)

Committee of Adjustment Panel:

Committee of Adjustment File Number:

## Part 2: Committee of Adjustment Contact Information

First Name		Last Name	
Professional Title	Email	Telephone Number	

## Part 3: Location Information

Address and/or Legal Description of property subject to the appeal			
Street Number	Street Name	Postal Code	Ward

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## Part 4: Related Matters

(a) Is this consent appeal connected with a variance or any other Planning Act application? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If yes, has a decision on that application been appealed to the Toronto Local Appeal Body? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If yes, has a decision on any other application been appealed to the OMB? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Committee of Adjustment Related Application File Number	TLAB File Number
(b) Are there other matters anticipated or required to be filed? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</span>	

## Part 5: Consent/Severance Information

Date Application Received by Committee of Adjustment (yyyy-mm-dd)	
Does a conflict with any zoning by-law exist? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If yes, where is this conflict indicated?	<input type="checkbox"/> Reasons for decision?
	<input type="checkbox"/> Conditions of consent?
	<input type="checkbox"/> Written comments from officials or agencies?
	<input type="checkbox"/> Other source?
	Name of source
If there is a conflict, it is the Toronto Local Appeal Body's practice to require its resolution either by a variance application or by-law amendment before a Toronto Local Appeal Body hearing can be scheduled. Has the appelliant been advised of this practice? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

## Part 7: City of Toronto Legal Representative Information

First Name	Last Name		
Professional Title	Email	Telephone Number	

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## Part 8: Required Fees

Copy of payment receipt for the Toronto Local Appeal Body fee paid by each appellant made payable to the City of Toronto. The appeal will not be processed without proof the fee was paid by each appellant.

Total Fee Received

Date of Payment

## Part 9: Sworn declaration, section 53(17) and 53(24) of the *Planning Act*

Last date for filing notice of appeal to Secretary-Treasurer

Date (yyyy-mm-dd)

I,

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Secretary-Treasurer)

make oath and say (or solemnly declare) that I provided proper notice as prescribed in Section 53(17) and 53(24) of the *Planning Act*, and provided written notice to:

- the applicant; the Appellant
  - each person or public body that made a written request to be notified of the decision or conditions;
  - the Minister, with respect to a decision to give a provisional consent, if the Minister has notified the Committee that he or she wishes to receive a copy of all decisions made to give a provisional consent
- or**
- the Minister, with respect to a change of conditions by the Committee, if the Minister has notified the Committee that he or she wishes to receive a copy of the changes of conditions; and
  - any other person or public body that is prescribed and all as listed in the following schedule.

Sworn before me,

Signature

at the \_\_\_\_\_ of \_\_\_\_\_

(City, Town, etc.)

(Name of City, Town, etc.)

in the \_\_\_\_\_ of \_\_\_\_\_

(County, Regional Municipality)  
Municipality)

(Name of County, Regional Municipality)

this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
\*A Commissioner, etc.



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## Part 8: Required Documentation (Please check boxes to indicate document included in and through electronic filing only.)

I confirm that I have submitted the following items with this form.

- Certified copy of each notice of appeal received and reasons for appeal **with indication of the date on which each notice was filed**. Attach a separate list of the names, email, mailing addresses and telephone numbers of all appellants.
- Certified copy of any other information and material that is required to be provided by the official plan
- Copy of Decision of the approval authority with written reasons.
- Copy of Authorization, if application made by other than the owner.
- Copy of minutes of public meeting.
- Copy of all plans and sketches considered by the approval authority.
- Copy of any planning report considered by the approval authority.
- Certified copies of all written submissions and comments received.
- A statement by an employee of the approval authority as to whether the decision of the approval authority,
  - i. is consistent with the policy statements issued under subsection 3(1) of the *Act*,
  - ii. conforms to or does not conflict with any applicable provincial plan or plans, and
  - iii. conforms to the official plan of the municipality or planning board.
- Copy of relevant extracts from the Official Plan.
- Copy of relevant extracts from the Zoning By-law.
- Copy of relevant extracts from Minister's Zoning Order, if applicable.

Signature of Secretary Treasurer

Date (yyyy-mm-dd)