

Appeal Submission Form Planning Act Section 45

Reference Number (TLAB Office Use Only)

Material and information is to be forwarded to the Toronto Local Appeal Body (TLAB) by the Secretary-Treasurer under the following subsection of the Planning Act, R.S.O. 1990, c. P. 13, as amended. Please complete all sections of the submission form.

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, 2nd Floor, Toronto, Ontario M5G 2P1 or by telephone at 416-338-7320.

Part 1: Appeal Type		
SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE (SECTION)
Planning Act Section 45	<input type="checkbox"/> Appeal against a decision of the Committee of Adjustment to approve or refuse the application	45 (12)
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 Number

Part 4: Related Matters	
Is this appeal connected with a consent application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, has a decision on the consent application been appealed to the TLAB?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, has any decision on any other application been appealed to the OMB ?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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Consent (s.53 Planning Act) Committee of Adjustment File Number (if applicable)	Consent TLAB File Number (if applicable)
If the decision on the consent application has not been appealed to the Toronto Local Appeal Body, please enter the date on which the consent approval lapses (yyyy-mm-dd)	
If consent application has not been appeal, a copy of the consent application is appended to this submission form.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there any reason this appeal under section 45 cannot proceed?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Part 5: Original Application Information

Zoning By-law(s): Number and Particular Sections	Date Application Submitted To Committee of Adjustment (yyyy-mm-dd)
Does the by-law seeking to be varied have site specific performance standards?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Give a brief outline of the original application and the issues raised in the appeal(s):	
Are there other matters, bylaws or conditions impacted by the original application? If yes, please specify.	

Part 6: City of Toronto Legal Representative Information

First Name	Last Name		
Professional Title	Email	Telephone Number	

Part 7: Required Fee

Total Fee Received	
Proof of Payment Provided?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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Part 8: Confirmation

The last date for filing notice of appeal to Secretary-Treasurer Date (yyyy-mm-dd)

I, _____

Name of Secretary-Treasurer

confirm that, in accordance to subsection 45 (10) of the Planning Act and no later than ten (10) days following the making of the Committee's decision in this matter, made certified copies of the decision and sent a copy:

- to the Minister, if the Minister has notified the Committee by registered mail that he or she wishes to receive a copy of all decisions of the Committee;
- the applicant;
- each person who appeared in person or by a representative at the hearing and who filed with the Secretary-Treasurer a written request for notice of the decision,

together with a notice of the last day to appealing to the Toronto Local Appeal Body.

Signature of Secretary- Treasurer

Part 9: List the names and addresses of all persons, offices and agencies who were sent a copy of the Committee of Adjustment's decision.

LAST NAME, First Name	Email	Address	Telephone Number

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Part 10: Required Documentation (Please check boxes to indicate document included in filing)

I confirm that I have submitted the following materials in electronic format with this form.

- True copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed.
- Attach a list of the names, email, addresses and telephone numbers of all appellants.
- Certified copy of the original application.
- Certified Copy Decision of the Committee of Adjustment with reasons and the date the decision was made.
- Copy of Authorization, if application made by other than the owner.
- Copy of minutes of Committee of Adjustment hearing.
- Copy of all photographs, plans and sketches considered by the Committee.
- Copy of any planning or other report considered by the Committee, if applicable.
- Copy of all written submissions and comments received by the Committee from any persons, officials and agencies.
- Copy of any other materials or submissions filed with the Committee of Adjustment.
- Copy of relevant extracts from the Official Plan.
- Copy of relevant extracts from applicable Zoning By-law(s).

Response Prepared by Signature:

Date (yyyy-mm-dd)