

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

Official Plan Amendment* (OPA)
 Zoning By-law Amendment* (ZBA)
 Draft Plan of Subdivision* (SUB)
 Site Plan Control (SPA)
 Part Lot Control Exemption (PLC)

Draft Plan of Condominium (CDM)
 Leasehold
 Freehold
 Standard
 Phased
 Common Elements
 Vacant Land*

* These applications require the posting of a sign, go to [Planning Application Signs](#) 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](#) (SUB,CDM,SPA)
[Air Quality and Odour Study](#) (ZBA,SUB,SPA)
[Archaeological Assessment](#) (OPA,ZBA,SUB,SPA)
[Architectural Control Guidelines](#) (ZBA,SUB,SPA)
[Avenue Segment Review](#) (OPA,ZBA)
[Block Context Plan](#) (OPA,ZBA [site specific],SUB,SPA)
[Community Services and Facilities Study](#) (OPA,ZBA,SUB)
[Compatibility/Mitigation Study](#) (OPA,ZBA,SPA)
[Computer Generated Building Mass Model](#) (OPA,ZBA,SPA)
[Draft Official Plan Amendment](#) (text and schedule) (OPA)
[Draft Zoning By-law Amendment](#) (text and schedule) (ZBA)
[Energy Modelling Report](#) (SPA)
[Energy Strategy \(Net Zero Emissions Strategy\)](#) (OPA,ZBA,SUB)
[Heritage Impact Assessment](#) (OPA,ZBA,SUB,SPA)
[Housing Issues Report](#) (OPA,ZBA,CDM)
 [Also required as part of [Rental Housing Demolition and Conversion Application](#)]
[Methane Gas Study](#) (OPA,ZBA,SUB,SPA)
[Natural Heritage Impact Study](#) (OPA,ZBA,SUB,SPA)
[Noise Impact Study](#) (ZBA,SUB,SPA)
[Pedestrian Level Wind Study](#) (ZBA,SPA)
[Planning Rationale](#) (OPA,ZBA,SUB,CDM)

[Public Consultation Strategy Report](#) (OPA,ZBA, SUB,CDM [Vacant Land])

[Simplified Report Graphics](#) (OPA,ZBA)

[Sun/Shadow Study](#) (ZBA,SPA)

[Toronto Green Standard](#) (ZBA,SUB,SPA)

Tier 1 (Mandatory)**

Tier 2,3 (Voluntary)***

**TGS Version 4 is applicable to all development applications received on or after May 1st, 2022.

*** To enroll in Tier 2 or 3 contact Environmental Planning sustainablecity@toronto.ca

[Checklists and Statistics Templates](#): TGS Version 4

[Vibration Study](#) (ZBA,SUB,SPA)

Engineering & Construction Services

[Contaminated Site Assessment](#) (OPA,ZBA,SUB,SPA)
[Environmental Impact Study](#) (OPA,ZBA,SUB,SPA)
[Geotechnical Study/Hydrological Review](#) (ZBA,SUB,SPA)
[Loading Study](#) (ZBA,SPA)
[Parking Study](#) (ZBA,CDM,SPA)
[Servicing Report](#) (ZBA,SUB,CDM,SPA)
[Stormwater Management Report](#) (ZBA,SUB,CDM,SPA)
[Traffic Operations Assessment](#) (ZBA,SUB,SPA)
[Transportation Impact Study](#) (OPA,ZBA,SUB,SPA)

Urban Forestry Services

[Arborist/Tree Preservation Report](#) (ZBA,SUB,CDM,SPA)

Plans Submitted with Application

1 digital copy, unless noted otherwise:

Survey Plans

[Boundary Plan of Survey](#) (All Applications)

[Draft Plan of Subdivision](#) (SUB)

Architectural Plans

[1:50 scale Detailed Colour Building Elevations](#)
[greater than or equal to 5 Storey (SPA)]

[Floor Plan\(s\)](#) (ZBA,SPA)

[Roof Plan](#) (SPA)

[Site and Building Elevations](#) (ZBA,SPA)

[Subdivision Concept Plan](#) (SUB)

Civil & Utilities Plans

[Construction Management Plan](#) (SPA)

[Public Utilities Plan](#) (ZBA,SUB,SPA)

Landscape & Lighting Plans

[Concept Site and Landscape Plan](#) (OPA,ZBA)

[Lighting Plan](#) (SPA)

[Tree Preservation Plan](#) (ZBA,SUB,SPA)

Additional Information Required

[Electromagnetic Field \(EMF\) Management Plan](#)
(OPA,ZBA,SUB)

Survey Plans

[Draft Plan of Condominium](#) (CDM)

[Topographic Survey](#) (All Applications)

[Context Plan](#) (All Applications)

[Perspective Drawing](#) (4000m² or greater)

[Site Plan](#) (OPA,ZBA,SPA)

[Site and Building Sections](#) (ZBA,SPA)

[Underground Garage Plan\(s\)](#) (ZBA,SPA)

[Erosion/Sediment Control Plan](#) (SPA)

[Site Grading Plan](#) (SUB,SPA)

[Landscape and Planting Plan](#) (SPA)

[Soil Volume Plan](#) (ZBA,SUB,SPA)