

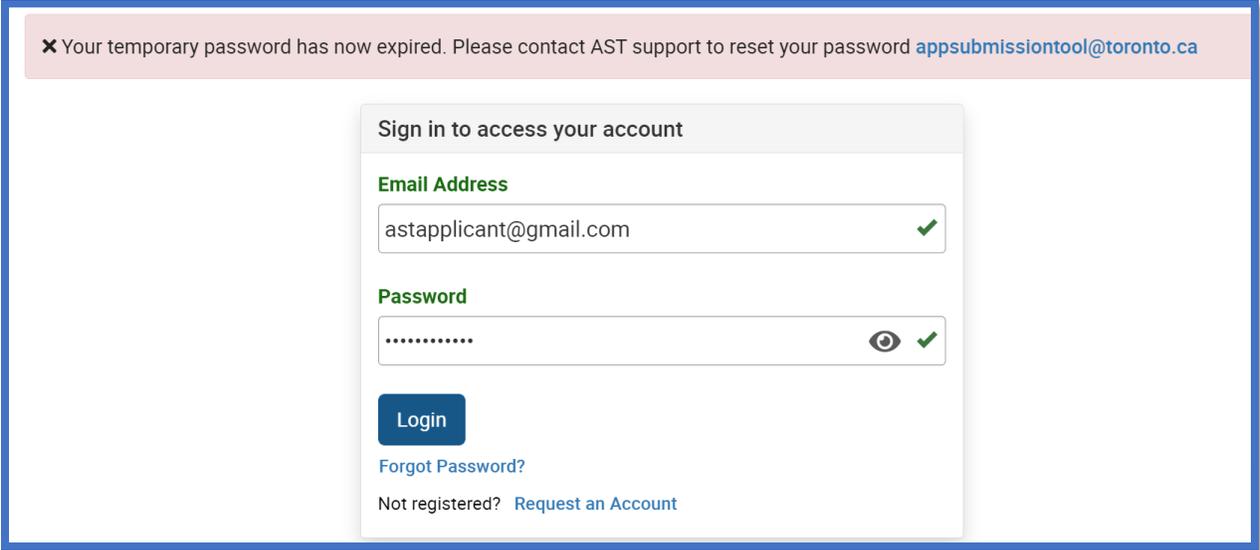
# 2022 Updates to the Application Submission Tool

**Release date: October 28, 2022**

## **Any additional person included on your 'Add People' page will now receive notifications**

Any additional people that you include in the 'Add People' page will receive automated AST email notifications based on the contact information you have provided. You no longer have to add them to the 'email recipients list' for them to be notified whenever there is an update in application status.

This new feature will also allow them to see the application on their dashboard if they are signed into AST. At this time, the view capability is only for submission status, not the submission itself.



✘ Your temporary password has now expired. Please contact AST support to reset your password [appsubmissiontool@toronto.ca](mailto:appsubmissiontool@toronto.ca)

Sign in to access your account

**Email Address**

astapplicant@gmail.com ✓

**Password**

..... 👁️ ✓

Login

[Forgot Password?](#)

Not registered? [Request an Account](#)

## **Addition of a new 'Intake Complete' status**

Once payment has been confirmed and processed, you will receive an email notification that your application intake is now complete. The status on your dashboard will also be updated to 'Intake Complete.' This informs you that your payment has been processed and what the next steps in the development review process are.

**Application Submission Tool - Your Dashboard** AST Applicant [Logout](#)

[Start A New Application](#)

**All Applications**

Show  entries Showing 1 to 8 of 8 entries

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
535XK476SA22-AA	Site Plan Control (SA), Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)	102 QUEEN ST E TORONTO M5C 1S6	AST Applicant	Intake Complete	2022-11-02 12:10:22 PM	fokafor	<a href="#">View</a>

### Additional buttons at the top of 'Add Supporting Documents' screen

There are now additional buttons on the top of the 'Add Supporting Documents' page to enable easier navigation. You no longer need to scroll to the bottom of the page if you want to go to a previous page or return to the dashboard.

**Application Submission Tool - Step 4: Add Supporting Documents** AST Applicant [Logout](#)

✔ Address
✔ Add People
✔ Add Application Documents
● Add Supporting Documents

[Previous](#)
[Return to Dashboard](#)
[Save](#) [Submit Application](#)

### Release date: July 25, 2022

### Receive email notifications when additional information is required

You will receive notification when City staff have reviewed your submission materials and determined that additional information is required. This will include clear instructions on what needs to be updated. You will no longer need to wait for City staff to request additional files through email when additional information or documentation is required during the intake process.

Your upload for Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) 179LC111SA22-C2K for 100 QUEEN ST W TORONTO M5H 2N1 requires additional documentation / information.

**Instructions from Planning Consultant**

Your uploaded files contains the following:

- Layered Files
- Missing Files

The application form is missing, kindly update the form.

Also, the architectural plans have not been flattened. Please flatten them.

**What to do**

- Login to the Application Submission Tool
- On your Dashboard, click Update to open your application.
- Update all of the requested documents and/or information.

## Update documents through the Application Submission Tool

You will now be able to log in to the Application Submission Tool and see which applications have been marked as "Upload Documentation / Information Required." Rather than having to wait for a secure link from City staff to provide your materials, you can now click "Update" on your dashboard and provide the required documents. Once that process is complete, you can then submit your updated application.

### Application Submission Tool - Your Dashboard

AST Applicant [Logout](#)

[Start A New Application](#)

#### All Applications

Show  entries

Showing 1 to 3 of 3 entries

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
179LC111SA22-C2K	Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)	100 QUEEN ST W TORONTO M5H 2N1	AST Applicant	Upload documentation / Information required	2022-07-21 10:55:57 AM	fokafor	<a href="#">Update</a>

## Updated status on the dashboard

Once you have updated your materials on the Application Submission Tool and submitted your application to the City again, your application status on the dashboard changes from "Upload Information / Documentation Required" to "Application Updated."

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
179LC111SA22-C2K	Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)	100 QUEEN ST W TORONTO M5H 2N1	AST Applicant	Application Updated	2022-07-21 05:59:24 PM	fokafor	<a href="#">View</a>

## Release date: March 30, 2022

### Add additional people to receive email notifications

You can now add up to five people from your team who are associated with the file submission. By doing so, they will also receive email notifications updating them on the progress of the application submission and informing them of status changes. You will no longer be required to forward the email updates, if you have had to do so in the past.

This feature can be found on the 'Add People' screen.

#### Additional Email Recipients

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

[+ Add Email](#)

## **Include additional information for your upload**

You can now include any additional details that you want the City's planning consultant to be aware of as part of your submission. There is a limit of 2,000 characters in this field.

If you have any additional information for the Planning Consultant to be aware of, please include below (Maximum 2000 characters) (optional)

