



# Application Checklist

Official Plan Amendment (OPA)  
Zoning By-law Amendment (ZBA)  
Plan of Subdivision (SUB)  
Site Plan Control (SPC)

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## Instructions for Preparing Submission Materials

- **Note: The City strongly encourages Pre-Application Consultation prior to preparing information and materials for submission.**
- Prepare your information and materials in accordance with the City's [Technical Requirements and Naming Conventions](#).

## Instructions for Submission

- Submit your application to the [Planning Consultant](#) in the applicable District through the [Application Submission Tool](#).
- Submit one (1) digital copy of this Standard Checklist, along with the submission materials.
- Review the City's requirements for the [Notice of Proposed Development Application](#). Following your submission, you are required to post a sign to provide information about your application to the public.

## Disclaimer

This is a Standard Checklist for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Site Plan Control applications. It provides general information about minimum application requirements and other information and materials that may be required. Staff will review the information and materials you submit to determine whether your application is complete. Through the review process, staff may identify additional application requirements. It is your responsibility to ensure compliance with the **minimum application requirements** of the *Planning Act*, *City of Toronto Act*, Regulations, and the City of Toronto's [Official Plan](#).

## Declaration

I, \_\_\_\_\_, applicant/agent wish to proceed  
FIRST AND LAST NAME

with a \_\_\_\_\_ application without the benefit of a  
APPLICATION TYPE (OPA/ZBA/SUB/SPC)

Pre-Application Consultation meeting with the City of Toronto. I assume full responsibility for identifying and providing the necessary information and materials associated with the proposal for the property at \_\_\_\_\_ and  
PROPOSAL ADDRESS

recognize that any missing information or materials may result in the City deeming an application incomplete and/or delays in application review.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Words in **bold** are defined in the [Glossary of Terms](#)

## Information and Materials

The information and materials that are **always** required as part of a complete application are identified with a black circle (●). The information and materials that **may be** required as part of a complete application if your proposal is subject to the triggers listed in the City's [Application Support Materials: Terms of Reference](#) are identified with a white circle (○). Additional information and materials may be required as part of a complete application for lands subject to [Secondary Plans](#) and [Site and Area Specific Policies](#).

Please indicate all information and materials that are applicable to your **submission** by checking the associated box on the first column.

Information and Materials	OPA	ZBA	SUB	SPC
<a href="#">Completed Application Form</a>	●	●	●	●
<a href="#">Project Data Sheet</a>	●	●	●	●
<a href="#">1:50 Scaled Detailed Colour Building Elevations</a> <b>Will be required:</b> - Developments of 5 storeys or higher				○
<a href="#">Accessibility Design Standards Checklist</a> Refer to the City of Toronto Accessibility Design Guidelines.			○	○
<a href="#">Aeronautical Report</a> <b>Will be required:</b> - Properties located within the flight paths of St. Michael's Hospital, The Hospital for Sick Children, Toronto Pearson Airport, and Billy Bishop Airport	○	○		○
<a href="#">Air Quality and Odour Study</a> <b>May be required:</b> - For developments that include a sensitive land use and is in within 1000 metres of any industrial land use - Refer to <a href="#">D-1-3 Land Use Compatibility: Definitions</a> for classification of sensitive land use and industrial land use		○	○	○
<a href="#">Arborist Report</a> <b>Will be required:</b> - Properties containing existing regulated trees and/or regulated trees that are located within six metres of all property lines (or all trees within 12 metres from all proposed disturbance areas for sites regulated by the <a href="#">Ravine and Natural Feature Protection By-law, Municipal Code Chapter 658</a> )		○	○	○
<a href="#">Archaeological Assessment</a> <b>Will be required:</b> - If the property is on the <a href="#">City's database</a> of lands containing archaeological resource potential <b>May be required:</b> - If the property is identified on the City's <a href="#">Inventory of Heritage Properties</a> as part of the Heritage Impact Assessment process	○	○	○	○
<a href="#">Architectural Control Guidelines</a> <b>May be required:</b> - For developments of large sites			○	

	OPA	ZBA	SUB	SPC
<b>Information and Materials</b>				
<a href="#">Avenue Segment Review Study</a>	○	○		
<b>Will be required:</b>				
- Developments in the Mixed-Use Areas on Avenues where an Avenue Study has not yet been completed and where the Avenues & Mid-Rise Study does not apply				
<a href="#">Block Context Plan</a>	○	○	○	○
<b>May be required:</b>				
- Sites within a policy area, such as Secondary Plan, Precinct Plan Context Plan or Area Specific Policy, where a layout of the public realm, building massing, heights, densities or massing of the proposal provides changes to the planned context;				
- Sites proposing a change in land-use or sites that have multiple land uses				
- Properties with multiple landowners				
- Large sites over 1 hectare				
- Sites with two or more buildings, on-site park dedication, and/or a new public street(s)				
- Sites with a context of large open spaces and few public streets and parks including “Tower in the Park”				
- Apartment Neighbourhood sites and mixed use shopping centres				
- Sites adjacent to heritage or natural features, ravines, woodlots, the waterfront or public parks				
- Sites with proposed new, alterations to or adjacent to a higher order transit station				
- Sites where the development potential on adjacent properties may be impacted by or could be integrated into the proposed site				
<a href="#">Boundary Plan of Survey</a>	●	●	●	●
<a href="#">Community Services and Facilities Studies</a>	○	○	○	
<b>May be required:</b>				
- Developments containing 150 to 200 or more residential units				
- The application is of a significant scale which may potentially impact the adequacy of community services and facilities, and require the provision of new, expanded, or improved community services and facilities				
- The development is located in an area with few existing community services and facilities				
- Little information is known about the capacity of existing community services and facilities in the area of the proposed development				
- The application results in the development of a new neighbourhood where little or no residential development currently exists				
- The development is, or is part of, a “large site” (being generally greater than 5 hectares)				
<a href="#">Compatibility/Mitigation Study</a>	○	○		○
<b>May be required:</b>				
- Developments with sensitive land uses, including residential uses, where permitted or proposed outside of and adjacent to or near to Employment Areas or within the influence area of major facilities				
<a href="#">Computer Generated Building Mass Model</a>	●	●		●
<a href="#">Concept Site and Landscape Plan</a>	○	●		
Refer to the Terms of Reference.				
<a href="#">Conceptual Grading Plan</a>		●		
<a href="#">Conceptual Servicing Plan</a>	●	●		

	OPA	ZBA	SUB	SPC
<b>Information and Materials</b>				
<a href="#">Contaminated Site Assessment</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>May be required:</b>				
- Any portion of the property to be conveyed to the City				
- Below-grade easements for new municipal infrastructure				
<a href="#">Cultural Heritage Evaluation Report</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Will be required as part of a Heritage Impact Assessment for:</b>				
- Developments that include a property that is listed under Section 27 of the <i>Ontario Heritage Act</i> on the City of Toronto's Heritage Register				
- Developments that are designated under Section 29 of the <i>Ontario Heritage Act</i> prior to 2006				
<b>Strongly Encouraged:</b>				
- Developments that include a property that is not on the City's Heritage Register, but that is believed to have cultural heritage value as identified by the community, City staff, professional site assessments, planning studies or local Councillor				
- Properties that include a building or structure that is 40 years or older				
<a href="#">Context Plan</a>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<a href="#">Draft Official Plan Amendment</a>	<input checked="" type="radio"/>			
<a href="#">Draft Plan of Subdivision</a>			<input checked="" type="radio"/>	
<a href="#">Draft Zoning By-law Amendment</a>		<input checked="" type="radio"/>		
<a href="#">Electromagnetic Field (EMF) Management Plan</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Will be required:</b>				
- For residential, school or day nursery uses where the subject site is within or abuts a hydro corridor				
- All new high-voltage transmissions lines or increases in the capacity of existing transmission lines in the City of Toronto				
<a href="#">Energy Modelling Guidelines</a>				<input type="radio"/>
<b>Will be required:</b>				
- Part 3 buildings under the Ontario Building Code with a gross floor area of greater than 2000 square metres				
<a href="#">Energy Strategy (Net Zero Emissions Strategy)</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Will be required:</b>				
- New residential, non-residential and/or mixed-use developments				
<b>May be required:</b>				
- Industrial developments with a total gross floor area of 20,000 square metres or more, or within a <a href="#">Community Energy Plan approved by Council</a>				
<a href="#">Environmental Impact Study</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>May be required:</b>				
- Developments likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study				
<a href="#">Erosion/Sediment Control Plan</a>				<input checked="" type="radio"/>
<a href="#">Floor Plans</a>		<input checked="" type="radio"/>		<input checked="" type="radio"/>

Information and Materials	OPA	ZBA	SUB	SPC
<a href="#">Geotechnical Study/Hydrological Review</a> Refer to the Terms of Reference.		○	○	○
<a href="#">Heritage Impact Assessment (HIA)</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments containing one or more properties that are listed and/or designated on the City of Toronto's <a href="#">Inventory of Heritage Properties</a></li> <li>- Developments adjacent to a property on the Heritage Register</li> </ul>	○	○	○	○
<a href="#">Housing Issues Report</a> [Also required as part of <a href="#">Rental Housing Demolition and Conversion Application</a> ]	○	○		
<b>Will be required:</b> <ul style="list-style-type: none"> <li>- Development proposes to demolish, intensify, convert or sever existing rental housing sites, or develop sites greater than five hectares with new residential uses</li> </ul>				
<a href="#">Landscape and Planting Plan</a>				●
<a href="#">Lighting Plan</a>				●
<a href="#">Methane Gas Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Sites on or within 500 metres (or within previously determined area of influence) of a known or suspected closed (former) municipal landfill in accordance with the Official Plan Policy 3.4.23</li> </ul>	○	○	○	○
<a href="#">Natural Heritage Impact Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- For any proposed undertaking on lands within the natural heritage system that are particularly sensitive as shown on Map 12 of the Official Plan (see OP Policy 3.4.13)</li> <li>- Prior to permitting development in or on lands adjacent to certain provincially significant natural heritage features as defined by the Ministry of Natural Resources (e.g., wetlands, areas of natural and scientific interest) and the City of Toronto (e.g., significant woodlands and valley lands) (see OP Policy 3.4.14)</li> </ul>	○	○	○	○
<a href="#">Noise Impact Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments adjacent to or nearby Employment Areas</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Where uses, such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses, such as residences, educational and health facilities</li> </ul>		○	○	○
<a href="#">Pedestrian Level Wind Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Projects with two or more buildings that are six storeys or 20 metres in height or taller</li> <li>- Projects with a building that is six storeys or 2 metres in height or taller and is located on the waterfront, adjacent to parks and ravines, other open spaces, cultural and natural heritage areas, schools, playgrounds and outdoor recreational spaces, and other areas deemed pedestrian sensitive</li> </ul>		○		○
<a href="#">Perspective Drawing</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments 4,000 square metres or larger</li> </ul>				○

	OPA	ZBA	SUB	SPC
<b>Information and Materials</b>				
<a href="#">Planning Rationale</a>	●	●	●	
<a href="#">Public Consultation Strategy Report</a> Refer to the Terms of Reference.	○	○	○	
<a href="#">Rail Safety and Risk Mitigation Report</a>		○	○	○
<b>Will be required:</b> - Proposal introduces a new or intensified land use within 30 metres of a rail facility				
<a href="#">Roof Plan</a>		●		●
<a href="#">Servicing Report</a>	●	●	●	●
<a href="#">Simplified Graphics Report</a>	●	●		
<a href="#">Site and Building Elevations</a>		●		●
<a href="#">Site and Building Sections</a>		●		●
<a href="#">Site Grading Plan</a>				●
<a href="#">Site Plan</a>		●		●
<a href="#">Site Servicing Plan</a>				●
<a href="#">Soil Volume Plan</a> Refer to the Terms of Reference.		○	○	○
<a href="#">Stormwater Management Report</a>		●	●	●
<a href="#">Subdivision Concept Plan</a>			●	
<a href="#">Sun/Shadow Study</a>		○		
<b>May be required:</b> - Developments over six storeys or 2 metres in height - Developments less than 20 metres, where additional height is applied for near shadow sensitive areas (such as parks and open spaces, schoolyards, cemeteries, etc.)				
<a href="#">Topographical Survey</a> Refer to the Terms of Reference.	○	●	●	●
<a href="#">Toronto Green Standard</a> (Tier 1) <a href="#">TGS Version 4</a> is applicable to all development applications deemed complete on or after May 1 <sup>st</sup> , 2022. If applicable, submit the Checklists and Statistics Template relevant to your proposal. Voluntary: To enroll in Tier 2 or 3, contact Environmental Planning at <a href="mailto:sustainablecity@toronto.ca">sustainablecity@toronto.ca</a> .		●	●	●
<a href="#">Transportation Impact Study</a> <b>May be required:</b> - Refer to Table 1 in the Terms of Reference	○	○	○	○
<a href="#">Tree Protection Plan</a> <b>Will be required:</b> - For properties containing existing regulated trees and/or regulated trees that are located within six metres of all property lines (or all trees within 12 metres from all proposed disturbance areas for sites regulated by the <a href="#">Ravine and Natural Feature Protection By-law, Municipal Code Chapter 658</a> )		○	○	○

Information and Materials	OPA	ZBA	SUB	SPC
<a href="#">Underground Garage Plan</a>		●		●
<a href="#">Urban Design Guidelines</a> Refer to the Terms of Reference.		○	○	○
<a href="#">Utility Plan</a> Refer to the Terms of Reference.		●	○	●
<a href="#">Vibration Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments adjacent to or nearby Employment Areas</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Where uses, such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses, such as residences, educational and health facilities</li> </ul>		○	○	○