

Committee of Adjustment Application Checklist

The purpose of this checklist is to provide guidance and information on how to prepare complete application submissions. The submissions apply to each Minor Variance and Consent Application that is filed.

Considerations prior to submitting an application:

- Please ensure that you have all materials listed below, where applicable, prior to submitting your application(s).
- Only complete applications will be accepted and scheduled for hearings generally on a first come, first serve basis.
- We do not reserve spaces on public hearing agendas.

1. PRE-APPLICATION INQUIRY:

Prior to submitting an application to Committee of Adjustment, it is strongly recommended that you contact the staff to discuss your proposal. Staff will advise whether your Minor Variance or Consent Application is premature or ready to proceed to a public hearing for a decision. The Committee of Adjustment will make a decision on your Minor Variance or Consent Application if your property is subject to one or more of the below three required areas:

Site Plan Control

If the subject property requires Site Plan Approval (refer to your Zoning Certificate or Preliminary Project Review, if applicable), it is strongly recommended that you first file a Site Plan Control Application with Toronto Building. Once the first round of Site Plan Control comments have been received, the assigned Community Planning staff will confirm if it is appropriate to proceed with a Committee of Adjustment application to a public hearing for a decision. To avoid potential delays with the submission of a premature application, concurrence with Community Planning staff on when to submit the application is highly recommended.

Heritage

If the subject property is included in the Heritage Register, it is strongly recommended that you contact Heritage Planning staff at 416-392-1975 or at heritageplanning@toronto.ca to discuss your proposal. Heritage Planning reviews all Committee of Adjustment applications for properties that are included on the Heritage Register.

To verify whether the subject property is included on the City's Heritage Register, please complete a search on the City's website at [Heritage Register](#).

Toronto and Region Conservation Authority (TRCA)

To verify whether the subject property is regulated by TRCA, please complete a [Regulated Area Search](#) on the TRCA website.

If the subject property is TRCA regulated, prior to submitting an application to the Committee of Adjustment, contact TRCA at 416-661-6688, or at developmentplanning@trca.ca. General information about the planning and permit process can be found: [Planning Permits](#).

2. FORMS AND FEES

The following materials must be sent as a separate PDF file(s) unless otherwise noted.

- Application Form:** All applicable sections must be completed by the applicant.
- Authorization Form:** All registered owners of the property must sign the form. Discrepancies in ownership information may require additional documentation.
- Supporting Materials:** All required materials as set out in Sections 3 to 7 below.
- Application Fee:** Payment must be made at time of application submission. For further information on how to pay, please contact [Toronto Building Payments](#).
- eSubmission Requirements:** Submit complete digital applications by email to bldapplications@toronto.ca, and include the property address in the subject heading.

3. IDENTIFICATION OF MINOR VARIANCES

- Zoning Review:** A zoning review is prepared by Toronto Building Division staff, and is strongly recommended to be included as part of an application submission. The zoning examiner's notice will list all applicable minor variances and other applicable law requirements. For more information on how to apply for a zoning review (Zoning Applicable Law Certificate), please visit the [Toronto Building webpage](#).

To minimize potential delays, please address any outstanding and/or missing information identified by the zoning examiner in their review.

OR:

- Zoning Review Waiver:** Is prepared by the applicant and must include:

- zone, zone label (if applicable);
- applicable section of the Zoning By-law for which relief is being sought; and
- minor variance(s) being requested.

Applicants are responsible to identify all required minor variances following the format included in the Zoning Waiver Form. Incorrect waivers may result in extensive delays or result in refusals of an application. If an application with an incorrect waiver is approved, the proposal may require a further application to the Committee of Adjustment to obtain additional variances.

The form can be found at: [Zoning Review Waiver Form](#).

4. REQUIRED PLANS:

Each item listed below must be submitted as a separate PDF file unless otherwise noted.

- Plan of Survey:** Must be prepared by an Ontario Land Surveyor showing all existing structures, as currently built on the property.
- Draft Reference Plan (R-Plan) for Consent Applications only:** Must be prepared by Ontario Land Surveyor listing the Part(s) and Area(s) to be severed, retained, easement(s) and/or right(s)-of-way, with boundaries, dimensions and the area of each part clearly identified.
- Architectural plans:** This set of plans must include: Site Plan, Floor Plans, Elevations and Site Statistics combined into one PDF file.
 - a) Site Plan: Must accurately illustrate the existing and proposed buildings, setbacks to all lot lines, locations of any easement(s)/right(s)-of-way, location of buildings on adjacent lots, and (tree locations refer to "Urban Forestry Submission Requirements" below) on the subject property as well as neighbouring properties in relation to the project.
 - b) Floor Plans: One drawing per page indicating the existing and proposed windows and entrances.
 - c) Elevations: One drawing per page, for all sides, indicating the height, grade, windows and door openings.
 - d) Site Statistics: The information provided on the plans must match the information detailed on the PPR, ZC or Waiver.

Urban Forestry Submission Requirements

This includes properties protected by the Ravine and Natural Feature Protection By-law.

- Completed Tree Declaration Form:** [Download the Tree Declaration Form](#) in order to fill it out and submit it.
- Up-to-date Colour Photos:** Up-to-date colour photos showing the entire front and rear yard of the site regardless of if there are trees, and up-to-date colour photos of all By-law protected trees located on the site and within 6m of the site (12m with Ravine and Natural Feature Protected Areas). Photos must be submitted in PDF format.
- Site Plan:** A site plan showing the location of all By-law protected trees and tree protection zones, with species and diameter of each By-law protected tree at breast height.

General Requirements for All Plans

- All drawings must be in metric measurements. Plans submitted in imperial measurements will not be accepted.
- All drawings must contain one diagram per page, and be drawn to a standard scale (e.g. 1:100, 1:200, 1:500).
- Drawings must include: Municipal address, name of adjacent streets, applicant's name, name of firm preparing the plans, drawing title and number, preparation date, dates of any revisions, site and project statistics.
- Include the north arrow with appropriate cross-references to other plans, elevations and cross-sections.
- All symbols, hatching and shading must be contained within a legend with notations.
- Font size of plans and drawings must be sufficiently legible on a 215 mm x 279 mm (8.5" x 11") size document.
- All files must be submitted in "Portable Document Format" (PDF), Adobe Acrobat version 7 or later.
- Plans/drawings with multiple pages and sets must be combined into a single PDF file.
- All materials must be submitted without a password and/or restrictions. Drawings must not have any layers and the total size of each digital file should be less than 10 MB.

Digital File Naming Convention

The digital file name must describe the digital file and reference the subject property, for example:

- MV Application Form 100 Main Street.pdf
- Draft R-Plan 100 Main Street.pdf
- Survey_100_Main_Street.pdf

- Plans-100-Main-Street.pdf (includes floor plans, elevations, site plan and statistics)

5. ADDITIONAL CONSENT APPLICATION REQUIREMENTS:

- A Covering Letter, based on the Terms of Reference:**
Found at: [Planning Rationale](#).

6. RENTAL HOUSING SUBMISSION REQUIREMENTS:

- If the existing property contains rental dwelling units**, the application submission must include a [Rental Housing Declaration Use and Screening Form](#). Additional information related to rental housing is available online at [Housing Webpage](#).

7. APPLICATIONS IN THE VILLAGE OF LONG BRANCH

- For applications located in the Village of Long Branch only:** The Long Branch Neighbourhood Character Guidelines will be used in the review of all new development applications and public initiatives for all lands designated in the Official Plan as *Neighbourhoods* bounded by: Lake Ontario to the south, the rail corridor to the north, Twenty Third Street to the east, and Forty Second Street (including Marie Curtis Park) to the west. For additional information, please refer to the website at:

[Long Branch Neighbourhood Character Guidelines & Performance Standards Checklist](#)