

☐ **Toronto & East York**

Toronto City Hall
100 Queen Street West
Toronto, ON M5H 2N2
416-397-5330

☐ **North York**

North York Civic Centre
5100 Yonge Street
Toronto, ON M2N 5B7
416-397-5330

☐ **Scarborough**

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

☐ **Etobicoke York**

2 Civic Centre Court
Toronto, ON M9C 5A3
416-397-5330

Applicant Information

Are you the Registered Owner of the Subject Land(s)? <input type="radio"/> Yes <input type="radio"/> No		
Applicant First Name		Applicant Last Name
Business Name		Business Email
Business Address (Street Number, Street Name, Suite/Unit Number City/Town, Province and Postal Code)		
Business Mobile Number	Business Telephone Number	Business Fax Number
Are you making the application on behalf of the Owner? <input type="radio"/> Yes <input type="radio"/> No		
Owner First Name	Owner Last Name	Owner Email

Pre-Application Meeting Attendees

Please list all parties that will be attending the Pre-Application Meeting

Name (First, Last)

Position Title

Business Email

Property Data

Address(es) of Subject Lands (Street Number, Street Name, Suite/Unit Number, City/Town, Province and Postal Code)		
Legal Description		
Lot Frontage (m)	Lot Area (m ²)	Lot Depth (m)
Current Use of the Subject Lands (include any existing structures)		
Do the Subject Lands contain six or more dwelling units? <input type="radio"/> Yes <input type="radio"/> No		
If Yes, are any of the dwelling units residential rental units? <input type="radio"/> Yes <input type="radio"/> No # of rental units		

Pre-Application Meeting Request

Proposal

Provide a brief description of the proposal:

Project Details

Details	Existing	Retained	Proposed	Total
Number of buildings				
Ground Floor Area (m ²)				
Residential GFA (m ²)				
Non-residential GFA (m ²)				
Landscaped Open Space (m ²)				
Paved Surface Area (m ²)				
Number of Storeys				
Height of Building(s) (m)				

Date (yyyy-mm-dd)

Applicant Signature

City Planning collects personal information on this form under the legal authority of the Toronto City Council Item 2008.PG18.2 as confirmed by the City of Toronto By-law 1043-2008. The information will be used for the purpose of evaluating your request and the requirements for a complete planning application. Questions about this collection Project Coordinator, City Planning, Metro Hall, 22nd Floor, 55 John Street, Toronto, Ontario M5V 3C6, or by telephone at 416-394-2451.

Pre-Application Meeting Request

Additional Information (Optional)

The following are optional. If the applicant does not wish to disclose the information at this time, the applicant may proceed to the following section of this form.

Heritage

Are any properties within the Subject Lands (check all applicable boxes):

- ☐ a protected heritage property (Designated under Parts IV or V of the Ontario Heritage Act) on the [City's Heritage Register](#)?
- ☐ a significant cultural heritage resource (listed) on the [City's Heritage Register](#)?
- ☐ subject to a Heritage Easement Agreement?
- ☐ located within a [Heritage Conservation District](#) (whether Approved, Under Appeal or In Development)?
- ☐ located within a [Planning Study](#) that includes a heritage component?
- ☐ adjacent to a designated and/or [listed](#) cultural heritage property/resource?
- ☐ within an [Area of Archaeological Potential](#)?

Date of construction of all buildings or structures on the subject property (if known):

Engineering & Site Servicing

For the proposed development (check all applicable boxes):

- ☐ A servicing assessment or partial servicing assessment has been conducted for the proposed development.
 - ☐ The proposed development will discharge to a combined sewer.
 - ☐ The proposed development will increase sanitary flows compared to the existing site.
 - ☐ The receiving sewers have capacity to accommodate the proposed flows.
 - ☐ Storm water can be managed in accordance with the City's Wet Weather Flow Management Guidelines and Toronto Green Standard requirements.
- ☐ A Foundation Drainage Technical Brief has been prepared for the proposed development.
 - ☐ The lowest elevation of all proposed structures is higher than the Maximum Anticipated Groundwater Level.
 - ☐ Potential issues have been identified in meeting the City's Foundation Drainage Discharge Policy.
- ☐ The proposed development site includes a City easement or City infrastructure.

Pedestrian Level Wind Study

- ☐ A Computational Fluid Dynamics (CFD) Wind Study been undertaken (check if applicable).

Other

Please identify any additional items or issues for discussion (if applicable):

Pre-Application Meeting Request

Submission Instructions

Requests are to be submitted to the Planning Consultant in the applicable District. To avoid delays in submitting your request, we encourage you to schedule an appointment in advance by contacting the Planning Consultant directly.

**All submissions are to be made via email or with a CD/DVD/USB key only.
No paper copies will be accepted.**

The CD/DVD/USB key must include the following in order for your request to be processed:

- A completed Pre-Application Request Form;
- Survey (if available);
- Concept Site Plan, fully dimensioned showing all proposed setbacks, entrances, parking areas, landscaped and hard surface areas, and existing trees and/or significant vegetation;
- Concept Elevations or Renderings, showing proposed height, building materials, window and entrance locations, and any balconies or roof amenity areas;
- Existing Site Plan, fully dimensioned showing all buildings and structures
- Photos of the site and surroundings with labels (e.g., photo of the northwest corner)
- Screenshot of the subject lands and surrounding properties from the [City's Heritage Register Map](#)
- If the proposal affects a heritage property, provide details of what is proposed to be retained, altered and/or removed, and a brief preliminary conservation strategy; and
- Any additional information you wish to include which may better assist staff in the review of your proposal.

Digital Formatting

- All files must be submitted in "Portable Document Format" (PDF) version 7 or later;
- Each PDF or Word file must be submitted without a password and/or restrictions;
- Each PDF or Word file submitted must not exceed 10MB and have no layers;
- Total size of all files cannot exceed 40 mb.
- You may also submit Graphics Visualization Files separately (.SKP, .WRL, .DWG, .OBJ, .DAE). Each Graphics Visualization File must not exceed 85 MB.

Naming Conventions

- PDF file names must clearly describe the digital file and reference the subject property. Examples include:
 - Concept Site Plan 100 main.pdf
 - 100_main_Request Form.pdf
 - Survey_100main.pdf
 - Concept Elev and Rend 100 Main.pdf

Refer to [Building Toronto Together: A Development Guide](#) for more information regarding the submission requirements.

Recommended:

- To help facilitate discussions at the meeting, you may wish to complete the [Application checklist](#) and submit it with your application.