APPLICATION SUBMISSION TOOL (AST)

Applicant's How-to Guide
(Updated April 2023)

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About the Application Submission Tool

The Application Submission Tool (AST) is a platform that allows applicants to start an online application, provide supporting documents, and submit their planning application for review.
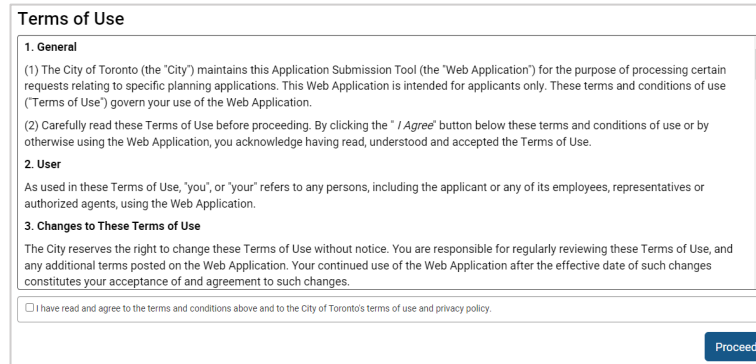
How to Use this Document

This guide walks you through every step of application submission. If you can navigate preliminary steps on your own but still need help with certain steps of application process, please see the Table of Contents to find specific steps.

If you do not find your answers in this guide, please contact appsubmission@toronto.ca.

1. Access the Application Submission Tool

i.   To begin, go to the [Application Submission Tool](#) web page.

ii.   Read and accept the Terms of Use.

iii.   Click **Proceed**. The Login page displays.

1.1. Log in with an Existing Accounts

If you have an AST account, enter your email & password. Click **Login**.

1.2. Create an AST Account

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

i. On the Login page, click **Request an Account** at the bottom of the page.

ii. The Request Account page displays. Fill in the business contact information. **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. Click **Submit Request**.

All fields are required unless marked (optional)

Register an account to use the Application Submission Tool

Full Name
Enter the main point of contact for the applications being submitted through the Application Submission Tool.

Business Name   **Business Email Address**

Business Address   **Business City**   **Business Postal Code**

Business Phone Number   **Business Phone Extension** (optional)   **Business Fax** (optional)
Example: 4161234567   Example: 123   Example: 4161234567

People RSN – Row Sequence Number (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   Submit Request

iv. You will receive a confirmation email about your account request. City staff will review your request (check your Spam folder if you do not see it).

v. Once City staff has approved your request, you will receive an email providing you with a temporary password. Complete your registration by clicking the link in the email and **setting a new password within 7 days**. If you do not set a new password within 7 days, you must request a password reset through the Login page.

From: appsubmission@toronto.ca
Sent: Monday, October 24, 2022 3:49 PM
To: AST Applicant <astapplicant@gmail.com>
Subject: Application Submission Tool Account Registration Request

Thank you for requesting an account for the Application Submission Tool at the City of Toronto.

City Staff will be reviewing your registration request and will get back to you within 1-2 business days. We look forward to working with you.
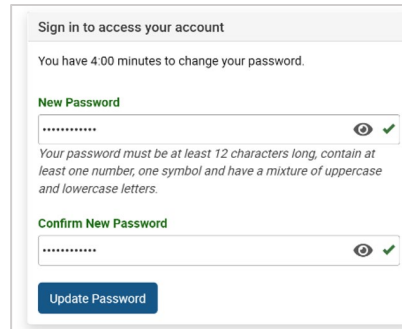
From: appsubmission@id.prod-toronto.ca
Sent: Wednesday, July 20, 2022 7:38 AM
To: AST Applicant <astapplicant@gmail.com>
Subject: Create Your Password for the Application Submission Tool

Your Application Submission Tool account with the City of Toronto has been registered.

Please complete your registration within the next 7 days:

1. Login to your account
   Email address: astapplicant@gmail.com
   Temporary password: 9Pbf!+VNo

2. Create a password. *Your temporary password will expire in seven days.*

vi. Enter a new password. Confirm the password by retyping it. (To view your password, click the "eye" icon on the right side of the password field.)

vii. Click **Update Password**. You will be taken to the Login page of AST to log in.

1.3. Reset your Password

i. If you have an account in AST but have forgotten your password, you can reset it. Do not request a new account. On the Login page, click **Forgot Password?** near the bottom of the page.
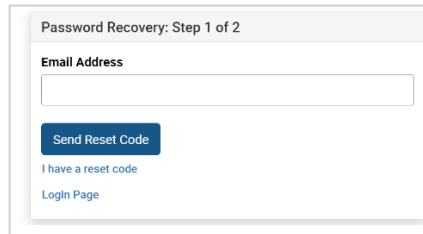
ii. Enter the business email address you used to register. Click **Send Reset Code**. If the email matches your account on file, you will be emailed a *Reset Code***.**

iii. From the email, copy the 6-digit Reset Code. Then click the **Login to your account** link in the email.

iv. Enter the Reset Code in the **Password Reset Code** field. Then enter a new password. Click **Reset Password.**

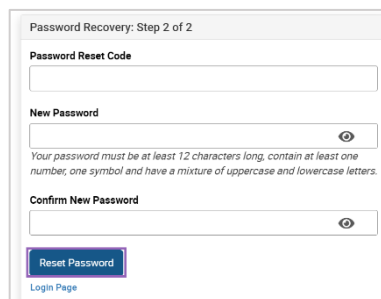v. The AST Login page displays. Log in with your new password.

2. View your Dashboard

Once you are logged into AST, you will see the Applications dashboard. From this dashboard, you can start a new application or view/edit any existing applications.

Existing applications are listed by:

- ID (i.e., reference number)
- Application type
- Address (sortable)
- Applicant
- Status (sortable)
- Date last edited (sortable)
- Staff contact (sortable)
- Action

You can also navigate to the **Mandatory Pre-Application Consultation Meeting Requests** tab to request a meeting. For guidance on how to request a meeting, refer to Application Submission Tool – How-to Guide for Requesting Mandatory Pre-Application Consultation Meetings.

3. Start a New Application
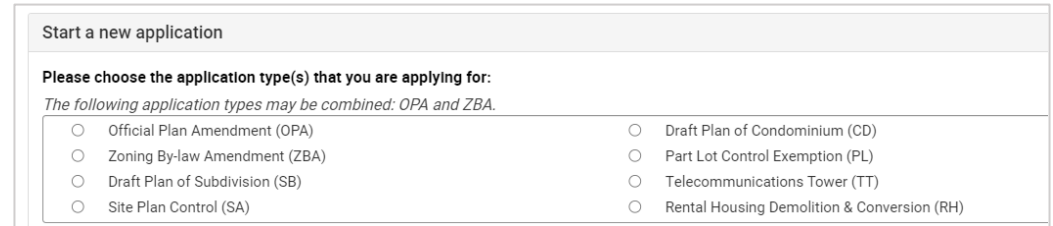
Click **Start a New Application** at the top. The Application submission process has 6 steps, as illustrated by the progress bar.

3.1. Select the Application Type

i. Choose your application type from the list of 8 types.

ii. Some application types can be combined, while others needed to be submitted as separate applications.

The application types that you have the option of combining are:

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

iii. Depending on the application type you select, you may also need to select an application sub-type.

The following list indicates applications that have sub-types:

- **Zoning By-law Amendment**: Standard and Lifting the Hold

- **Site Plan Control**: Standard and Amendment

- **Draft Plan of Condominium**: Amendment to approved condo plan, Common Elements, Leasehold, Phased, Rental Conversion, Standard, and Vacant

- **Rental Housing Demolition & Conversion**: Consent, Conversion to Co-Ownership/Life-Lease, Conversion to Condominium, Conversion to Freehold Ownership, and Demolition (including Interior Renovations or Alterations)

iv. When you select any of the four application types listed below, you will also be asked to indicate if you have completed a Pre-Application Consultation meeting for this application. If you select *Yes*, you will need to enter the Pre-Application Number you received during the consultation process.

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Site Plan Control

Note: if you have not completed a Mandatory Pre-Application Consultation meeting for any of the four types listed above, you are required to complete the consultation process before submitting your application.

v. Click **Next** to proceed to the next page.

vi. Choose your application type from the list of 8 types.

vii.   If you've completed a meeting but do not have or know your PAC number, please provide the reason why you do not have that available. You will also need to upload a Correspondence as a PDF in the 'Add Documents' screen when uploading your documents.

Note: Your Pre-application Number (also called Application Number during PAC) may be found in any of the email correspondence related to your pre-application consultation.
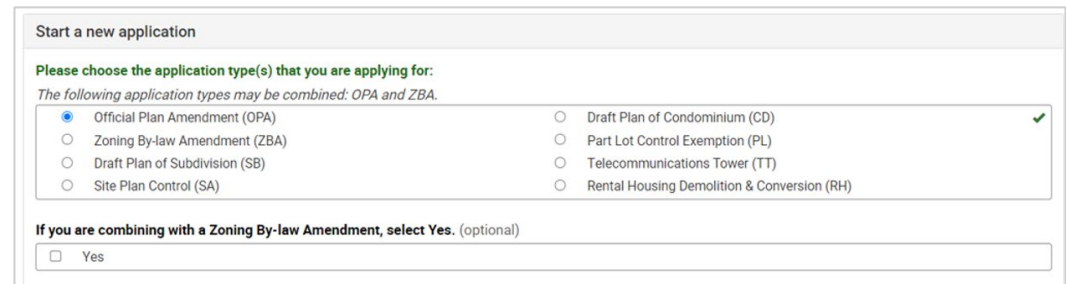
Please choose the application type(s) that you are applying for:
The following application types may be combined: OPA and ZBA.

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

If you are combining with a Zoning By-law Amendment, select Yes. (optional)

☐   Yes

Have you completed a Pre-Application Consultation meeting to consult on the submission of this application?

● Yes
○ No

Enter your Pre-Application Number
You can find your number in email correspondence from City staff related to your pre-application consultation. Depending on your situation, the number may be listed in the meeting confirmation, Planning Application Checklist Package, Payment Instructions email, etc.
Example: 23 123456 ABC 00 PAC

[   ] [Check Pre-Application Number]

Have you completed a Pre-Application Consultation meeting but do not have a Pre-Application Number?

☑ ✔Yes

> If you do not have a Pre-Application Number, you must provide correspondence from City Planning about Pre-Application Consultation for this application. Upload this correspondence as a PDF in the "Add Documents" screen. Your application cannot be submitted without this correspondence.

Provide a brief rationale for why you do not have a Pre-Application Number

[   ]

viii.   If you have not completed the mandatory pre-application consultation meeting for any reason, then you would need to provide a rationale to confirm why a meeting was not completed. You'll also need to upload correspondence from City Planning to confirm why you did not complete a meeting.

Have you completed a Pre-Application Consultation meeting to consult on the submission of this application?

○ Yes
● No

> If you did not complete a Pre-Application Consultation meeting, you must provide correspondence from City Planning about the Pre-Application Consultation for this application. Upload this correspondence as a PDF in the "Add Application Documents" screen. Your application cannot be submitted without this correspondence.

Provide a brief rationale for why a Pre-Application Consultation meeting has not been completed for this application.

[   ]

3.2. Add Address Details

i.   Enter the primary address. Click **Find Address** to match it 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 into the system manually by clicking the **I can't find my address and want to input it on my own**.

If you have multiple addresses, first enter the primary address to find a match. Then enter additional addresses under **Describe location**.

ii. Under **Describe location (optional)**, you can enter additional details about the location, such as additional addresses or intersections. Enter a **Legal Description** if available.

iii. Indicate if your development qualifies for government funding under the Housing Secretariat, such as *Housing Now*, *Rapid Housing Initiative* or *Open Door*.

iv. Click **Next** to proceed to the next page.

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.

| 50 Main St | 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)
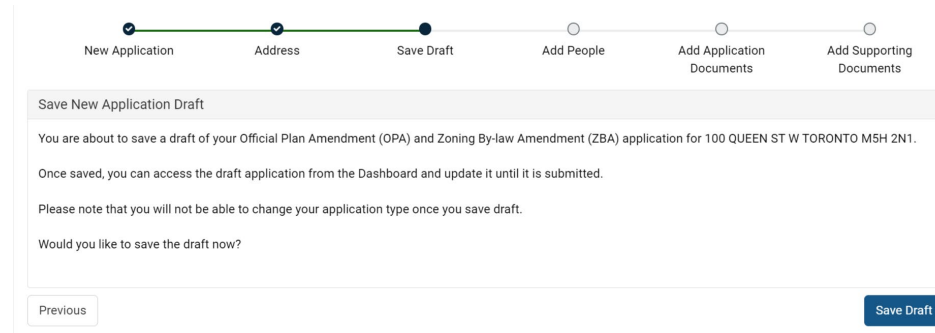
Legal Description (optional)

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

○ Yes
○ No

| Previous | Next |

3.3. Save Draft

You can now save a draft of your application and complete it later. You will be able to find this draft in your Applications dashboard.

3.4. Add People

i. The upper section will pre-populate with your AST account details.

ii. Under **Additional Email Recipients**, you can add up to 5 email addresses of individuals to receive AST notifications about this application (e.g., changes in application submission status).

iii.   Confirm if you are the same person as the applicant on the form. If you are completing the application on behalf of another individual, select *No*. The Add Applicant section will display for you to provide the Applicant's business contact information.

iv.   Click **Next** to proceed to the next page.

Are you the same person as the applicant on the form?

○ Yes   ✔
◉ No

Add Applicant

Full Name

[   ]

Business Address   **Business City**   **Postal Code**

[   ]   [   ]   [   ]

Business Phone Number   **Business Phone Extension** (optional)   **Business Fax** (optional)
Example: 4161234567   *Example: 123*   *Example: 4161234567*

[   ]   [   ]   [   ]

Business Email

[   ]

| Return to Dashboard | Previous | | Save | Next |

3.5. Add Application Documents

This page lists the documents that are REQUIRED for your application type. You can still proceed to the next screen (Add Supporting Documents), but you will not be able to submit the application until you upload all the required documents listed on this page.

i. Prior to uploading, ensure your files are flattened and contain no layers or comments. For guidance on file format and naming conventions, refer to the [Planning Checklist](#).

ii. Click **Attach** to upload. The Upload Document popup displays.

- Either drag & drop your file into the **dotted area** of the popup OR click **Select File** to choose the file in the explorer popup and click **Open**. Your selected file displays.

- IMPORTANT: click **Upload Files and Save Changes** to complete the upload. Then click **Close**.

iii. On the main page, your file name displays. If you want to ensure you uploaded the correct document, click **View**.

iv. Click **Next** to proceed to the next page.

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)⧉.

0 Files Attached

Document Name	
Application Checklist	Attach
Application Form	Attach
Cover Letter	Attach
Fee Schedule	Attach

File Upload

Please ensure there are no layers or comments in your documents and only flattened documents are uploaded. Materials not meeting this criteria will not be processed.

Survey Plans ✔

Drag & drop files here or [Select File]
File format: PDF
Maximum no. of files: 8
Maximum size per file: 25 MB

📄 Survey Plan_50queenwest_st.pdf   [Delete]

4.9 MB

[Upload Files and Save Changes] [Close]

3.6. Add Supporting Documents

This page lists the different categories of additional documents that may be required for your application type.

i.   Follow the same procedure in the previous section to attach documents.

- Make sure to upload according to the document names displayed.

- You can press CTRL+F on your keyboard to easily search and find document names on the page.

> **Plans & Drawings**
>
> **0 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".
>
> If you have a file that includes multiple categories, select only ONE of the applicable categories for your upload. Do not upload the same file to multiple categories.
>
> | Document Name | |
> |---|---|
> | 1:50 Elevations | Attach |
> | 3D Modelling | Attach |
> | Additional Plans and Drawings | Attach |
> | Architectural Plans | Attach |
> | Block Context Plan | Attach |
> | Building Mass Model | Attach |

ii.   If you wish to add additional information for the Planning Consultant to be aware of, please enter it in the field at the bottom of the page.

> **If you have any additional information for the Planning Consultant to be aware of, please include below (Maximum 2000 characters)** (optional)
>
> [ ]
>
> Return to Dashboard   Previous   Save   **Submit Application**

3.7. Submit Application

We strongly recommend that you review your application (including contact information and uploaded files) before submitting.

i. Click **Submit Application** (on the Add Supporting Documents page).

ii. A popup displays. Take note of the number that indicates 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.

iii. If you wish to review your application one more time, click **Review**.

iv. Check the box at the bottom to confirm that all your uploaded files are flattened.

v. Click **Submit**.

Application Submission ⊠

Your application contains a total of 41 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 application to ensure all requirements are met, click **Review**.

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

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

[Review] [Submit]

3.8. Submission Confirmation

i. You will see a confirmation screen displaying a Reference Number. This number will display on the Dashboard for your application submission.

ii. You will also receive an email confirmation indicating this number.

iii. The application status is now "Application Uploaded." Your submission is in the queue for a Planning Consultant to be assigned and to review. You will not be able to edit your application submission.

Thank you for your submission

Application Reference ID: 372XC752SA23-C2K

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.

Thank you for uploading your Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) for 55 JOHN ST TORONTO M5V 3C6 to the City of Toronto using the Application Submission Tool.

Reference Number: 372XC752SA23-C2K.

Next Steps

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

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

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.

4. Check the Status of your Application

Your application status is updated on your dashboard as your submission is being reviewed by the City.

4.1. Application Uploaded

Description: Your application has been submitted for intake 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 submission.

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

4.2. City Staff Assigned

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

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

4.3. Additional Information Required

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

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

4.4. Application Updated

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

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

4.5. Ready for Payment: Application Completed

Description: Your application has been reviewed and is now payable. The Planning Consultant will send a separate mail with the application fee and payment details. The fees are required to be paid prior to finalizing the intake of the application.

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

4.6. Cannot be Uploaded

Description: Your application has been reviewed and does not meet the technical requirements for intake. You will receive an email with details about the outcome.

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