



2025 Development Approval

(Effective January 1, 2025)

☐ **Toronto & East York**
 Toronto City Hall
 100 Queen Street West
 Toronto, ON M5H 2N2
 416-397-5330

☐ **North York**
 North York Civic Centre
 5100 Yonge Street
 Toronto, ON M2N 5B7
 416-397-5330

☐ **Scarborough**
 Scarborough Civic Centre
 150 Borough Drive
 Toronto, ON M1P 4N7
 416-397-5330

☐ **Etobicoke York**
 2 Civic Centre Court
 Toronto, ON M9C 5A3
 416-397-5330

Application(s) for: (please check all applicable boxes)

☐ Official Plan Amendment
☐ Draft Plan of Subdivision

☐ Zoning By-law Amendment
☐ Draft Plan of Condominium

☐ Site Plan Control

☐ Part Lot Control

Public Record Notice: The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

Acknowledgement of Public Information: The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review. The applicant agrees to provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public either online or through other means for the purposes of application review.

If the applicant believes there may be a security risk by allowing the public access to any portion of these documents, you must indicate the portion of the documents to which you believe this concern applies, along with supporting documentation outlining the reasons for your concern along with the document submitted as part of the application. The Executive Director, Development Review, or delegate, will consider but will not be bound to agree with such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports or public distribution to the application review.

Address of Subject Lands (Street Number/Name):		
Describe location (closest major intersection, what side of the street is the land located):		
Legal Description:		
Registered Owner(s) of subject land (as it appears on Deed/Transfer):		Owner E-mail:
Business Address:	City:	Postal Code:
Business Telephone (area code + number):	Business Fax (area code + number):	
Applicant name (in full):	Business E-mail:	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:		
Business Address:	City:	Postal Code:
Business Telephone (area code + number):	Business Fax (area code + number):	

This section for Office Use Only

File No(s): _____

 Staff Contact: _____

Date Received: _____
 Ward: _____
 Phone Number: _____

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Proposal Details

The following information is required to expedite the evaluation of a Complete Application by the City.

1. Have the subject lands ever been the subject of an application under the Planning Act or City of Toronto Act for approval of a Draft Plan of Subdivision, Draft Plan of Condominium, Consent to Sever, Zoning By-law Amendment, Official Plan Amendment, Variance, or Site Plan Control application(s)?

☐ Yes ☐ No ☐ Unknown

2. Have the subject lands ever been within 120m or less of lands that were the subject of an application under the Planning Act or City of Toronto Act for approval of a Draft Plan of Subdivision, Draft Plan of Condominium, Consent to Sever, Zoning By-law Amendment, Official Plan Amendment, Variance, or Site Plan Control application(s)?

☐ Yes ☐ No ☐ Unknown

If Yes for 1. or 2. please provide the file number(s) and status of the application(s). For Official Plan Amendments, also provide the purpose and effect of the OPA and the address of affected lands.

If known, are the subject lands within an area of archaeological potential? ☐ Yes ☐ No ☐ Unknown

Are the subject lands listed or designated under the Ontario Heritage Act? ☐ Yes ☐ No

If known, are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☐ No ☐ Unknown

If Yes, please provide the instrument number(s), and description of each easement and/or covenant and its effect.

Does the proposal remove lands from Employment areas? ☐ Yes ☐ No ☐ Unknown

Do the subject lands contain six (6) or more dwelling units? ☐ Yes ☐ No

Does the subject lands contain any residential rental dwellings (units or rooms)? ☐ Yes ☐ No

Number of rental units _____ Number of rental rooms _____

If the subject lands contain six (6) or more dwelling units and at least one (1) rental unit, a [Rental Housing Demolition and Conversion Declaration of Use and Screening Form](#) is required with your submission. Based on the results of the Screening Form, a [Rental Housing Demolition and Conversion Application](#) may also be required. Please refer to the Housing Issues Report Terms of Reference where there are less than six (6) residential rental dwelling units or rooms.

Please note that the Rental Housing Demolition and Conversion Application, when required, must be submitted as a companion application with a development application, Committee of Adjustment or Building Permit Application.

The application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium is/are consistent with the Provincial Planning Statement (2024) and/or conform(s) with the Greenbelt Plan (2017).

☐ Yes ☐ No

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Declaration of Land Owner(s)

I/We _____ do solemnly declare that:

Check or complete either one of the following options:

- ☐ 1. As of the date of this application, I am the registered owner of all of the lands described in the application.

Name of land owner _____ Signature _____

Address of land owner _____ Date _____

☐ 2. As of the date of this application, I am NOT the registered owner of all of the lands described in the application. I confirm that all owners of the lands described in the application (enumerated in the attached list) have been notified of the application being made on their properties. I include the permissions of those land owners whose signatures are affixed immediately below and, in respect of any lands that may be owned by the City of Toronto, I attach a letter of consent from the City of Toronto, in its capacity as land owner, to include its lands in this application:

Name of land owner _____ Signature _____

Address of land owner _____ Date _____

Name of land owner _____ Signature _____

Address of land owner _____ Date _____

Please Note: If more space is needed for additional land owners, please attach a separate sheet. A comprehensive list identifying each property included in the lands described in the application must also be attached, together with the name and address of the property owner notified and an indication as to whether or not the owner has furnished permission for the application. Those owners indicated on the list as having furnished permission, must also have their signatures affixed above.

Should the proposed development include any land that is owned by the City of Toronto, a letter of consent from the City of Toronto, in its capacity as land owner, must be requested from the City of Toronto's Director of Property Management Services, Corporate Real Estate Management Division. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with the application.

Should the proposed development require the release of a City of Toronto easement from the title of the development lands, the Applicant/Property Owner will submit a request for consideration by the appropriate City Division for the release of the easement from title. If approved, the easement release will be subject to payment of compensation to the City for the easement's full fair market value.

Authorization of Agent

I/We _____ authorize _____

to act as an agent and sign the application form to the City of Toronto on my/our behalf for the lands known as:

Name of land owner _____ Signature _____ Date _____

Name of land owner _____ Signature _____ Date _____

Signature of signing Officer(s) of Corporation _____ Corporate Seals, if applicable

Signature of signing Officer(s) of Corporation _____

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Declaration of Applicant

I _____, do solemnly declare that

(please print)

1. I have examined the contents of the application, certify that the information submitted with it is accurate and concur with the submission of the application.
2. Enclosed is the required fee, which I certify is accurate, and the prescribed information and supporting documentation required for each application. I agree to pay any further costs which may be determined as these applications are reviewed.

Name of applicant _____
(please print)

Applicant's Signature _____ Date _____

Signature of owner/agent _____ Date _____

Application

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Fee Schedules

Fee Calculation - Effective January 1, 2025

Complete and attach all schedules that apply to your application submission.

Schedule 1 - Official Plan Amendment	
Enter amount from line 101 on Schedule 1	\$_____ 1
Schedule 2 - Zoning By-law Amendment	
Enter amount from line 227 on Schedule 2	\$_____ 2
Schedule 3 - Combined Application-Official Plan & Zoning By-law Amendment	
Enter amount from line 326 on Schedule 3	\$_____ 3
Schedule 4 - Site Plan Control	
Enter amount from line 436 on Schedule 4	\$_____ 4
Schedule 5 - Draft Plan of Condominium	
Enter amount from line 509 on Schedule 5	\$_____ 5
Schedule 6 - Draft Plan of Subdivision	
Enter amount from line 605 on Schedule 6	\$_____ 6
Schedule 7 - Part Lot Control Exemption	
Enter amount from line 705 on Schedule 7	\$_____ 7
Total	\$ <input type="text"/>

SURCHARGES THAT MAY APPLY (LEVIED AT THE TIME OF THE NOTICE)

- Notification of Complete Application (OPA, ZBA, SUB, CDM [vacant land only])
- Notice of Public Meeting (OPA, ZBA, SUB, CDM [vacant land only])
- Notice of Adoption/Refusal (OPA, ZBA only)

A surcharge to cover facility rental, translation, sign language services, and direct costs associated with expanded notification to process planning applications may also apply (levied at the time of the meeting).

- There may also be additional financial requirements arising from the application to be paid by the proponent including, but not limited to, park dedication or cash-in-lieu, peer review of technical reports, agreements and associated fees and applicable securities.

As set out in Chapter 441-4 of the City of Toronto Municipal Code, fees are adjusted every January 1st to reflect the inflation rate of the previous October Consumer Price Index increase for the past year.

Planning Application fees may be paid by: Debit Card, Certified Cheque, Money Order, Cash, MasterCard, Amex or Visa as follows:

- Payment by credit card is limited to a maximum of \$20,000.00. Any balance of payment may be paid by cash, cheque, debit card
- Personal or company cheques less than \$2,000.00 must be certified
- All cheques are to be made payable to "The Treasurer – City of Toronto"

Credit Card payments are accepted at most locations. Instructions for Wire Payment or Electronic File Transfer (EFT) will be provided by the Planning Consultant once the City is ready to accept payment.