

APPLICATION CHECKLIST

Please check that you have all materials listed below before you make an application. **Only complete digital applications either in person on CD/DVD or by email to bldapplications@toronto.ca (please include property address in subject line), with plans in metric, will be accepted – no exceptions.**

PRE-APPLICATION CONSULTATION

If your property: A) abuts a **ravine**, B) is a **historical site**, C) is subject to **site plan approval**, it is strongly recommended that you first contact the departments listed below to discuss your proposal and to determine if it is ready to be scheduled for public hearing and decision.

- Ravine By-Law:** if the subject property is affected by the City Ravine By-Law, please contact:
Urban Forestry
355 Lesmill Road
Toronto, ON, M3B 2W8
Tel: (416) 392-1900 Fax: (416) 392-6658
- Heritage:** if the subject property is listed or designated as historical please contact:
Heritage Preservation Services
Toronto City Hall, 100 Queen Street West, 17th Floor
Tel: (416) 338-1077 Fax: (416) 392-1973
- Site Plan Approval:** If your project requires Site Plan Approval (see your PPR or ZC), it is strongly recommended that you first file your Site Plan Application with the applicable District Planning office. Once the first round of site plan feedback has been received the area Planner will acknowledge in writing that he/she is prepared for the application to proceed to a C of A public hearing for a decision.

IMPORTANT: To ensure that your application is accepted and processed in a timely manner please provide a digital copy of the written acknowledgement from the applicable department and file it with the other required application materials. If you do not wish to participate in the pre-hearing application review process, you will be required to provide a letter acknowledging that you are declining this service.

eSubmission Requirements:

1. APPLICATION MATERIALS (each as a separate PDF file unless otherwise noted)

- A. Application Form:** All applicable sections must be completed by the applicant or agent.
- B. Authorization Form:** All registered owners of the property must sign the form. **Note:** Discrepancies in ownership information may require additional documentation.
- C. Supporting Material:** Zoning Review or Waivers and all required plans set out below.
- D. Application Fee:** Payment must be made in person at time of application. Cheques less than \$2,000 must be certified.

2. IDENTIFICATION OF VARIANCES

- A. Zoning Review:** a Zoning Certificate (ZC) or Preliminary Project Review (PPR) is prepared by a Zoning Examiner, Toronto Building, and is strongly recommended. The ZC/PPR will list all variances and other important building information. Please ensure that the ZC/PPR is correct and complete before you file it with your C of A application.

OR

- B. Zoning Waiver:** is prepared by the applicant and **must** include: zoning designation, by-law section number(s) and requirement(s) and the variance(s) requested. Applicants are responsible for identifying variances correctly and fully. Incorrect Waivers may result in extensive delays, permit refusals and/or another application to the Committee of Adjustment.

3. PLANS – MUST BE IN METRIC (Plans in imperial measurements will not be accepted).

REQUIRED ELECTRONIC PLANS (each as a separate PDF file unless otherwise noted)

- A) Plan of Survey, prepared by an Ontario Land Surveyor and showing all existing structures as currently built on the property.
- B) A Draft R-Plan (for consent application only) prepared by OLS listing Part(s) and Area(s) to be severed, retained, easement(s) and/or right-of-way;
- C) Plans shall include Site Plan, Floor Plan, Elevations and Site Statistics **combined into one PDF file:**
 - > Site Plans: must accurately illustrate building, setbacks and tree locations on subject property as well as neighbouring properties in relation to your project;
 - > Floor Plans & Elevations: one drawing per page. Measurements must be in metric;
 - > Site Statistics & Calculations: please ensure that this information matches the information detailed on the PPR, ZC or Waiver. Measurements must be in metric. Variances should be identified clearly on the plans (e.g. Building height shown on all elevations).

General Digital Requirements

- > All drawings must be in metric and drawn to a standard scale (i.e. 1:100, 1:200, 1:500);
- > All drawings must contain one diagram, to scale, per page;
- > Font of plans and drawings is to be sufficiently legible (if the plans and drawings are not sufficiently legible on a 215 mm x 279 mm (8.5" x 11"), they may need to be resubmitted at the applicant's expense);
- > Drawings must display the municipal address, project name, drawing title, preparation date, site and project statistics;
- > North arrow with appropriate cross-references to other plans, elevations or cross-sections;
- > Legend for all symbols, hatching and shading;
- > All files must be submitted in "Portable Document Format" (PDF), version 7 or later;
- > Plans/Drawings with multiple pages and sets must be combined into a single PDF file;
- > All submission material must be submitted without a password and/or restrictions; and
- > Drawings must not have any layers and 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 100 Main St.pdf;
 - Draft-R Plan 100 Main St.pdf;
 - Survey_Plan_100_Main_St.pdf; or
 - Plans-100-main-street.pdf (includes floor plans, elevations, site plan and statistics).

Note: The above materials are required for **each** application. If a submission requires one consent application and two minor variances applications, please provide the above listed requirements for one consent application **and** for two minor variance applications.

**WE DO NOT RESERVE SPACES ON PUBLIC HEARING AGENDAS
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED AND SCHEDULED FOR HEARING
COMPLETE APPLICATIONS ARE SCHEDULED ON FIRST COME FIRST SERVE BASIS**