

**Toronto & East York**  
 Toronto City Hall  
 100 Queen Street West  
 Toronto, ON M5H 2N2  
 416-392-7539

**North York**  
 North York Civic Centre  
 5100 Yonge Street  
 Toronto, ON M2N 5B7  
 416-395-7000

**Scarborough**  
 Scarborough Civic Centre  
 150 Borough Drive  
 Toronto, ON M1P 4N7  
 416-396-7526

**Etobicoke York**  
 2 Civic Centre Court  
 Toronto, ON M9C 5A3  
 416-394-8002

## Contact Information

Are you the Registered Owner of subject land(s)?		Yes	No
Name (Last, First):		Email:	
Address (Street Number, Name, Suite/Unit Number):		City/Town: Postal Code:	
Telephone Number:		Fax Number:	
Are you making the application on behalf of the Owner?		Yes	No

## Attendees:

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

<u>Name:</u>	<u>Title:</u>	<u>Email:</u>
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## Property Data

Address of Subject Land (Street Number/Name):		
Legal Description:		
Lot Frontage (m):	Lot Area (m):	Lot Depth (m):
Current Use of the Subject lands (include any existing structures):		
Does the subject lands contain six or more dwelling units?		Yes No
If Yes, are any of the dwelling units residential rental units?		Yes No # of rental units:
Is the subject land listed/designated under the Ontario Heritage Act or the City's registry?		Yes No Unknown

Provide a brief description of the proposal:

**Project Details:**

Number of buildings	Existing_____	Retained_____	Proposed_____	Total_____
Ground Floor Area	Existing_____m <sup>2</sup>	Retained_____m <sup>2</sup>	Proposed_____m <sup>2</sup>	Total_____m <sup>2</sup>
Residential GFA	Existing_____m <sup>2</sup>	Retained_____m <sup>2</sup>	Proposed_____m <sup>2</sup>	Total_____m <sup>2</sup>
Non-residential GFA	Existing_____m <sup>2</sup>	Retained_____m <sup>2</sup>	Proposed_____m <sup>2</sup>	Total_____m <sup>2</sup>
Landscaped Open Space	Existing_____m <sup>2</sup>	Retained_____m <sup>2</sup>	Proposed_____m <sup>2</sup>	Total_____m <sup>2</sup>
Paved Surface Area	Existing_____m <sup>2</sup>	Retained_____m <sup>2</sup>	Proposed_____m <sup>2</sup>	Total_____m <sup>2</sup>
Height of Building(s)	Existing____Storeys _____m	Retained____Storeys _____m	Proposed____Storeys _____m	Total____Storeys _____m

Date (yyyy-mm-dd):

Signature :

**Notice of Collection**

The City Planning collects personal information on this form and on the supporting documentation under the City of Toronto Act, 2006, S.O. 2006, Chapter 11, Schedule A, s.136(c), Planning Act, R.S.O. 1990, Chapter P. 13, s (insert section) and the City of Toronto By-law No.1043-2008. This information is used for the purpose of evaluating your request and the requirements for a complete planning application. Questions about this collection can be directed to (insert the title, business address and business telephone number of a person who can answer the individual's questions about this collection).

# 2017 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 only.  
No paper copies will be accepted.**

The CD/DVD 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; and
- Any additional information you wish to include which may better assist staff in the review of your proposal.

### Digital Formatting:

- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file submitted must not exceed 10MB and have no layers; and
- Total size of all files cannot exceed 40 mb.

### Naming Conventions:

- PDF file names must use that 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.

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 Pre-Application checklist and submit it with you application. [Pre Application Checklist](#)