

☐ Toronto and East York  
Toronto City Hall  
100 Queen Street West  
Toronto, Ontario  
M5H 2N2  
416-397-5330

☐ North York  
North York Civic Centre  
5100 Yonge Street  
Toronto, Ontario  
M2N 5V7  
416-397-5330

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

☐ Etobicoke York  
Etobicoke Civic Centre  
2 Civic Centre Court  
Toronto, Ontario  
M9C 5A3  
416-397-5330

**Please contact your district office for more detailed information about the application requirements and the Committee of Adjustment process.**

## Public Record Notice

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

## Acknowledgement of Public Information

The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or by other means for the purpose of application review. The applicant agrees to provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public either online or by other means for the purposes of application review.

If there may be a security risk by allowing the public access to any portion of these documents you must indicate the portion of the documents to which you believe this concern applies, along with supporting documentation outlining the reasons for your concern along with the document submitted as part of the application. The Chief Planner, or delegate, will consider but will not be bound to agree with such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports or public distribution to the application review.

Address of Subject Land (Street Number/Name)	Zoning
	Ward
	Official Plan Designation

Legal Description

Registered Owner of Subject Land (as it appears on Deed/Transfer)	E-mail (mandatory entry)
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Mailing Address	City	Postal Code
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Telephone (area code + number)	Fax (area code + number)
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Applicant (name in full)	E-mail (mandatory entry)
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Applicant is: ☐ Owner ☐ Lawyer ☐ Architect ☐ Agent ☐ Contractor ☐ Other

Mailing Address	City	Postal Code
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Telephone (area code + number)	Fax (area code + number)
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Dimensions of land affected	Frontage	m	Depth	m	Area	m <sup>2</sup>
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Road Access: ☐ Provincial Highway ☐ Municipal Street ☐ Public Lane ☐ Private Right-of-way

Servicing:	Municipal Sanitary Sewers	Municipal Storm Sewers	Other (septic)
Municipal Water <input type="checkbox"/> available <input type="checkbox"/> connected	<input type="checkbox"/> available <input type="checkbox"/> connected	<input type="checkbox"/> available <input type="checkbox"/> connected	

Date of acquisition of subject property: \_\_\_\_\_

Date of construction of buildings or structures on subject property: \_\_\_\_\_

Length of time existing uses have continued: \_\_\_\_\_

Is the property the subject of any other current or previous planning application? ☐ Yes File No. \_\_\_\_\_ ☐ No

Has City Council listed and/or designated the property as having cultural heritage value? ☐ Yes ☐ No

Is the property subject to the Ravine By-law or Private Tree By-law? ☐ Yes ☐ No

## Ravine Protection By-law

If your property is located within or partially within a Ravine Protection Area, you are required to apply to Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division for a permit when doing any work that may injure or destroy a tree, or involves placing or dumping fill or refuse, or altering the existing grade of land.

## Private Tree By-law

Trees on private property having a diameter of 30 cm or greater are protected. It is unlawful to injure or destroy such trees without first obtaining a permit from Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division to do so.

## City Owned Trees

All trees situated on City owned property, including City road allowance and City owned parkland, are protected by City of Toronto by-laws. City owned trees are protected by City of Toronto's "Tree Protection Policy and Specifications for Construction Near Trees". Call 416-338-TREE or visit [www.toronto.ca/trees](http://www.toronto.ca/trees)

It is recommended that tree(s) location, species, diameter and condition are identified on plans. Plans should also identify which trees will be injured or removed. Submission of an arborist report or tree protection plan is also recommended to describe potential tree impacts. Failing to identify tree(s) may result in delays, failure to issue or revocation of a building permit despite Committee of Adjustment approval.

Call 311 or visit [www.toronto.ca/trees](http://www.toronto.ca/trees) for further details.

## Minor Variances

Existing uses/structures (including height and dimensions or floor area, if applicable):

Description of proposal (including height and dimensions or floor area, if applicable):

Building Setbacks:	Front lot line	Side lot line	Side lot line	Rear lot line
Existing	_____ m	_____ m	_____ m	_____ m
Proposed	_____ m	_____ m	_____ m	_____ m

Variances requested: ☐ Zoning review attached ☐ Applicants list of variances attached

Why is it not possible to comply?

Related Applications, include file number(s):

- i) The property has not been the subject of a site specific by-law amendment\* within the last two years.
- ii) The property has been the subject of a site specific by-law amendment\* within the last two years and the City of Toronto has determined that this application is permitted. Attached is a copy of the authority that pertains to this application.

If you are unable to make declaration i) or ii) above, then you will not be permitted to submit this application. Please contact Community Planning for information on how to proceed with an application.

\* This does not include a City initiated site specific by-law.

## Consent

Type and purpose of transaction

☐ Conveyance – Total number of lots: \_\_\_\_\_ ☐ Lot Addition ☐ Easement/Right-of-way ☐ Mortgage/Discharge

☐ Lease ☐ Validation of Title ☐ Technical severance ☐ Other: \_\_\_\_\_

Conveyed lot:

Frontage: _____ m	Depth: _____ m	Area: _____ m <sup>2</sup>
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Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Transferee (if known): \_\_\_\_\_

Proposed easement/right-of-way: \_\_\_\_\_

Lot addition, identify the lands to which the parcel will be added: \_\_\_\_\_

Retained lot:

Frontage: _____ m	Depth: _____ m	Area: _____ m <sup>2</sup>
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Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Proposed easement/right-of-way: \_\_\_\_\_

Existing easements: \_\_\_\_\_

Related Applications, include file number(s): \_\_\_\_\_

## Authorization of Agent

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
 (name of owners) (name of agent/person authorized to sign application form)  
 to act as agent and sign the application form to the City of Toronto on my/our behalf for the property known as

\_\_\_\_\_  
 (municipal address of property)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Sworn Declaration

I, \_\_\_\_\_  
 (name and company)  
 of \_\_\_\_\_  
 (full address and postal code) (solemnly declare):

The information contained in this application and the information contained in the documents that accompany this application are true.

This application does not include any lands that may be owned by the City of Toronto.

This application does include lands that may be owned by the City of Toronto.\*

Signature of Applicant or Authorized Agent \_\_\_\_\_

\*Please Note: If this application includes any lands that may be owned by the City of Toronto, a letter of consent from the City of Toronto, in its capacity as land owner, must be requested from the City of Toronto's Director of Real Estate Services, Attention: Manager of Program & Policy Management. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with this application.

## Fee Schedule – Effective January 1, 2021

### Minor Variances

	Regular Fee	After the Fact Fee*
Clear Title – i.e. to clear existing encumbrances from title where there is no proposed construction, illegal construction or change of use involved: . . . . .	\$1,261.13 = \$ _____	\$3,365.80 = \$ _____
Additions and alterations to existing dwellings with 3 units or less: . . . . .	\$1,682.90 = \$ _____	\$7,566.84 = \$ _____
Residential dwellings with 3 units or less: . . . . .	\$3,783.42 = \$ _____	\$9,793.40 = \$ _____
All other residential, commercial, industrial or institutional: . . . . .	\$4,896.70 = \$ _____	
* After the Fact Fee is applied when an Order to Comply (OTC) - Work No Permit - relevant to the application has been issued on any of the subject lands.	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>	

### Consent

Sever 1 lot into 2 (includes deed stamping) and/or establishment of new easement/right-of-way: . . . . .	\$6,100.99 = \$ _____
Additional Fee for each additional lot created: . . . . .	\$4,954.00 = \$ _____
Validation of Title, Technical Severance, leases, mortgage/discharge, lot additions, re-establishment of easement: . . . . .	\$1,718.34 = \$ _____
	\$ <input type="text"/>
<b>Total Fee</b>	\$ <input type="text"/>

As set out in Chapter 441-4 of the City of Toronto Municipal Code, fees are adjusted every January 1st. Fees may be paid by cash, cheque, debit card, American Express, MasterCard or Visa

- Payment by American Express, MasterCard and Visa is limited to a maximum of \$20,000.00. Any balance of payment may be paid by cash, cheque or debit card.
- Payment by personal or company cheque that is less than \$2,000.00 must be certified. Please make all amounts payable to the Treasurer of the City of Toronto.

Applications are to be submitted digitally (i.e. pdf, each file less than 10 mb) by email to [bldapplications@toronto.ca](mailto:bldapplications@toronto.ca) (please include property address in subject line).

## Application Requirements

1. Complete Application Form (separate forms for consent and minor variance applications may be required).
2. Authorization Form signed by all registered owners of the property.
3. The applicant is strongly encouraged to apply to Toronto Building for either a preliminary Project Review or a Zoning Certificate. Applying for either of these processes will allow Toronto Building to identify all aspects of the proposal that do not comply with the Zoning By-law and to determine if any other approvals are required for the release of a building permit. A Zoning Certificate is required prior to submitting a complete building permit application. Preliminary Project Review and Zoning Certificate applications can be made to any of the Toronto Building Division Customer Service District offices.  
Applicants who do not obtain either a Preliminary Project Review notice or an Examiner's Notice associated with a Zoning Certificate application must sign a Waiver Form assuming responsibility for correctly identifying the required relief from the Zoning By-law applicable to their property and providing a full list of the variances to the By-law required to facilitate their proposal. Any errors in their submission may cause delays in processing of their application.
4. Required Plans
  - Plan of Survey, prepared by an Ontario Land Surveyor and showing all existing structures as currently built on the property.
  - Draft Reference Plan of Survey – For Consent applications only; indicating the Part(s) to be severed and retained and/or easement(s)/right(s)-of-way, with boundaries, dimensions and area of each part clearly identified.
  - Architectural Plans, which shall include the following as one combined PDF:
    - i. Site Plan, indicating existing and proposed buildings on the site, distance from all lot lines, location of any easements/rights-of-way, location of buildings on adjacent lots, etc.
    - ii. Floor Plans, all rooms labeled as to use and indicating existing and proposed windows and entrances
    - iii. Elevation Plans, for all sides, indicating: height, grade, window and door openings
5. General Requirements for All Plans:
  - Metric scale and dimensioned with north symbol clearly marked
  - All drawings must contain one diagram, to scale, per page
  - Municipal address, names of adjacent streets, project names, applicant's name, name of firm preparing plans
  - Drawing title and number, preparation date, dates of any revisions
6. Plans/Drawings with multiple pages and sets must be combined into a single PDF file
7. Urban Forestry Submission Requirements:
  - [Complete Tree Declaration Form](#)
  - Up-to-date colour photos for all trees on site and within 6 m of the site
  - A site plan outlining the as-of-right footprint and tree details (diameter at 1.4 m above ground level, tree species, and location) of all tree protection by-law protected trees located on site and within 6 m of the site. All trees and tree protected zones must be identified on plans
8. Application Fees - payment will be required once the application is accepted by Toronto Building Customer Service.

**For Complete submission requirements please refer to the Committee of Adjustment Application Checklist**

**For Your Information**

- A public notice sign, which will be provided to you, is required to be posted in a prominent location on the property for 10 days before the Hearing of a Minor Variance application and 14 days before the Hearing of a Consent application. Please sign a declaration confirming your compliance with this request.
- Photographs of the site/building should be submitted with your application or as soon as possible thereafter.
- Supporting materials, such as: a letter of explanation, letters in support, etc. should be submitted as far in advance of the Hearing as possible.
- It is strongly recommended that you discuss the proposal with adjacent residents in order to address or alleviate concerns that may affect the disposition of your application.
- The Committee of Adjustment Application Fee Refund Policy can be found on the Committee of Adjustment webpage: <https://www.toronto.ca/city-government/planning-development/committee-of-adjustment/forms-submission-guidelines-fees>