Instructions for Preparing Submission Materials

- 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 Submission Checklist, along with the submission materials.

Disclaimer

This is a Submission Checklist for Part Lot 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.

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.

Y/ NA	Information and Materials	All Applications
Y	Completed Application Form	●
Y	Project Data Sheet	●
Y	Boundary Plan of Survey	●