

Name of Owner (First, Last) <i>(must be owner of building)</i>		This Box for Office Use Only			
		File:	Racs:	Ward	
Address of Owner <i>(must be owner of building)</i>		Unit	City	Province	Postal Code
Contact Name(s) (First, Last)		Business Phone	<i>Area Code & Number</i>		
		Cellular or other	<i>Area Code & Number</i>		
		Email address			

Name of Applicant (First, Last) <i>(if not owner of building)</i>							
Address of Applicant <i>(if not owner of building)</i>				Unit	City	Province	Postal Code
Contact Name(s) (First, Last)		Business Phone	<i>Area Code & Number</i>				
		Cellular or other	<i>Area Code & Number</i>				
		Email address					

Address of Proposed Parking:	Number of Vehicles to be parked
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Your name, the address of the proposed parking will be treated as public information and may also be included in reports to the Community Council

In order to process your appeal, please submit the following:

- A non-refundable appeal fee of \$912.72 (\$807.72 + \$105.00HST)*;
- A written request to the General manager detailing the grounds for requesting an appeal;
- A sketch drawn to scale, that shows all existing physical features and relevant dimensions, paving material to be used for parking area and other improvements to the boulevard (more detailed drawings may be required if your proposal involves major landscaping). **If your application is for a previously licensed location, a sketch is not required.**

Upon approval of your application, it will be necessary to:

- Obtain a paving permit prior to any construction. The fee for this permit is \$157.96 (no tax)*;
- Pay the cost of the installation of the curb ramp (an estimate will be provided at a later date);
- Pay an annual parking fee for the use of the City boulevard in accordance with City of Toronto Municipal Code Chapter 743, "Use of Streets and Sidewalks" and Chapter 441, Fees and Charges"; and
- Enter into an agreement with the City of Toronto.

Payments can be made by Visa, American Express, MasterCard, Interac, or cheque. **All cheques must be made payable to the Treasurer, City of Toronto.**

*The fees are subject to an annual inflationary increase based on the City's User Fee Policy and change without prior notice, and subject to HST, where applicable, City of Toronto GST/HST BN No. 86740 2299 RT0001.

No parking, construction, etc., is permitted within the public right of way until approval has been granted and the necessary agreement has been executed.

WHERE THE APPLICANT IS NOT THE OWNER, THE APPLICANT SHALL PROVIDE THE GENERAL MANAGER WITH A LETTER SIGNED BY THE OWNER OF THE BUILDING INDICATING THAT THE OWNER DOES NOT OBJECT TO INSTALLING BOULEVARD PARKING ADJOINING THEIR PROPERTY, AND THAT THE OWNER RECOGNIZES THAT THEY ARE RESPONSIBLE FOR THE COST OF COMPLYING WITH THE BOULEVARD PARKING AGREEMENT IN THE EVENT OF DEFAULT ON THE PART OF THE PERSON OCCUPYING THE PROPERTY.

Please submit your signed application form with any necessary documentation to Transportation Services, Right of Way Management, Off Street Parking office at:
 850 Coxwell Avenue
 Toronto, ON M4C 5R1
 Tel: 416-392-7768 Fax*: 416-392-1058

* Fax Alert: Sending personal information by fax is not a secure means of transmission. It is recommended you complete and return the form by regular mail.

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, Chapter 11, Schedule A, s.136(c), and the City of Toronto Municipal Code, Chapter 743, "Use of Streets and Sidewalks". The information is used to process your appeal/application for commercial / industrial boulevard parking and fee payment. Questions about this collection can be directed to Supervisor of Right of Way Management within your district.

Applicant's Signature	Date
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**BY SIGNING ABOVE YOU ACKNOWLEDGE THAT YOU ARE AWARE OF THE APPLICABLE BY-LAW(S)
AND ITS REQUIREMENTS**