TORONTO

Application Submission Tool
Resubmission

Applicant Guide

September 2025
Version 1.0

Contents

AST: Resubmission

Once you receive comments for your application from the City of Toronto, the status of your application is updated to ***Ready for Resubmission*** in AST (if the initial application was submitted through AST which was officially launched on December 6, 2021). By clicking on the **Resubmit** action button, you can begin the process of resubmitting your application.

Resubmission Fees

Please refer to the [Fee Schedule](#) for applicable fees.

Resubmission Process

Once the Resubmission process begins for your application:

1. You will receive an email with instructions.
2. The application status on your AST dashboard will update to ***Ready for Resubmission*** and you will see a **Resubmit** button.

100 QUEEN ST W TORONTO M5H 2N1	Troy Singh	Ready for Resubmission	2025-07-23 10:53:30 AM	tsingh3	Resubmit

3. When you are ready to resubmit your application to the City, click the **Resubmit** button to begin the resubmission process.
4. Once you begin making updates to your resubmission, you may choose to save your progress (**Save Draft**). This will change the application status to ***Draft Resubmission***.
5. After you submit your updates, the application status will change to ***Resubmission Uploaded***.

At this stage, the City of Toronto will begin processing your resubmission.

Upload your Resubmission

1. Log in to AST and locate your application under the **Applications** tab. Click the **Resubmit** button.

2. Click the **Attach** or **Attach/View** button on the right to open the **File Upload** popup.

3. The Resubmission Form is mandatory for all application types. Attach your *Resubmission Form* using either the drag and drop method or the **Select File** button.


4. The *Project Data Sheet* is mandatory for specific application types (Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)-Standard subtype, Site Plan Control (SA), Draft Plan of Subdivision (SB)). If this is applicable to your application type, please upload it using steps 2 and 3 above.

5. Click **Upload Files and Save Changes**. Once the upload is complete, click **Close**.

6. Click **Next** in the bottom right.
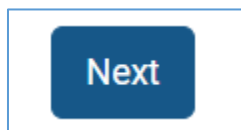
7. Click **Save Draft** in the bottom right.
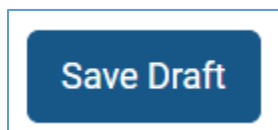
Note: This will change the status of your application to *Draft Resubmission*. You can continue to upload your resubmission at a later time by clicking the **Edit** action button for this application from your dashboard.

Draft Resubmission	2025-08-05 01:34:58 PM	tsingh3	Edit

8. Click the **Attach** button to upload any supporting documents.

Document Name	
1:50 Elevations	Attach

9. Use either the drag and drop method or the **Select File** button to upload a document.

File Upload

Please ensure there are no layers or comments in your documents and only flattened documents are uploaded. Materials not meeting this criteria will not be processed.

Additional Plans and Drawings

Drag & drop files here or Select File
File format: PDF
Maximum no. of files: 8
Maximum size per file: 25 MB

Upload Files and Save Changes   Close

10. Click the **Upload Files and Save Changes** button, then **Close**.
11. Use the textbox at the bottom to provide any additional information for the Planning Consultant and click **Submit Resubmission**.

Submit Resubmission

12. After reading the information in the popup, click the **Yes, I confirm** checkbox then click **Submit**. If you wish to review the information before submitting, click **Review**.

> By resubmitting this application, I hereby declare and confirm that:
>
> - I have thoroughly reviewed all the requested information and documents, as may be required, for the resubmission process.
> - I have, to the best of my ability, provided all the necessary documents and information as requested.
> - To the best of my knowledge, all resubmitted information and documents are accurate, true, and complete.
> - I understand that any incomplete, inaccurate, or false information or documents may result in delays in processing my resubmission.
> - Where appropriate, I agree to promptly provide any additional information or documentation, if requested by the City of Toronto.
>
> I acknowledge that by submitting this declaration, I accept full responsibility for the completeness and accuracy of the information provided.
>
> ☐ Yes, I confirm.
>
> Review   Submit

Note: After you click the **Submit** button, you will not be able to submit additional documents until the next round of resubmission.

13. You will receive an email confirmation. The status of your application will be changed to *Resubmission Uploaded* and the action button is set to **View**.

> # Application Submission Tool - Step 3: Resubmission Complete
> Troy Singh
> Logout
>
> ✓ Add Resubmission Documents ——— ✓ Add Supporting Documents ——— ✓ Resubmission Complete
>
> Thank you for your submission
>
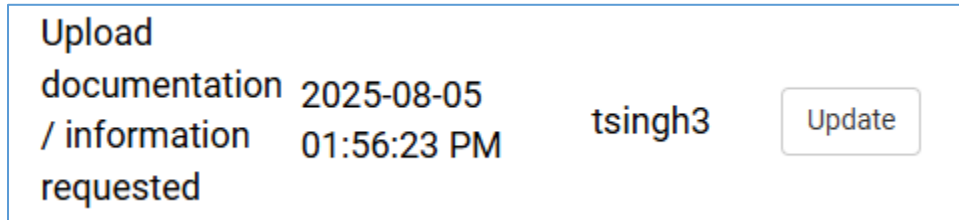> Folder Number: 20 25 107650 STE 10 CD
>
> This Folder Number can be used to identify your application on the Application Submission Tool Dashboard.
>
> An email confirmation, with the Folder Number and next steps, has been sent to the email address provided with this account.

Adding Additional Information to a Resubmission

After uploading your resubmission, if there are any issues you will be notified by email. Your application status will change to *Upload Documentation/Information Requested*.

1. Log in to AST and locate the application.
2. Click the **Update** action button.

Upload documentation / information requested	2025-08-05 01:56:23 PM	tsingh3	Update

3. Follow steps 2 to 12 in the above section to make any necessary corrections and submit.
4. When a Planning Consultant is assigned to your resubmitted application, you will receive an email notification informing you of their contact details. The status on the AST dashboard will also be updated to *City Staff Assigned Resubmission*.
5. If additional information is still required, you will be notified in the same manner until all items have been addressed. Once the Planning Consultant is satisfied with your resubmission, the application status will be updated to *Resubmission Updated* and you will receive an email informing you of next steps (including when fees are applicable).
6. When the intake process is complete, the application status will be updated to *Resubmission Received*. You will be notified by email that intake is complete and that the Community Planner on file will be in touch with you.

Support

Contact the AST Support Team by sending an email to appsubmissiontool@toronto.ca.