

# Submission Checklist

Plan of Condominium

Exemption (EX)

Routine (RT)

Technical (TCH)

Vacant Land (VL)

Rental Conversion (RC)

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## 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.
- 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 where applicable.

## Review Streams

There are several streams of review that provide different levels of service, depending on the type of Condominium Corporation proposed and amount of review required. Please refer to the City of Toronto's [Development Guide](#) for more information about the streams and criteria for each.

## Disclaimer

This is a standard Submission Checklist for Plan of Condominium 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	EX	RT	TCH	VL	RC
Y	<a href="#">Completed Application Form</a>	●	●	●	●	●
Y	<a href="#">Project Data Sheet</a> <a href="#">Accessibility Design Standards Checklist</a> Refer to the City of Toronto Accessibility Design Guidelines.	●	●	○	○	○
	<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> )			○	○	○
Y	<a href="#">Boundary Plan of Survey</a>	●	●	●	●	●
Y	<a href="#">Draft Plan of Condominium</a> <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> - Development proposes to demolish, intensify, convert or sever existing rental housing sites, or develop sites greater than five hectares with new residential uses	●	●	●	●	●
	<a href="#">Planning Rationale</a>				●	
	<a href="#">Public Consultation Strategy Report</a> Refer to the Terms of Reference.				●	●
	<a href="#">Servicing Report</a> <a href="#">Site Grading Plan</a> <a href="#">Site Servicing Plan</a> <a href="#">Stormwater Management Report</a>			●	●	●

Y/ NA	Information and Materials	EX	RT	TCH	VL	RC
Y	<a href="#">Topographical Survey</a> Refer to the Terms of Reference. <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> )			○	○	