

Submission Instructions

Applications are to be submitted to the [Planning Consultant](#) in the applicable District through the [Application Submission Tool](#).

All submissions must include a covering memo indicating all submitted materials and this Submission Checklist.

Digital Submission Requirements

- Each Plan/Drawing must be grouped as one PDF file for each application requirement (ex: Architectural Plans, Landscape Plans, etc.)
- Plans/Drawings with multiple pages and sets must be combined into a single PDF file;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (see naming conventions below);
- Each information/study must be submitted as a separate PDF file, including the Project Data Sheet;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be flattened (i.e. no layers);
- All electronic files must be submitted in PDF Version 7 or later;
- Each PDF file submitted must not exceed 25MB and have no layers.

Naming Conventions

- PDF file names must use underscores and abbreviations that describe the digital file and reference the subject property.

Examples:

- Architectural Plans_100main_st.pdf
- Public Utilities Plans_100main_st.pdf
- Survey Plans100mainst.pdf
- Parking_100main_st.pdf
- SunShadowStudy_100main_st.pdf
- SWMReport_100main_st.pdf

Refer to the [Development Guide](#) for more information regarding application requirements.

Applications For

- ☐ Part Lot Control Exemption (PLC)
- ☐ Draft Plan of Condominium (CDM)
 - ☐ Leasehold
 - ☐ Freehold
 - ☐ Standard
 - ☐ Phased
 - ☐ Common Elements
 - ☐ Vacant Land*

*This application requires the posting of a sign, go to [Notice of Proposed Development Application](#) for requirements.

Information/Studies Submitted with Application

1 digital copy, unless noted otherwise

Indicate all materials provided by checking all applicable boxes from the listings below:

City Planning

- ☐ [Accessibility Design Standards Checklist](#) (CDM)
- ☐ [Housing Issues Report](#) (CDM) [Also required as part of [Rental Housing Demolition and Conversion Application](#)]
- ☐ [Planning Rationale](#) (CDM)
- ☐ [Public Consultation Strategy Report](#) (CDM [Vacant Land])

Engineering & Construction Services

- ☐ [Servicing Report](#) (CDM)
- ☐ [Stormwater Management Report](#) (CDM)

Urban Forestry Services

- ☐ [Arborist Report](#) (CDM)

Plans Submitted with Application

1 digital copy, unless noted otherwise

Indicate all materials provided by checking all applicable boxes from the listings below:

Survey Plans

- ☐ [Boundary Plan of Survey](#) (All Applications)
- ☐ [Topographic Survey](#) (All Applications)
- ☐ [Draft Plan of Condominium](#) (CDM)

Architectural Plans

- ☐ [Context Plan](#) (All Applications)