

# TORONTO URBAN DESIGN AWARDS

## SUBMISSION REQUIREMENTS

To enter a project for consideration in the 2025 Toronto Urban Design Awards program, review and complete the information listed below. Please be sure to review the payment methods in advance of deadline.

Use the Submission Checklist to ensure your Application Package is complete.

### A. Application Package

Entrants are to submit their Application Package containing the following:

1. Images (All images must be AODA compliant)
  - Up to six individual images that best illustrate the merits of the project (.jpg format with 300dpi, maximum file size of 2MB). Please note that submission emails must be less than 20MB.  
Note: it is recommended that at least one image demonstrate the contextual fit of the project. All images should focus primarily on the urban design merits of the project. Please ensure that your images do not contain any identifiable private individuals. Winning project teams will be contacted for higher resolution images.
2. Completed and Signed Official Entry Form
3. Completed Official Spreadsheet

The Official Spreadsheet contains information about your project and major contributors. Please note that providing accurate and complete project credits is the full responsibility of the applicant. The City of Toronto will **not** verify the completeness, including community groups, associations and Business Improvement Areas, of the team credits. The credits submitted will be those which appear on potential award certificates and all other printed/published material.

It contains:

  - Applicant Information: Submitted by; Telephone, E-mail; Address;
  - Project Information: Project Title; Project Completion Date; Firm social media handle;
  - Project Team: Firm Name / Professionals; Professional Designation (i.e. urban designer, architect, landscape architect, designer, artist, etc.);
  - Developer/Owner/Client;
  - Images: Image Name; Photographer, AODA alt text;
  - Description Text: maximum 400 word description that outlines the project and emphasizes its urban design merit (refer to evaluation criteria for key considerations).

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- **Sustainability Statement:** The sustainability statement should include information on how your project helps to address the dual climate and biodiversity emergencies by meeting and exceeding sustainability performance requirements of the Toronto Green Standard, guidelines, and strategies of the City of Toronto. The 200-300 words sustainability statement should identify how your project aligns with these initiatives and other notable features that demonstrate how climate change mitigation, adaptation and resilience have been incorporated into your design or concept. Additionally, submissions may include details on tree canopy cover, strategies to address the urban heat island effect, and if available, energy performance metrics such as Thermal Energy Demand Intensity, Green House Gas Intensity, and Energy Use Intensity.
- Equity, reconciliation, and diversity are core values at the City of Toronto. For the 2025 Toronto Urban Design Awards, we now require a mandatory statement with your submission. This statement should outline how your project seeks to achieve equal outcomes for Indigenous, Black, and equity-deserving groups, amplify their voices in the project process, and strengthen relationships and trust. You may also detail how your project applied an equity and reconciliation approach to its methodology and how it advanced these principles in its outcomes. **This required content will be an essential component in the review of all submissions.**

#### B. Application Fee and Payment Instructions

The application fee for each submission is \$150.00. The Toronto Urban Design Awards program offers two payment options:

##### Payment by Cheque:

- Cheques should be made payable to “**Treasurer, City of Toronto**”.
- Please reference/note “Toronto Urban Design Awards” on the cheque.
- Please include a printed copy of the Submission Form(s). If payment covers several projects, please include Submission Forms for all projects.
- Cheques must be dropped off in person between April 14 and April 18 during the office hours of 8:30 am to 4:30 pm at the address below:

**City Planning, Urban Design  
11th floor East Tower  
Toronto City Hall, 100 Queen Street West  
Toronto, Ontario, M5H 2N2  
Attention: Tannaz Sattar**

After your payment is received, you will be emailed confirmation that your submission is complete. The deadline for submitting your project is 12:00 noon on April 14, 2025, and the deadline for payment is 12:00 noon on April 18, 2025. Please ensure that your cheque is received by the City of Toronto before the payment deadline. **If payment is not received before the deadline, then your submission will not be accepted.**

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### Payment by Credit Card:

- To arrange payment by credit card please send an e-mail to [ppfarevenueservices@toronto.ca](mailto:ppfarevenueservices@toronto.ca) and copy [TUDA@toronto.ca](mailto:TUDA@toronto.ca)
- Please include "CP TUDA 2025" in email subject line.
- In the body of the email please indicate that you would like to pay by credit card and include a pdf of the Submission Form(s). Please also provide your phone number and a couple of options (date/time) that you can be reached. Keep in mind that City staff normally operate between the hours of 8:30 am and 4:30 pm.
- City staff will then confirm a date and time to facilitate the payment over the phone.
- After the payment is made, you will be emailed a receipt and confirmation that your submission is complete.
- The deadline for submitting your project is 12:00 noon on April 14, 2025, and the deadline for payment is 12:00 noon on April 18, 2025. **If payment is not received before the deadline, then your submission will not be accepted.**

### C. Submission

Entrants are to submit the Entry Form and Application Package by email to [TUDA@toronto.ca](mailto:TUDA@toronto.ca).

City of Toronto staff must receive your submission by email ([TUDA@toronto.ca](mailto:TUDA@toronto.ca)) no later than 12:00 P.M., NOON April 14, 2025.

## 1. PROJECT INFORMATION

Category:

Date Project Completed (yyyy-mm-dd):

\_\_\_\_\_

\_\_\_\_\_

Project Title:

Project Address/Site:

\_\_\_\_\_

\_\_\_\_\_

## 2. APPLICANT INFORMATION

Business/Professionals:  
(Provide your business contact information)

Private Individual:

Submitter Name (First, Last):

Telephone Number:

Email:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address (Street Number, Street Name, Suite/Unit Number):

\_\_\_\_\_

City or Town:

Province:

Postal Code:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3. ENTRY FEE

The deadline for payment is April 18, 2025 at 12:00 P.M. NOON. Please see Application Fee and Payment Instructions for more details, and select payment option below:

Cheque (dropped off):

Credit card:

## 4. SUBMISSION INSTRUCTIONS

Submit a copy of the completed form by email [TUDA@toronto.ca](mailto:TUDA@toronto.ca). All submitted materials will be retained by the City of Toronto and will not be returned to you. The City may use and reproduce the submission materials in exhibits, presentations or other communications, publications, advertising and promotions related to the Toronto Urban Design Awards program. By submitting an entry, you agree to abide by the contest rules available detailed in the Submission Requirements.

**City of Toronto staff must receive your complete submission package no later than April 14, 2025 at 12:00 P.M. NOON.**

Email application package to:

[TUDA@toronto.ca](mailto:TUDA@toronto.ca)

Applicant Signature:

Date (yyyy-mm-dd):

\_\_\_\_\_

\_\_\_\_\_

City Planning division collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 8(1), and Report Number 4 of the Land Use Committee (c71luc90079:27), adopted by City Council on March 19 and 20, 1990 and confirmed by By-law 1990-0188. The information is used to administer the Toronto Urban Design Awards program application process, which includes contacting applicants, as required, for consent to use their personal information in promotional materials, and the City of Toronto website concerning the Toronto Urban Design Awards program. Questions about this collection can be directed to Tannaz Sattar, City Planning, 11th Floor, East Tower, City Hall, 100 Queen Street West, Toronto, Ontario, M5H 2N2, or by telephone at 416-394-4091.

Use this checklist to ensure your application package is complete.

Up to Six Individual Images (in .jpg format with 300 dpi)  
(Please ensure that your images do not contain any identifiable private individuals)

Completed Official Spreadsheet

Completed Official Entry Form (signed and dated)

Payment Option Selected  
(Either cheque dropped off or arrangements for credit card payment underway)