APPLICATION SUBMISSION TOOL (AST)

Applicant How-To Guide

The purpose of this document is to assist applicants in using the City's Application Submission Tool (AST) for the intake phase of the application submission process.

How to Use this Document

This document can be used in conjunction with the Tip Sheet for the Application Submission Tool.

This document walks through each step in the Application Submission Tool's intake phase, in order of occurrence, to provide you with visibility into the full process and to enhance understanding of the tool so that you are better equipped to successfully complete your submission.

Contents

If you have any questions or comments about this guide, please reach out to appsubmission@toronto.ca.

1. Registering an Account

1.1 – To upload your applications submission materials, visit the Application Submission Tool (AST) web page. The first screen you'll see is the **Terms of Use** screen. Each time you want to log in to the Tool, you will need to accept the **Terms of Use** in order to proceed.	**Terms of Use** **User Agreement** Outlined below is important information regarding the terms and conditions of accessing information and using online services offered through the Login. PLEASE READ THE FOLLOWING CAREFULLY. BY USING THIS SITE, YOU SIGNIFY ACCEPTANCE OF THESE TERMS AND CONDITIONS OF USE. IF YOU DO NOT AGREE WITH ANY OF THE TERMS AND CONDITIONS OF USE, PLEASE DO NOT USE THIS SITE. Welcome to the user agreement (the "Agreement" or "User Agreement") for the City of Toronto (hereafter referred to as the "City of Toronto" or "City") Login and the services that may be accessed using the Login. This Agreement describes the terms and conditions applicable to your use of our services available under the domain and sub-domains of the Login and the services that may be accessed using the Login (the "Site"). If you do not agree to be bound by the terms and conditions of this Agreement, do not use or access our services. You must read, agree with and accept all of the terms and conditions contained in this User Agreement and the Privacy Policy, which include those terms and conditions expressly set out below and those incorporated by reference, before you may become a member of the Site. We strongly recommend that, as you read this User Agreement, you also access and read the other pages and Web sites referred to in this document, as they may contain further terms and conditions that ☐ I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ABOVE AND TO THE CITY OF TORONTO'S TERMS OF USE AND PRIVACY POLICY. **Proceed**
1.2 - This brings you to the Applicant **Login** page where you have the following options: A. If you are already registered for an AST account, you can **Login** by entering your Email address and Password, or click on **Forgot Password?** to retrieve it. B. If you are a first-time user of the Application Submission	*Applicant Tool* **Application Submission Tool - Login** Sign in to access your account **Email address** **Password** 👁 **➜] Login** Forgot Password? B Don't have an account? Request an Account

Tool, you must **Request an Account**.	

1.3 - When you request an Account, you will be directed to the **Request Account** page to fill in your information. C. Once you have completed filling out the required fields, select the **Submit Request** button.	*Applicant Tool* **Application Submission Tool - Request Account** Register an account to submit a development application **Full Name** *Your registration acknowledges that you will be the main point of contact for the intake of the applications you submit using the Application Submission Tool for the City of Toronto.* **Business Email Address** **Business Phone Number** *Example: 4161234567* **Business Address** **Business City** **Business Postal Code** **Company Name** **People RSN** (optional) *The People RSN is an identifier that you may have used in the past with the City to identify your record in our database.* Back to Login C Submit Request

1.4 – You will be informed that your registration request has been received. You will also receive an email sent from the Application Submission Tool (appsubmission@toronto.ca) to the email address provided, indicating that your registration request has been received.	**Application Submission Tool - Request Account** **Your registration request has been received.** One of our staff will be reviewing your registration request shortly. Once you have been approved, you will receive an email with your username and password to log in to the Application Submission Tool. Previous **Application Submission Tool Registration Request** 👤 <appsubmission@toronto.ca> 🕐 Thursday, October 28, 2021 4:51:21 PM Thank you for requesting an account for the Application Submission Tool at the City of Toronto! City Staff will be reviewing your request and getting back to you shortly. We look forward to working with you.

1.5 – Once your registration request has been approved by the City, you will receive an automatic email, confirming your Email address and providing a temporary password.	*Applicant Tool* Your Application Submission Tool account with the City of Toronto has been registered. Your login credentials are: Email address: astapplicant3@yopmail.com Password: i8U4Rfcw!#NN Please continue to login to your account to reset your password and begin your submission with the City of Toronto. Your temporary password will be valid for up to seven days, at which point it will expire and new credentials will need to be requested using the Forgot Password link. We look forward to working with you. Should you have any questions, you can respond to this email and someone will get back to you shortly.

1.6 – Login to the tool with your tempoary password and you will be immediately prompted to **Create a new passsword and Confirm the new Password**.

When you click on the **eye icon**, you will be able to view the password that you are inputting.

Once you update your password, you will be directed to the AST dashboard.

Application Submission Tool - Login

Sign in to access your account

New Password

....

Your password must be at least 12 characters long, contain at least one number, one symbol and have a mixture of uppercase and lowercase letters.

Confirm New Password

....

Update Password

2. Resetting your Password

2.1 – If you cannot remember your password or you need to change your password, select **Forgot Password?** from the login page of the Application Submission Tool.	*Applicant Tool* **Application Submission Tool - Login** Sign in to access your account **Email Address** **Password** Login Forgot Password? Don't have an account? Request an Account
2.2 You will be prompted to enter your email address and a **reset code** will be sent to that email address, if it matches an account on file.	*Applicant Tool* **Application Submission Tool - Forgot Password** Steps to reset your password: If you have forgotten your password, please provide your email address and we will send you a reset code to set up a new password Password Recovery: Step 1 of 2 **Email Address** Send Reset Code I have a reset code Login Page

2.3 – You will receive an on-screen confirmation that the reset request was sent. You will also receive an email with a password reset code.	*Applicant Tool* The password reset request will be sent to the address provided if a valid account exists. Please check your email for the reset code to use to reset your password should you have a valid account. Close We have received a request for a password reset of your Application Submission Tool account with the City of Toronto Your password reset code is: 833980 Please continue to login to your account to reset your password. Please note that this code will expire within 1 hour. After 1 hour, you will have to submit a new password reset request. We look forward to working with you. Should you have any questions, you can respond to this email and someone will get back to you shortly.

2.4 – Enter that reset code, along with a new password, and click on the **Reset Password** button to proceed.	*Applicant Tool*
	Application Submission Tool - Forgot Password Steps to reset your password: Once you have received your reset code, please enter it to provide a new password for the Application Submission Tool. Password Recovery: Step 2 of 2 **Password Reset Code** **New Password** *Your password must be at least 12 characters long, contain at least one number, one symbol and have a mixture of uppercase and lowercase letters.* **Confirm New Password** Reset Password Login Page

2.5 – If the code you enter is invalid, you will receive an on-screen notification reflecting that. If the code is valid, you will receive an on-screen notification indicating your password was reset and prompting you to **Login**.	*Applicant Tool*
	There was an error processing your request. Invalid verification code provided, please try again. Close Password Reset Success ☒ Your password has been reset successfully. Please use your new password to log in to the Application Submission Tool. Close Login

3. Uploading Application Materials

3.1 – Upon logging in, you will be brought to the **Dashboard**. This is the main page from where you can:

A. **Start a new application**.
B. Check on status updates throughout the process.
C. View a list of other applications associated with your People Account, if any.
D. View Unique ID for a submission that can also be used when referencing an application.
E. Logout of the tool

The following are the steps Applicants take after choosing to **Start a New Application**.

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Application Submission Tool - Your Dashboard

AST Applicant | Logout

Start A New Application   A

E

All Applications

Show 10 ✔ entries

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action

D   C   B

3.2 – The Submission Process steps are outlined for you at the top of each page, with the circle filled in for current or completed steps.

Before continuing to the intake form, you are encouraged to consider the **Pre-Application Consultation** (PAC) option.

Regardless of your response to "Have you scheduled or completed a Pre-Application Consultation?", you can click **Next** to continue with your submission.

Application Submission Tool - Step 1: Pre-application

Pre-application — New Application — Address — Save Draft — Add People — Add Application Documents — Add Supporting Documents

Pre-Application Consultation

Before submitting your application for Planning Approval to the City, we strongly encourage you to contact the Planning Consultant in the District of the proposal to receive beneficial preliminary information which could save you time and money as you proceed through the review process, referred to a Pre-Application Consultation process.

Have you scheduled or completed a Pre-Application Consultation?

○ Yes
○ No

We encourage you to take advantage of the formalized Pre-Application Consultation process to help you prepare your application package. You can also refer to the Toronto Development Guide: Building Toronto Together for requirements as well.

Previous   Next

3.3 – The **New Application** page is where you select the application type(s) you are applying for. Click the **Next** button to continue.

The application type(s) include the Site Plan Application (Standard or Amendment), Official Plan Application and Zoning By-law Amendment (Standard or lifting the hold), Rental Housing Demolition and Conversion, Subdivision Approval, Part Lot Control Exemption, Condominium Approval, Telecommunications Tower.

Application Submission Tool - Step 2: New Application

Pre-application — New Application — Address — Save Draft — Add People — Add Application Documents — Add Supporting Documents

Start a new application

Please choose the application type(s) that you are applying for:

- ○ Condominium Approval (CD)
- ○ Official Plan Amendment (OPA)
- ○ Part Lot Control Exemption (PL)
- ○ Rental Housing Demolition & Conversion (RH)
- ○ Site Plan Control (SA)
- ○ Subdivision Approval (SB)
- ○ Telecommunications Tower (TT)
- ○ Zoning By-law Amendment (ZBA)

Learn more about building applications

As an applicant, you grant 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 for the purpose of application review. As an applicant you agree 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 for the purpose of application review.

Previous | Next

3.4 – You can combine the Site Plan Control (SA), Zoning By-law Amendment (ZBA) and/or Official Plan Amendment (OPA) application types by adding the application and selecting subtypes.

Click on the **Next** button to continue.

Application Submission Tool - Step 2: New Application

Pre-application   New Application   Address   Save Draft   Add People   Add Application Documents   Add Supporting Documents

Start a new application

Please choose the application type(s) that you are applying for:

○ Condominium Approval (CD)	● Site Plan Control (SA) ✓
○ Official Plan Amendment (OPA)	○ Subdivision Approval (SB)
○ Part Lot Control Exemption (PL)	○ Telecommunications Tower (TT)
○ Rental Housing Demolition & Conversion (RH)	○ Zoning By-law Amendment (ZBA)

Would you like to make additional applications along with your Site Plan Control? (optional)

☐ Official Plan Amendment (OPA)
☐ Zoning By-law Amendment (ZBA)

Choose the subtype related to the Site Plan Control application that you are applying for:

○ Standard
○ Amendment

Learn more about building applications

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| 3.5 – Rental Housing (RH), Part Lot Control Exemption (PL), Subdivision Approval (SB), Condominium Approval (CD) and Telecommunications Tower (TT) are all standalone applications and have to be submitted individually.

Select the standalone application type and choose the subtype that applies.

Click on the **Next** button to continue. | *Applicant Tool*

Application Submission Tool - Step 2: New Application

Pre-application — New Application — Address — Save Draft — Add People — Add Application Documents — Add Supporting Documents

Start a new application

Please choose the application type(s) that you are applying for:

◉ Condominium Approval (CD)　　　○ Site Plan Control (SA) ✓
○ Official Plan Amendment (OPA)　　○ Subdivision Approval (SB)
○ Part Lot Control Exemption (PL)　　○ Telecommunications Tower (TT)
○ Rental Housing Demolition & Conversion (RH)　　○ Zoning By-law Amendment (ZBA)

Choose the subtype related to the Condominium Approval application that you are applying for:

○ Amendment to approved condo plan
○ Common Elements
○ Leasehold
○ Phased
○ Rental Conversion
○ Standard
○ Vacant

Learn more about building applications

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3.6 – The **Address** page allows you to indicate a primary property address for this application.

You can do this by:

A. Typing an address in the text field and then,

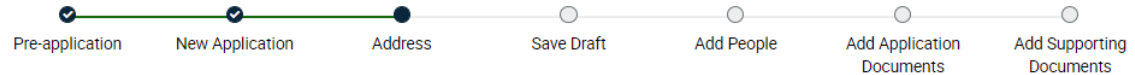B. searching an address via **Find Address**,

C. adding additional property details as needed.

Click on the **Next** button to continue.

Application Submission Tool - Step 3: Address

AST Applicant   Logout

Pre-application — New Application — Address   Save Draft   Add People   Add Application Documents   Add Supporting Documents

Address

What is the primary address of the property?

Example: 2 Canada Avenue

For applications that have multiple addresses, please only add the Address of Subject Lands as listed on your application. All other municipally assessed addresses identified on the application will be incorporated by the Planning Consultant upon their review of your application.

[   ] **Find Address**

A   B

Describe Location (optional)

[   ]

Legal Description (optional)   C

[   ]

Previous   Next

3.7 – If an address cannot be found on the drop-down menu, you can manually type the required address and add the address to your application by clicking on the **Add Address** button.

Click on the **Next** button to Continue.

Application Submission Tool - Step 3: Address

Pre-application — New Application — Address — Save Draft — Add People — Add Application Documents — Add Supporting Documents

Address

What is the primary address of the property?
Example: 2 Canada Avenue
For applications that have multiple addresses, please only add the Address of Subject Lands as listed on your application. All other municipally assessed addresses identified on the application will be incorporated by the Planning Consultant upon their review of your application.

100 Queen King Street   [Find Address]

> **Selected Address**
> We were not able to find the RSN Number for your property.
> This could be because:
> We were unable match your property roll number with an Property RSN number.
> [I can't find my address and want to input it on my own]

Describe Location (optional)

Legal Description (optional)

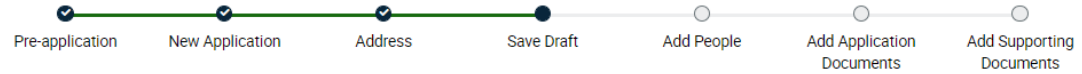[Previous]   [Next]

3.8 – On the **Save Draft** page, you will be asked to confirm if you wish to save the draft application for the address that you have entered.

From this point on, you will be able to **Save Draft** at each step.

Application Submission Tool - Step 4: Save Draft

Pre-application — New Application — Address — Save Draft — Add People — Add Application Documents — Add Supporting Documents

Save New Application Draft

You are about to save a draft of your Site Plan Control (SA), Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) application for 100 QUEEN ST W TORONTO M5H 2N1.

Once saved, you can access the draft application from the Dashboard and update it until it is submitted.

Would you like to save the draft now?

Previous

Save Draft

3.9 – The **Add People** page allows you to enter any additional contact information to the application.

A. In the Add Applicant section, confirm if you are the same person as the applicant on the form.

If Yes, Click on the **Next** button to continue.

Application Submission Tool - Step 2: Add People

AST Applicant | Logout

Address — Add People — Add Application Documents — Add Supporting Documents

Add People

Applicant Representative Full Name
AST Applicant

Business Name
AA

Applicant Representative Details

Business Address

Business City

Business Postal Code

Business Phone
6471234569
Example: 4161234567

Business Phone Extension (optional)

Business Fax (optional)
Example: 4161234567

Business Email
astapplicant@yopmail.com

Is Applicant Representative the same person as the applicant on the form?
○ Yes
○ No

A

Return to Dashboard | Previous | Save | Next

B. If You select No, enter the information of the applicant on the form and **Next** to continue.

Business Phone

6471234569

Example: 4161234567

Business Phone Extension (optional)

Business Fax (optional)

Example: 4161234567

Business Email

astapplicant@yopmail.com

Is Applicant Representative the same person as the applicant on the form?

○ Yes   ✔

◉ No

B

Add Applicant

Full Name

Business Address

City

Postal Code

Business Phone

Example: 4161234567

Business Phone Extension (optional)

Business Fax (optional)

Example: 4161234567

Business Email

Return to Dashboard   Previous   Save   Next

3.10 – The **Add Application Documents** page allows you to:

A. Refer to the [Planning Checklist](#) for information on file format and naming,

B. View the number of files that have been attached to the application,

C. View the documents that are required for the application type(s) selected, and

D. **Attach** and **view** those documents as part of your submission. View option is only available once a document has been uploaded.

Click **Next** to continue.

If you do not upload any of the required documents on this page, you will be asked to upload the document(s) before you can complete submission.

Application Submission Tool - Step 3: Add Application Documents

Address ✓ — Add People ✓ — Add Application Documents ● — Add Supporting Documents ○

Application Documents

The following documents are required for your submission.

For information on file format and naming of files, please refer to the Planning Checklist (PDF).

1 Files Attached   B

Document Name	
Application Checklist	Attach/View D
• 100Queen_ApplicationChecklist.pdf	
Application Form	Attach
Cover Letter	Attach
Fee Schedule	Attach
Project Data Sheet	Attach
Survey Plans	Attach

A   C

Return to Dashboard   Previous   Save   **Next**

3.11 – The **Add Supporting Documents** page allows you to:

A. View different categories for the additional documents that may be required for the application type, and

B. **Attach** and **view** those documents as part of your submission. The view option is only available once a document has been uploaded.

Click **Next** to continue.

Application Submission Tool - Step 4: Add Supporting Documents

AST Applicant   Logout

Address ── Add People ── Add Application Documents ── Add Supporting Documents

Plans & Drawings   A

6 Files Attached

Please note, for any other Plans and Drawings that you want to upload for which a title is not listed below, please upload them into "Additional Plans and Drawings".

Document Name	
3D Modelling	B Attach/View
• 100Queen_3DModelling.skp	
Additional Plans and Drawings	Attach
Architectural Plans	Attach
Block Context Plan	Attach
Building Mass Model	Attach
Civil and Utilities Plans	Attach
Draft Plan of Condominium	Attach
Draft Plan of Subdivision	Attach
Landscape and/or Lighting (Photometric) Plans	Attach
Landscape Lighting Plan	Attach
Landscape Plan	Attach

3.12 – The bottom of the Add Supporting Documents page allows you to:

A. **Return to dashboard**,

B. Go back to **previous** page – add Application Documents,

C. **Save** Application and continue at a later time, and/or?

D. **Submit** the **Application**.

Private Water Discharge Letter - Mechanical Engineer	Attach
Private Water Discharge Letter - Owner	Attach
Record of Site Condition	Attach
Rental Housing Declaration of Use and Screening Form	Attach
Schedule 1	Attach
Servicing Report Groundwater Summary	Attach
Toronto Green Standard Statistics	Attach
Toronto Green Standards Checklist	Attach
Urban Design Brief	Attach
Urban Design Guidelines	Attach/View

- Urban Design Guidelines.pdf

Return to Dashboard   Previous   Save   Submit Application

3.13 - When you click on the **Submit** button, you will receive a review pop-up screen before submission.

This screen highlights the number of documents you have uploaded, including any error messages.

You are able to click on **Review**, which takes you to the Add Address screen so you can review and add/remove any information related to your application materials.

You can click on **Submit** if you are satisfied with your submission and would like to submit your application for review by the City of Toronto.

Draft Zoning Bylaw Amendment ECZBL (where applicable) | Attach

Electrical Design Brief | Attach

Green Roof Bylaw Stat | Attach

Hydrological Review S | Attach

Mechanical Design Brie | Attach

Private Water Discharg | Attach

Private Water Discharg | Attach

Application Submission ⊠

You have attached (8) documents

Please note: After submission, you will not be able to change documents.

To review your submission or change documents, choose **Review**.

Please make any changes before you submit.

If you are satisfied with your application, choose **Submit**.

Review | **Submit**

Private Water Discharge Letter - Owner | Attach

Record of Site Condition | Attach

Rental Housing Declaration of Use and Screening Form | Attach

Schedule 1 | Attach

Servicing Report Groundwater Summary | Attach

Toronto Green Standard Statistics | Attach

Toronto Green Standards Checklist | Attach

Urban Design Brief | Attach

Urban Design Guidelines | Attach/View

- 100Queen_UrbanDesignGuidelines.pdf

Return to Dashboard | Previous | Save | Submit Application

3.14 – Once you have submitted the supporting materials for your application, you will receive an automated **Application Received** notification confirming the submission of your materials.
You will also receive an application ID that can be used to identify your submission should you have any issues.

You will also receive an email notification. The email indicates that a Planning Consultant will be assigned to the submission and will be in touch with you shortly.

You can click on **Return to your Dashboard**, where you will see your submission with status updated to *Application Uploaded*.
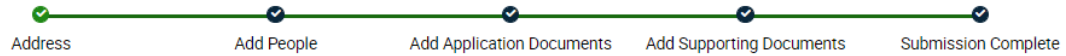
The status on the dashboard will be updated once your application is in the process of being reviewed by a Planning

Application Submission Tool - Step 5: Submission Complete

AST Applicant   Logout

Address — Add People — Add Application Documents — Add Supporting Documents — Submission Complete

Thank you for your submission!

Application Reference ID: 296KB845SA21-AA

This ID can be used to identify your application on the Application Submission Tool Dashboard.

An email confirmation, with the Application Reference ID and next steps, has been sent to the email address provided with this account.

Return to Dashboard

Thank you for uploading your Official Plan Amendment (OPA), Site Plan Control (SA) and Zoning By-law Amendment (ZBA) for 100 QUEEN ST W TORONTO M5H 2N1 to the City of Toronto using the Application Submission Tool. Your reference number for this submission is 296KB845SA21-AA.

A Planning Consultant will be assigned to your uploaded information and materials and will be in touch with you shortly on next steps.

We look forward to working with you. Should you have any questions, you can respond to this email and someone will get back to you shortly.

Note: This email relates to the receipt and intake process only. It is not an acknowledgment that an application has been made or that any required application fee has been paid pursuant to applicable legislation or City by-laws. A Planning Consultant will advise you once all technical inputting is finished and the application fee payments have been processed. At that time, the Planning Consultant will also confirm that review of the submission will commence.

Application Submission Tool - Your Dashboard

AST Applicant   Logout

Start A New Application

All Applications

Show 10 entries   Showing 1 to 5 of 5 entries

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
296KB845SA21-AA	Official Plan Amendment (OPA), Site Plan Control (SA), Zoning By-law Amendment (ZBA)	100 QUEEN ST W TORONTO M5H 2N1	AST Applicant	Application Uploaded	2021-11-30 03:30:58 PM	unassigned	View

Consultant (City staff assigned), and also when a decision has been made about the submission (either Ready for Payment or Additional Information Required). For all questions or concerns regarding your submission materials once you have uploaded, please reach out to the Planning Consultant assigned to your upload.	