



# Updated 2022 Development Approval

(Effective September 1, 2022)

☐ **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

## Application(s) for: (please check all applicable boxes)

Official Plan Amendment  
 Draft Plan of Subdivision

Zoning By-law Amendment  
 Draft Plan of Condominium

Site Plan Control

Part Lot Control

**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 through 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 through other means for the purposes of application review.

If the applicant believes 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 Lands (Street Number/Name):		
Describe location (closest major intersection, what side of the street is the land located):		
Legal Description:		
Registered Owner(s) of subject land (as it appears on Deed/Transfer):		Business E-mail:
Business Address:	City:	Postal Code:
Business Telephone (area code + number):	Business Fax (area code + number):	
Applicant name (in full):	Business E-mail:	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:		
Business Address:	City:	Postal Code:
Business Telephone (area code + number):	Business Fax (area code + number):	

## This section for Office Use Only

File No(s): \_\_\_\_\_ Date Received: \_\_\_\_\_  
 \_\_\_\_\_ Ward: \_\_\_\_\_  
 Staff Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## Proposal Details

The following information is required to expedite the evaluation of a Complete Application by the City.

<p>1. Have the subject lands ever been the subject of an application under the Planning Act for approval of a Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Zoning By-law Amendment, Official Plan Amendment, Minor Variance, or Site Plan Control application(s)?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p>			
<p>2. Have the subject lands ever been within 120m or less of lands that were the subject of an application under the Planning Act for approval of a Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Zoning By-law Amendment, Official Plan Amendment, Minor Variance, or Site Plan Control application(s)?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>If Yes for 1. or 2. please provide the file numbers(s) and status of the application(s). For Official Plan Amendments, also provide the purpose and effect of the OPA and the address of affected lands.</p>			
<p>If known, are the subject lands within an area of archaeological potential?   <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p>			
<p>Are the subject lands designated under the Ontario Heritage Act?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
<p>If known, are there any easements or restrictive covenants affecting the subject lands?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>If Yes, please provide the instrument number(s), and description of each easement and/or covenant and its effect.</p>			
<p>Does the proposal remove lands from Employment areas?   <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p>			
<p>Do the subject lands contain six (6) or more dwelling units?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If Yes, are any of the dwelling units residential rental units?   <input type="checkbox"/> Yes   <input type="checkbox"/> No   Number of rental units _____</p>			
<p>If the answer to both questions above is Yes, a <a href="#">Rental Housing Demolition and Conversion Declaration of Use and Screening Form</a> is required to be submitted to the District Planning Consultant, Customer Service to determine if the proposal requires a <a href="#">Rental Housing Demolition and Conversion Application</a>.</p>			
<p>Please note that the Rental Housing Demolition and Conversion Application, when required, must be submitted as a companion application with the City Planning Development Approval, Committee of Adjustment or Building Permit Application.</p>			
<p>The application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium is/are consistent with the Provincial Policy Statement (2020).   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
<p>The application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium [Common Elements or Vacant Land] conform(s) with the A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020) and/or the Greenbelt Plan (2017).   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			

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## Declaration of Land Owner(s)

I/We \_\_\_\_\_ do solemnly declare that:

### Check or complete either one of the following options:

- ☐ 1. As of the date of this application, I am the registered owner of all of the lands described in the application.

Name of land owner \_\_\_\_\_ Signature \_\_\_\_\_

Address of land owner \_\_\_\_\_ Date \_\_\_\_\_

☐ 2. As of the date of this application, I am NOT the registered owner of all of the lands described in the application. I confirm that all owners of the lands described in the application (enumerated in the attached list) have been notified of the application being made on their properties. I include the permissions of those land owners whose signatures are affixed immediately below and, in respect of any lands that may be owned by the City of Toronto, I attach a letter of consent from the City of Toronto, in its capacity as land owner, to include its lands in this application:

Name of land owner \_\_\_\_\_ Signature \_\_\_\_\_

Address of land owner \_\_\_\_\_ Date \_\_\_\_\_

Name of land owner \_\_\_\_\_ Signature \_\_\_\_\_

Address of land owner \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** If more space is needed for additional land owners, please attach a separate sheet. A comprehensive list identifying each property included in the lands described in the application must also be attached, together with the name and address of the property owner notified and an indication as to whether or not the owner has furnished permission for the application. Those owners indicated on the list as having furnished permission, must also have their signatures affixed above.

If the application includes any land 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, Contact: 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 the application.

## Authorization of Agent

I/We \_\_\_\_\_ authorize \_\_\_\_\_

to act as an agent and sign the application form to the City of Toronto on my/our behalf for the lands known as:

Name of land owner \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of land owner \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of signing Officer(s) of Corporation \_\_\_\_\_ Corporate Seals, if applicable

Signature of signing Officer(s) of Corporation \_\_\_\_\_

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## Declaration of Applicant

I \_\_\_\_\_, do solemnly declare that

(please print)

1. I have examined the contents of the application, certify that the information submitted with it is accurate and concur with the submission of the application.
2. Enclosed is the required fee, which I certify is accurate, and the prescribed information and supporting documentation required for each application. I agree to pay any further costs which may be determined as these applications are reviewed.

Name of applicant \_\_\_\_\_  
(please print)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of owner/agent \_\_\_\_\_ Date \_\_\_\_\_

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## Fee Schedules

### Fee Calculation - Effective September 1, 2022

Complete and attach all schedules that apply to your application submission.

Schedule 1 - Official Plan Amendment		
Enter amount from line 101 on Schedule 1	\$ _____	1
Schedule 2 - Zoning By-law Amendment		
Enter amount from line 227 on Schedule 2	\$ _____	2
Schedule 3 - Combined Application-Official Plan & Zoning By-law Amendment		
Enter amount from line 326 on Schedule 3	\$ _____	3
Schedule 4 - Site Plan Control		
Enter amount from line 436 on Schedule 4	\$ _____	4
Schedule 5 - Draft plan of Condominium		
Enter amount from line 509 on Schedule 5	\$ _____	5
Schedule 6 - Draft plan of Subdivision		
Enter amount from line 605 on Schedule 6	\$ _____	6
Schedule 7 - Part Lot Control Exemption		
Enter amount from line 705 on Schedule 7	\$ _____	7
<b>Total</b>	<b>\$</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	

### SURCHARGES THAT MAY APPLY (LEVIED AT THE TIME OF THE NOTICE)

- Notification of Complete Application (OPA, ZBA, SUB, CDM [common elements and vacant land only])
- Notice of Public Meeting (OPA, ZBA, SUB, CDM [common elements and vacant land only])
- Notice of Adoption/Refusal (OPA, ZBA only)

A surcharge to cover facility rental, translation, sign language services, and direct costs associated with expanded notification to process planning applications may also apply (levied at the time of the meeting)

- There may also be additional financial requirements arising from the application to be paid by the proponent including, but not limited to, park dedication or cash-in-lieu, peer review of technical reports, agreements and associated fees and applicable securities.

As set out in Chapter 441-4 of the City of Toronto Municipal Code, fees are adjusted every January 1st to reflect the inflation rate of the previous October Consumer Price Index increase for the past year.

Planning Application fees may be paid by: Debit Card, Certified Cheque, Money Order, Cash, MasterCard, Amex or Visa as follows:

- Payment by credit card is limited to a maximum of \$20,000.00. Any balance of payment may be paid by cash, cheque, debit card
- Personal or company cheques less than \$2,000.00 must be certified
- All cheques are to be made payable to "The Treasurer – City of Toronto"

Credit Card payments are accepted at most locations.