

As of April 3, 2023, Mandatory Pre-Application Consultation meetings will be required in Toronto for four application types: Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and Site Plan Control. As of April 3, please visit the [Pre-Application Consultation](#) webpage for the most up-to-date information.

Pre-Application Consultation Process

The Pre-Application Consultation process gives various stakeholders – including development applicants, City staff, Councillors, members of the public and residents of local communities – the opportunity to engage in the development review process by taking part in preliminary discussion about a development proposal.

Effective consultation at the outset of the development review process supports good city-building outcomes in several ways, including by:

- Improving application quality
- Supporting productive working relationships between municipalities and applicants
- Reducing overall time to decision

The Pre-Application Consultation process is designed to provide all stakeholders engaged in development review with consistent information and to ensure a consistent level of service across City divisions delivering development review. It results in collaborative and productive working relationships. The City offers both voluntary and mandatory processes aimed at helping applicants determine application requirements and supporting good city-building outcomes.

Voluntary Processes

- Pre-Application Inquiry
- Zoning Applicable Law Certificate Program
- Engaging Councillors and local communities

General Pre-Application Inquiry and the [Zoning Applicable Law Certificate Program](#) are voluntary yet encouraged as they provide opportunities for applicants to get a clearer understanding of what application(s) may be needed. Additionally, while voluntary, the Official Plan, Chapter 5.5 encourages applicants to start outreach to Councillors, local communities and other stakeholders before submitting their application(s).

Mandatory Process

As of April 3, 2023, Mandatory Pre-Application Consultation meetings will be required in Toronto Chapter 415, Article II, Section 19.2, of the Toronto Municipal Code, for the application types listed below. [Chapter 5.5](#) of the City's Official Plan provides policy direction to support the practice.

- [Official Plan Amendment](#)
- [Zoning By-law Amendment](#)
- [Draft Plan of Subdivision](#)
- [Site Plan Control](#)

The new process provides a more structured approach aimed at clarifying application requirements at the outset of the development review process. Applicants and staff will have a clear understanding of what the Mandatory Pre-Application Consultation meeting entails.

Applicants will be informed of the materials they need to provide to the City in order to submit a complete application given current information and they will have the opportunity to receive draft advisory comments from the City to aid them in submitting a complete development application. See the section below on *Mandatory Pre-Application Consultation Meeting: Review Procedure* to learn more about how the meetings will work.

As of April 3, 2023, all requests for Mandatory Pre-Application Consultation meetings must be submitted through the new online request form in the [Application Submission Tool](#) (AST) in accordance with the City's commitment to Electronic Service Delivery. Questions about the Application Submission Tool (AST) may be sent to apps submission@toronto.ca.

[When a Pre-Application Inquiry is Useful](#)

[When a Zoning Applicable Law Certificate Program is Useful](#)

[When Engaging Councillors and Local Communities is Useful](#)

[When a Mandatory Pre-Application Consultation Meeting is Required](#)

[Mandatory Pre-Application Consultation Meeting: Fees](#)

[Mandatory Pre-Application Consultation Meeting: Application Requirements](#)

[Mandatory Pre-Application Consultation Meeting: Review Procedure](#)

When a Pre-Application Inquiry is Useful

During the **early stages of forming your proposal**, resources are available to you both online and through informal discussion with the City. Pre-Application Inquiry can take many forms, including, but not limited to:

- Searching for general information related to application types, the review process or application requirements in the [Development Guide](#)
- Contacting [City staff](#) to request:
 - Information about the City's processes, policies, guidelines and standards, or site-specific information
 - Data and/or research from the City (e.g., utility maps and engineering drawings)

When a Zoning Applicable Law Certificate Program is Useful

A [Zoning Applicable Law Certificate Program](#) (ZAP) review can help you determine the application type(s) required for a proposal. A ZAP review is a preliminary review of plans to confirm zoning and applicable law compliance.

A ZAP review may:

- Identify the need for a Site Plan Control application or any other applicable law that the proposal may be subject to (e.g., Record of Site Condition, TRCA, etc.). Submission of a

Site Plan Control application is subject to a Mandatory Pre-Application Consultation meeting.

- Identify areas of non-compliance with the existing by-law that would result in either the need for a Zoning By-law Amendment or a Variance application.
- Result in a Zoning Applicable Law Certificate, enabling you to apply for a Complete Application for a Building Permit.

While a ZAP review is not required prior to submitting a request for a Mandatory Pre-Application Consultation meeting, you are strongly encouraged to submit one as they provide information about what type of planning or other applications may be required.

When Engaging Councillors and Local Communities is Useful

[Chapter 5 of the Official Plan](#) encourages applicants to consult with Councillors and local communities prior to formal submission of an application. By engaging with these stakeholders early on:

- You will gain an understanding of the opportunities and concerns that local communities have regarding your proposal.
- You can proactively collaborate with these stakeholders sooner in the development review process.

While this consultation is voluntary, it is valuable for all stakeholders and is considered a best practice.

When a Mandatory Pre-Application Consultation Meeting is Required

As of April 3, 2023, Mandatory Pre-Application Consultation meetings will be required in Toronto by Chapter 415, Article II, Section 19.2 of the Toronto Municipal Code. The Municipal Code requires Mandatory Pre-Application Consultation meetings for four application types. [Chapter 5.5](#) of the City's Official Plan also supports the practice.

- [Official Plan Amendment](#)
- [Zoning By-law Amendment](#)
- [Draft Plan of Subdivision](#)
- [Site Plan Control](#)

If your project requires more than one application type, you will need a Mandatory Pre-Application Consultation meeting for each application type. Exception: Official Plan Amendment and Zoning By-law Amendment may be combined.

The scope of the Mandatory Pre-Application Consultation meeting is specifically focused on two primary objectives:

- Discussion of potential site-specific issues and opportunities related to a proposal; and
- Identification and discussion of application requirements.

The outcome of a Mandatory Pre-Application Consultation meeting is a Planning Application Checklist Package, which will provide you with both a checklist of the planning materials that are required for your specific proposal (e.g., required plans, studies, reports) and advisory

comments related to the City's policy framework to aid you in developing your application submission.

Who is Involved

The City ensures that a **Core Team** is circulated on every Mandatory Pre-Application Consultation meeting. The Core Team consists of reviewers from the following units and divisions:

- Community Planning
- Urban Design
- Transportation Planning
- Engineering & Construction Services
- Transportation Services
- Parks Planning
- Urban Forestry

Additional reviewers may also be included based on the nature of the proposal, such as:

- **Extended Team:** Other units within City Planning (e.g., Heritage Planning, Strategic Initiatives Policy & Analysis) and other divisions (e.g., Economic Development & Culture)
- **External Agencies & Commenting Partners:** Reviewers who are external to the City, including City agencies (e.g., TRCA, Toronto Hydro, TDSB).
- **Concept 2 Keys Priority Development Review Stream (PDRS):** This team may review developments that have qualified for a funding program through the Housing Secretariat

If you are applying to a funding program such as Housing Now, Rapid Rehousing Initiative or Open Door through the Housing Secretariat, you need to identify this when submitting your Mandatory Pre-Application Consultation meeting request through the Application Submission Tool (AST).

For more background on the Mandatory Pre-Application Consultation meeting, please refer to the [Report for Action](#).

Mandatory Pre-Application Consultation Meeting: Fee

You will be required to pay a non-refundable fee (PAC Fee Deposit) of \$700 prior to the meeting. Instructions for payment will be emailed to you once your request for a meeting has been approved.

The fee is a deposit, which will be deducted from the development application submission fees when you submit the development application in accordance with the Guidelines below. If you decide not to submit an application after the meeting, there is no refund for the deposit.

Please note that a separate Mandatory Pre-Application Consultation Meeting fee is applied for each individual application type (Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Site Plan Control).

Guidelines

The applicant is advised that the development application that they submit after the Mandatory Pre-Application Consultation meeting:

- Should be substantially in accordance with the proposal presented and discussed at the Mandatory Pre-Application Consultation meeting, subject to any changes or modifications recommended by the City through the Mandatory Pre-Application Consultation process;
- Should match the municipal address on the Mandatory Pre-Application Consultation meeting request, except for any changes to the property's municipal address at the direction of the City in the Mandatory Pre-Application Consultation process; and
- Encouraged to be submitted as soon as practicable and no later than 12 months from the date that the Planning Application Checklist Package is issued.

Please note that if the Guidelines are not followed:

- The PAC Fee Deposit will neither be refunded nor be deducted from the application submission fee.
- The City will also require the applicant to submit a new Mandatory Pre-Application Consultation Meeting request and hold a new Mandatory Pre-Application Consultation meeting prior to making the planning application to the City.

Mandatory Pre-Application Consultation Meeting: Application Requirements

When you submit a request for a Mandatory Pre-Application Consultation meeting, you are required to submit two materials: a Concept Site Plan and Concept Elevations and/or Renderings. Submitting the required materials will reduce delays in processing your request.

Required Materials

1. Concept Site Plan, which should include the following:
 - Address, which must match the property address
 - Fully dimensioned site plan drawn to a standard metric scale (legible at 1:100 or 1:200 scale) with the following information:
 - Building footprint(s)
 - Proposed setbacks
 - Proposed stepbacks
 - Proposed building height(s) of the roof and mechanical penthouse height(s) labeled in meters
 - Property lines and curbs
 - Relationship to adjacent properties and buildings (to understand how the proposed development fits within the existing context and any potential impacts)
 - Topographic elevations (showing the slope on a property)
 - Entrances
 - Access/driveway(s)
 - Parking areas
 - Landscaped and hard surface areas
 - Existing trees and/or significant vegetation (existing trees can be shown in solid lines and other vegetation can be in ghost lines)
2. Concept Elevations/Renderings, which should include the following:
 - Address, which must match the property address
 - Proposed heights, measured from the established grade, shown in both metres and storeys, and drawn to a standard metric scale
 - Concept Elevations/Renderings showing:

- Building materials
- The location of windows, entrances, garbage storage areas, balconies, roof, and outdoor amenity areas

Optional Materials

- Property survey of the site (if available), identifying any known City-owned lands
- Zoning information, such as [Zoning Applicable Law Certificate \(ZAP\)](#)
- Any additional information that may better assist staff in the review of your proposal

File Requirements

- Maximum size of all files combined must be **under 30 megabytes**
 - Flattened vector layers
 - Reduced raster image quality to 72 dpi
 - Do not include layer information, hyperlinks, bookmarks or comments
 - Do not capture fonts used in the drawing
 - PDF files must have the following naming convention: "File Description_address_st"
- Examples:

Concept Site Plan_100main_st.pdf

Concept Elevations_100main_st.pdf

Mandatory Pre-Application Consultation Meeting: Review Procedure

Step 1: Request a Mandatory Pre-Application Consultation Meeting

To request a Mandatory Pre-Application Consultation meeting, complete the online form using the [Application Submission Tool](#) (AST). For technical assistance on using the Application Submission Tool, please email apps submission@toronto.ca.

When completing the form, you will need to provide information about the property and your proposal, in addition to uploading the required documents as listed in the section above on *Mandatory Pre-Application Consultation Meeting: Application Requirements*. Provide as much information as possible as it allows City staff in scoping the discussion at your Mandatory Pre-Application Consultation meeting.

You will also need to indicate the names of all parties you will bring to the meeting. Note: Should you seek to bring legal representation, please refer to our procedure at the end of this section.*

Once you submit the Pre-Application Consultation meeting request, you will receive a confirmation number. A Toronto Building Planning Consultant will check your documents against the stated standards. If any are missing, the Planning Consultant will ask you to provide the required information or documents. Submitting the required materials at the time of the request reduces delays in processing your meeting request.

After all the required information and documents are received, the Planning Consultant will email you a Pre-Application Consultation folder number and the instructions to pay the Pre-Application Consultation fee.

Step 2: Pay the Mandatory Pre-Application Consultation Fee

To reduce delays in securing a meeting date, the City encourages you to complete payment as soon as you receive payment instructions from the Planning Consultant.

Payment can be made with a credit card either online at [Toronto Building Payments Online](#) or over the phone at 416-397-5222. You will receive an email to confirm receipt of your payment.

The fee must be paid within sixty (60) business days of receiving instructions for payment. If you fail to make payment within this period, the City will close your Pre-Application Consultation file. Once the file is closed, you will need to submit a new request for a Mandatory Pre-Application Consultation meeting through the Application Submission Tool (AST).

Step 3: Schedule Mandatory Pre-Application Consultation Meeting

An Application Coordinator will contact you to schedule the meeting within ten business days of the confirmation of your payment. You will be given three or four potential meeting times and asked to confirm the times that work for you within one to two business days. **Any delay in confirming a time may result in delays to the overall process, as the provided meeting times will not be held past this point.**

Step 4: Attend Mandatory Pre-Application Consultation Meeting

A Community Planner will chair the meeting, with members of the Core and Extended Teams in attendance as needed. You will be given five minutes to make a presentation about the location of the site and the proposal, highlighting any unique features. If more time is required to provide a presentation about the proposal, more than one Pre-Application Consultation Meeting may be required to satisfy Chapter 415, Article II, Section 19.2 of the Toronto Municipal Code.

The City will discuss with you the general application requirements, and you will be given the opportunity to ask questions and seek clarification on the application requirements and draft comments provided by the City. Additional discussion may take place regarding the application proposal and any issues or opportunities identified by either you or the reviewers.

Will I be able to present newer versions of my materials at the meeting?

The submission materials that you present at the Mandatory Pre-Application Consultation meeting **must be identical** to the ones that you submitted through the Application Submission Tool (AST) as part of your request. Staff will only discuss the submission materials that were provided in advance of the meeting.

Will the City support my application at the Pre-Application Consultation meeting?

The purpose of the Mandatory Pre-Application Consultation meeting is to identify the type of application and the materials required for a formal submission. Staff will inform you of the policies and standards that apply to the application.

Step 5: Receive Planning Application Checklist Package

Within five business days of the meeting, the Community Planner will email you the finalized Planning Application Checklist Package. At this point, you can continue developing your application for submission based on the directions provided by the City. If you need clarification on the application requirements, you may directly contact the reviewers assigned to your Pre-Application Consultation meeting using the contact information included in the Planning

Application Checklist Package. Please note that at the time of application submission, it remains the applicant's responsibility to ensure compliance with all requirements for a complete application as prescribed under the *Planning Act*, the *City of Toronto Act, 2006* and the City's [Official Plan](#) at the time of submission.

What if I change my proposal after the meeting?

If you choose to modify your proposal after the meeting in a way that differs from staff comments and recommendations, a new Mandatory Pre-Application Consultation meeting may be required. Contact the Planner to confirm if the changes to your proposal will result in changes to your Pre-Application Consultation Checklist Package – if changes are needed, a new meeting may be required. This helps the City maintain records of the requests and responses to each of the proposals that are discussed and ensure that the application submitted satisfies the requirements of Chapter 415, Article II, Section 19.2 of the Toronto Municipal Code.

** Mandatory Pre-Application Consultation meetings are intended to be an open, free-flowing discussion on a future development application between applicants and the City and it is not expected or required that legal representation would attend. In rare circumstances where the applicant provides a justification as to why a legal representative should attend, a request of City Legal Services will be made to have a City lawyer also attend the Mandatory Pre-Application Consultation meeting. The Mandatory Pre-Application Consultation meeting will be scheduled based on the availability of Legal Services to attend such a meeting. If a legal representative or counsel is present at a pre-application consultation meeting where it has not been pre-arranged, the meeting will be immediately cancelled and rescheduled for another time. In such circumstances, the applicant will not have satisfied the Mandatory Pre-Application Consultation meeting requirement in accordance with Chapter 415, Article II, Section 19.2 of the Toronto Municipal Code until the rescheduled meeting is held.*