

Application Submission Tool: How-to Guide for Requesting Mandatory Pre-Application Consultation Meetings (April 2023)

How to Use this Document

The purpose of this document is to walk applicants through each step in using the Application Submission Tool to request Mandatory Pre-Application Consultation meetings with the City.

If you need further assistance, please email appsubmission@toronto.ca.

Table of Contents

1. Access the Application Submission Tool.....	3
1.1. Log into AST	3
1.2. Reset your Password	3
1.3. Create an AST Account	3
2. Request a Mandatory Pre-Application Consultation Meeting	4
2.1. Dashboard.....	4
2.2. Application Type.....	4
2.3. Property Information.....	5
2.4. Proposal Information	7
2.5. Add People.....	9
2.6. Add Documents.....	10
2.7. Additional Information	11
2.8. Review and Submit Request.....	11
3. Pay the Fee.....	12
4. Statuses for Meeting Requests	12
4.1. Request Uploaded	12
4.2. City Staff Assigned.....	12
4.2.1. Upload documentation / information required	12
4.2.2. Request Updated.....	13
4.3. Ready for Payment	13
4.4. Cannot be Uploaded	13

1. Access the Application Submission Tool

Begin by visiting the [Application Submission Tool](#) page. Read the Terms of Use and then click the checkbox at the bottom to accept. Click **Proceed**.

1.1. Log into AST

If you already have an account, enter the business email and password you used to register for your account.

1.2. Reset your Password

If you have forgotten your password, you can reset it. Do not request a new account:

- i. On the Login screen, select **Forgot Password?** and enter the business email address you used to register.
- ii. If the email matches your account on file, you will be emailed a **Password Reset Code**.
- iii. Follow the link in the email. Enter the password reset code. Then enter a new password. Click **Reset Password**.
- iv. You will be prompted to log into AST with your new password.

1.3. Create an AST Account

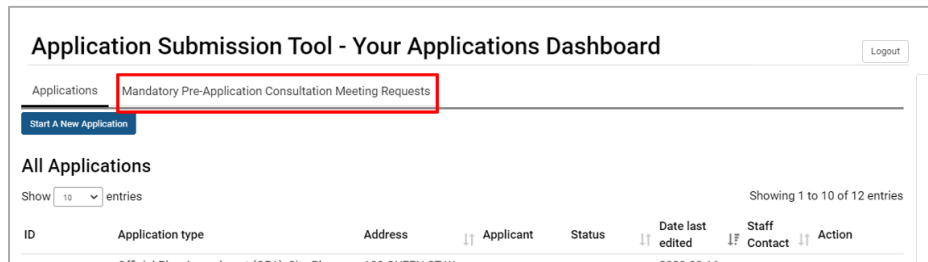
If you do not have an account yet and need to create one:

- i. When the Login screen displays, click **Request an Account** at the bottom.
- ii. On the **Request Account** screen, fill in the business contact information. Click **Submit Request** at the bottom. Note: the **People RSN - Row Sequence Number** field is optional; if you do not know your People RSN, City staff can add it to your application during the initial review.
- iii. You will receive a confirmation email. City staff will review your request.
- iv. Once City staff have approved your request, you will receive an automatic email providing you with a temporary password.
- v. You must complete your registration by changing the temporary password within 7 days. Otherwise, you will need to request a password reset.

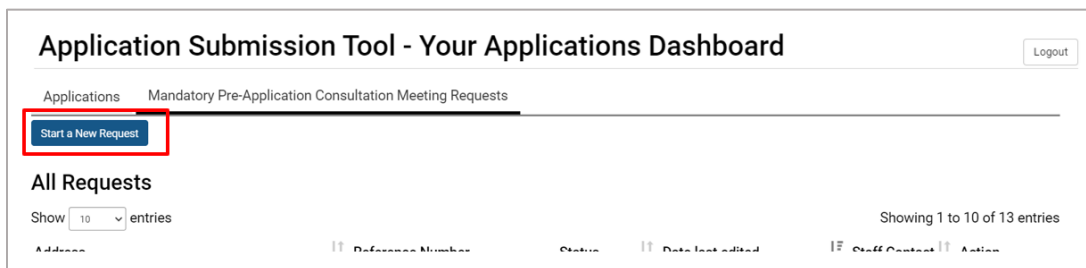
2. Request a Mandatory Pre-Application Consultation Meeting

2.1. Dashboard

- i. When you log into AST, your Application dashboard will display by default. To open the dashboard for meeting requests, click the **Mandatory Pre-Application Consultation Meeting Requests** tab at the top.

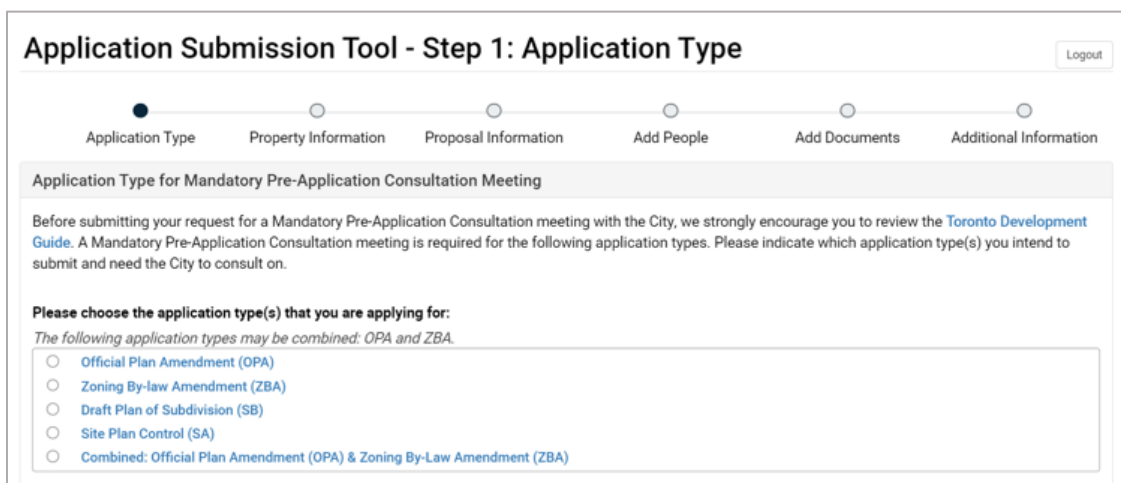


- ii. Click Start a New Request.



2.2. Application Type

- i. Select the application type you intend to submit and need the City to consult on. You can only select 1 option. *Note: If you are unsure or have an application type that is not listed, contact a [Planning Consultant](#) for guidance.*



The screenshot shows the 'Application Submission Tool - Step 1: Application Type' form. At the top, there is a progress bar with six steps: Application Type (selected), Property Information, Proposal Information, Add People, Add Documents, and Additional Information. Below the progress bar, the title is 'Application Type for Mandatory Pre-Application Consultation Meeting'. The main text reads: 'Before submitting your request for a Mandatory Pre-Application Consultation meeting with the City, we strongly encourage you to review the [Toronto Development Guide](#). A Mandatory Pre-Application Consultation meeting is required for the following application types. Please indicate which application type(s) you intend to submit and need the City to consult on.' Below this, it says 'Please choose the application type(s) that you are applying for:' and 'The following application types may be combined: OPA and ZBA.' There is a list of radio buttons for the following options: Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Draft Plan of Subdivision (SB), Site Plan Control (SA), and Combined: Official Plan Amendment (OPA) & Zoning By-Law Amendment (ZBA).

- ii. Click **Next**.

2.3. Property Information

- i. Enter the primary address. Then click **Find Address** so we can find a match in our system. If there is a matching address, click the address in the results list. If there is no matching address in the list, enter the address manually by clicking the button “I can’t find my address and want to input it on my own”. *Note: If your proposal has multiple addresses, first enter the primary address to find a match. Then enter additional addresses under **Describe location and any additional addresses**.*

Address

What is the primary address of the property?

Example: 2 Canada Avenue

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

Find Address

Describe location and any additional addresses (optional)

Example: Yonge & Davisville, on the southeast side of Davisville Avenue

- ii. Respond to the remaining questions about property information. All fields are required unless indicated as optional.
 - Describe location and any additional addresses (optional)
 - Legal Description (optional)
 - Has this development qualified for a funding program through the Housing Secretariat, such as Housing Now, Rapid Housing Initiative or Open Door?
 - Property Information
 - Lot Frontage (m) (optional)
 - Lot Depth (m) (optional)
 - Description of Irregular Lots (optional)
 - Lot Area (optional)
 - Current use of the Subject Lands, including any existing structures (optional)
 - Does the Subject Lands have six or more dwelling units?
 - Do the subject lands contain one or more rental dwelling units?
 - Do the subject lands contain six or more dwelling rooms?
 - Are all or part of the Subject Lands City-owned lands?
- iii. Click **Save Draft**. At this point, a record of your request will be created in the system. Your request will also appear on your Dashboard.

Legal Description (optional)

Has this development qualified for a funding program through the Housing Secretariat such as Housing Now, Rapid Housing Initiative or Open Door?

- Yes
 No

Property Information

Lot Frontage (m)

Lot Depth (m) (optional)

Description of Irregular Lots (optional)

Lot Area (optional)

Current use of the Subject Lands, including any existing structures (optional)

A 4-storey (14 metre) mixed-use building with a retail unit on the ground floor and 3 levels of residential (11 rental units) on Levels 2-4 above. A surface parking lot with 6 spaces serving both uses exists at the rear of the building.

Does the Subject Lands have six or more dwelling units?

DWELLING UNIT:

A self-contained set of rooms located in a building or structure that:

- A. Is operated as a single housekeeping unit, used or intended to be used as residential premises for one or more persons; and
B. Contains kitchen and bathroom facilities that are intended for the use of the unit only.*

- Yes
 No

Do the subject lands contain one or more rental dwelling units?

RENTAL UNIT:

A. A dwelling unit used, or intended for use, for residential rental purposes, including:(1) A dwelling unit that has been used for residential rental purposes and is vacant.(2) A dwelling unit in a co-ownership that is or was last used for residential rental purposes.

B. Does not include a dwelling unit that is:(1) In a condominium registered under section 2 of the Condominium Act, 1998/16 or a predecessor of that section.(2) In a building organized as a life lease project and the right to occupy the dwelling unit is based on a life lease interest.

- Yes
 No

Do the subject lands contain six or more dwelling rooms?

DWELLING ROOM: A room used as living accommodation that is available for rent and that is not self-contained. A dwelling room may contain private sanitary facilities or cooking facilities, but not both. A dwelling room excludes living accommodation exempted from the application of the Residential Tenancies Act, or successor legislation.

- Yes
 No

Are all or part of the Subject Lands City-owned lands?

- Yes
 No
 Not Applicable

Previous

Save Draft

2.4. Proposal Information

- i. Respond to the questions about the proposal in this step. Enter your best approximations for the City to scope the meeting. We understand that the information may be preliminary at this stage. If information is not available, type NA for Not Available.
 - Proposal Information (optional)
 - List all previous application numbers if known (optional)
 - Proposal Buildings
 - Number of buildings: Existing, Retained, Proposed, and Total (Retained + Proposed)
 - Number of Storeys (based on your Total number of buildings)
 - Height of Building(s) in metres (m) (based on your Total number of buildings)
 - Proposed Floor Area
 - Ground Floor Area (m²): Existing, Retained, Proposed, and Total (Retained + Proposed)
 - Residential GFA (m²): Existing, Retained, Proposed, and Total (Retained + Proposed)
 - Non-Residential GFA (m²): Existing, Retained, Proposed, and Total (Retained + Proposed)
 - Proposed Dwelling Units
 - Number of Dwelling Units: Existing, Retained, Proposed, and Total (Retained + Proposed)
 - Number of Dwelling Rooms: Existing, Retained, Proposed, and Total (Retained + Proposed)
- ii. Click **Next** to save your information and move to the next section.

Proposal

Proposal Information

Provide a brief description of the proposal. Include details of any City-owned lands. (Maximum 1000 characters)

Example: Construct a 4-storey (14 metre) mixed-use building with a retail unit on the ground floor and 3 levels of residential (11 rental units) on Levels 2-4 above. A surface parking lot with 6 spaces serving both uses exists at the rear of the building.

List all previous application numbers if known (optional)

Proposed Buildings

Number of Buildings

Enter your best approximations of the proposal development details for the City to scope the meeting. We understand that the information may be preliminary at this stage. If you do not have the information, please enter NA for Not Available.

Number of Buildings

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Storeys (based on your Total number of buildings)

Example: Proposed building 1 = 12 storeys plus mechanical penthouse, Proposed building 2 = 10 storeys plus mechanical penthouse

Height of Building(s) in metres (m) (based on your Total number of buildings)

Example: Proposed building 1 = 42.0 metres, Proposed building 2 = 32.4 metres

Proposed Floor Area

Enter your best approximations of the proposal development details for the City to scope the meeting. We understand that the information may be preliminary at this stage. If you do not have the information, please enter NA for Not Available.

Ground Floor Area (m²)

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential GFA (m²)

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-Residential GFA (m²)

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proposed Dwelling Units

Enter your best approximations of the proposal development details for the City to scope the meeting. We understand that the information may be preliminary at this stage. If you do not have the information, please enter NA for Not Available.

Number of Dwelling Units

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Dwelling Rooms

Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Dashboard](#)

[Previous](#)

[Next](#)

2.5. Add People

- i. Respond to the questions about contact information in this step. The **Applicant Representative** section will pre-populate with your AST account details.
 - Additional Email Recipients
 - Are you the Registered Owner of Subject Land(s)?
 - Are you making the application on behalf of the Owner(s)?
 - Add Meeting Attendees (*Note: add at least one individual who will attend the Mandatory Pre-Application Consultation meetings. If you are attending, the meeting, you still need to enter your contact details in this section.*)
- ii. Click **Next** to save your information and move to the next section.

Add People

Applicant Representative Full Name

Business Name

Applicant Representative Details

Business Address

Business City

Business Postal Code

Business Phone Number
Example: 4161234567

Business Phone Extension (optional)
Example: 123

Business Fax (optional)
Example: 4161234567

Business Email

Additional Email Recipients

Add people you want to share email notifications with (you can add up to 5 email addresses)

+ Add Email

Are you the Registered Owner of Subject Land(s)?

Yes
 No

Are you making the application on behalf of the Owner(s)?

Yes
 No

Add Meeting Attendees

Please list all parties that will be attending the meeting, including yourself.

Name (First and Last)

Position/Title

Business Email

Remove Meeting Attendee

+ Add Meeting Attendee

Return to Dashboard
Previous
Next

2.6. Add Documents

Upload your documents in this step. Make sure your files are flattened before uploading.

- i. Under **Mandatory Documents**, you must upload your Concept Site Plan and Concept Elevations and/or Renderings. If your files are combined into 1 document, please separate the files first and then upload according to the document names displayed.
- ii. To upload, click **Attach**. You have 2 methods: Drag and drop your file into the **Upload Document** pop-up or click **Select File**, choose the file in the explorer popup, and click **Open**. Your selected file displays. **IMPORTANT**: Click **Upload Files and Save Changes** to complete your upload. Close the popup. Your file name is displayed on the screen.
- iii. If you have other files, upload them under **Supporting Documents**. For file types not listed on the screen, upload them under the **Other** category.
- iv. If you wish to add comments on your documents, use the field at the bottom of the screen.
- v. Click **Next** to save your information and move to the next section.

Mandatory Documents

The following documents are required for your submission.
For information on file format and naming of files, please refer to the [Planning Checklist \(PDF\)](#).

0 Files Attached
Total Files Size /30 MB

Document Name	↓ ↑
Concept Site Plan	<input type="button" value="Attach"/>
Concept Elevations and/or Renderings	<input type="button" value="Attach"/>

Supporting Documents (Optional)

Document Name	↓ ↑
Survey(s)	<input type="button" value="Attach"/>
Zoning Applicable Law Certificate	<input type="button" value="Attach"/>
Other	<input type="button" value="Attach"/>

Additional Information

For any additional information you would like the City to be aware of, such as notes about your documents or questions you have for City staff, please indicate below. (optional)

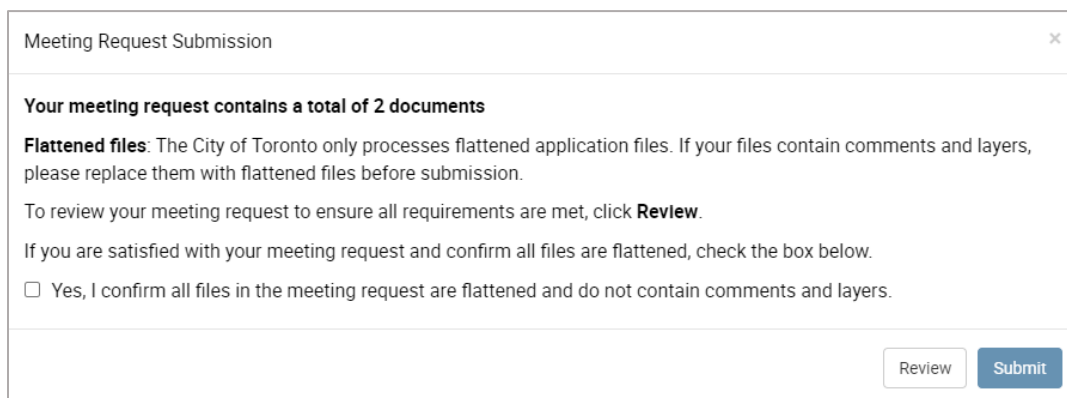
Next

2.7. Additional Information

- i. The questions in this step are all optional. Respond to the questions if you have the information at this stage. It is helpful for the City to be aware of the information requested on this screen to help staff prepare for your meeting.
- ii. Click **Next** to save your information and move to the next section.

2.8. Review and Submit Request

- i. In the **Review and Submit** pop-up, note the number displayed regarding the documents you have uploaded, including any error messages if required files are missing. Also ensure that your files have been flattened so that staff are able to open them.
- ii. Click **Review** if you need to review and add/remove any information or documents. Once you submit your meeting request, you will not be able to make any changes.
- iii. Check the box to confirm that your files are flattened and do not contain comments and layers.
- iv. Click **Submit**.



Meeting Request Submission ×

Your meeting request contains a total of 2 documents

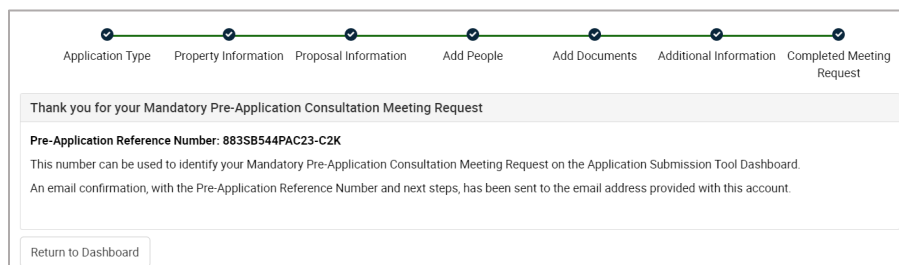
Flattened files: The City of Toronto only processes flattened application files. If your files contain comments and layers, please replace them with flattened files before submission.

To review your meeting request to ensure all requirements are met, click **Review**.

If you are satisfied with your meeting request and confirm all files are flattened, check the box below.

Yes, I confirm all files in the meeting request are flattened and do not contain comments and layers.

- v. You will see a confirmation screen displaying a Reference Number for your meeting request. This number will display on the **Dashboard** for your meeting request. You will also receive an email confirmation.



● Application Type
 ● Property Information
 ● Proposal Information
 ● Add People
 ● Add Documents
 ● Additional Information
 ● Completed Meeting Request

Thank you for your Mandatory Pre-Application Consultation Meeting Request

Pre-Application Reference Number: 883SB544PAC23-C2K

This number can be used to identify your Mandatory Pre-Application Consultation Meeting Request on the Application Submission Tool Dashboard.

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

- vi. At this point, the meeting request status is now “Request Uploaded”. Your request is in queue for a Planning Consultant to be assigned and to review. You will not be able to edit your request.

3. Pay the Fee

If your request has been accepted, the next step is for you to pay the PAC Fee Deposit before the City can proceed with scheduling a meeting.

- i. You will receive an email indicating a Folder Number and instructions on how to pay the fee. You can pay online or by phone with a credit card.
 - To pay by phone, you must be the owner of the credit card, or be an authorized card holder in the case of a company card. Call the Toronto Building Fee Payment Line at 416-397-5222 (8:30 a.m. to 4 p.m., Monday to Friday, excluding designated holidays).
 - To pay online, go to [Toronto Building Payment Online](#). Payment is not processed through AST.
- ii. Once payment is made, you will receive an email to confirm receipt of payment. The City will begin reviewing your materials and contact you to schedule a meeting.

4. Statuses for Meeting Requests

The following section describes the different statuses for meeting requests and the actions available to you at those stages. Your meeting request might only go through a few of these stages, depending on the information you provided to the City in AST.

4.1. Request Uploaded

Description: Your request has been submitted and is now in queue for a Planning Consultant to be assigned and to review. You will receive an email confirmation with a Reference Number for your request.

Actions: no further actions are required from you at this stage

4.2. City Staff Assigned

Description: Your request has been assigned to a Planning Consultant. You will receive an email confirmation with their contact details. They will review your request to determine the outcome of your meeting request.

Actions: no further actions are required from you at this stage. If you need to modify your meeting request, you can contact the Planning Consultant.

4.2.1. Upload documentation / information required

Description: In this situation, your request has been reviewed but more information is required from you to complete the review of your request. You will receive an email to inform you of the missing information.

Action: Review the email. In AST, click **Update** on your request in the Dashboard. Enter or upload the missing information. Then submit your updated request.

4.2.2. Request Updated

Description: Your request has been updated with the missing information. You will receive an email confirmation of your updated request. The Planning Consultant will review your updated request to determine the outcome.

Action: no further actions are required from you at this stage

4.3. Ready for Payment

Description: Your request has been reviewed. It has been accepted for circulation and for a meeting to be scheduled, pending payment of the PAC Fee Deposit. You will receive an email indicating a Folder Number and instructions on how to pay.

Action: Follow the payment instructions in the email to make the payment.

4.4. Cannot be Uploaded

Description: Your request has been reviewed and does not meet the requirements for a meeting. You will receive an email with details about the outcome.

Action: The request will not be editable. You may contact the Planning Consultant for further information after receiving the email.