

**Development Review  
Customer Experience & Technology**

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# Application Submission Tool

## Update Submission

### Applicant Guide

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### Application Submission Tool (AST): Update Submission

After you submit your application, it will be reviewed. If any deficiencies are found and the application is deemed incomplete, the status will be updated to **Incomplete-Update Submission** in the AST (for applications submitted through AST, officially launched on December 6, 2021). By clicking on the **Update Submission** action button, you can begin the process of updating your application.

### Update Process

Once the Update process begins for your application:

1. You will receive a **Notice of Incomplete Application Letter** via email from the assigned Planner, which includes instructions and a link to the AST for submission of updated materials; for subsequent incomplete applications, only an email will be sent with instructions.
2. The application status on your AST dashboard will update to **Incomplete-Update Submission** and you will have an **Update Submission** button.

Address	Applicant	Status	Date Last Edited	Staff Contact	Action
100 QUEEN ST W TORONTO M5H 2N1	Troy Singh	Incomplete- Update Submission	2025-08-26 10:19:05 AM	tsingh3	<button>Update Submission</button>

3. When you are ready to update your submission, click the **Update Submission** button to begin the update process.
4. Once you begin making updates, your progress is saved so that you can return and finish the update at a later time.
5. After you submit your updates the application status will change to **Update Uploaded**.

At this stage the City of Toronto will begin processing your updated application.

## Update Your Submission

1. Log in to AST and locate your application under the **Applications** tab. Click the **Update Submission** button on the right.

Applications

Pre-Application Consultation Meeting Requests

All Applications

Start A New Application

Show  entries

Showing 1 to 8 of 8 ent

ID	Application Type	Address	Applicant	Status	Date Last Edited	Staff Contact	Action
20 25 107994 STE 10 CD	Draft Plan of Condominium (CD)	100 QUEEN ST W TORONTO M5H 2N1	Troy Singh	Incomplete- Update Submission	2025-08-26 10:26:41 AM	tsingh3	Update Submission

2. You will be presented with a list of documents that can be uploaded. Click the **Attach** or **Attach/View** button on the right to open the **File Upload** popup.

Plans & Drawings

1 New File(s) Attached

Please note, for any other Plans and Drawings that you want to upload for which a title is not listed below, please upload them into "Additional Plans and Drawings".

If you have a file that includes multiple categories, select only ONE of the applicable categories for your upload. Do not upload the same file to multiple categories.

Document Name	
1:50 Elevations	Attach
3D Modelling	Attach
Additional Plans and Drawings	Attach

Privacy

3. Attach your file using either the drag and drop method or the **Select File** button.


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.

Resubmission Form

Drag & drop files here or

File format: PDF  
Maximum no. of files: 8  
Maximum size per file: 25 MB

 Test\_resubmission form.pdf

File upload successful. 54.1 KB

4. Click **Upload Files and Save Changes**. Once the upload is complete, click **Close**. Repeat the steps as necessary to upload additional files.

**Note:** This will save your progress and allows you to continue to upload additional documents at a later time by clicking the **Update Submission** action button for this application from your dashboard.

5. Scroll to the bottom of the page. Use the textbox if you would like to provide any additional information.

If you have any additional information for the Planning Consultant to be aware of, please include below (Maximum 2000 characters)  
(optional)

2000 character(s) remaining of 2000

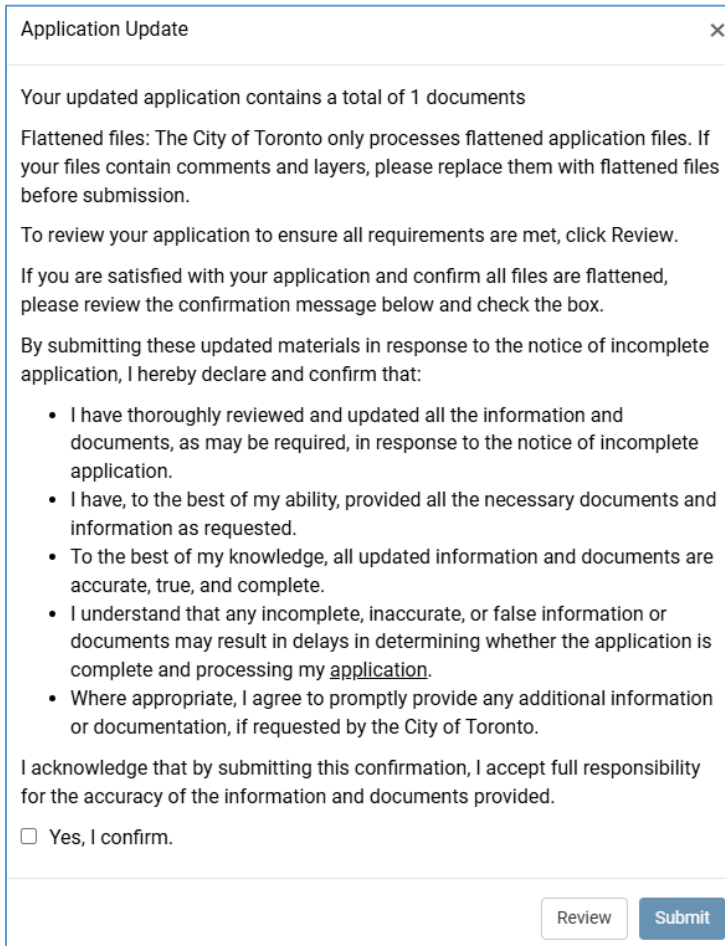
6. Click **Submit Update**.



A horizontal bar containing three buttons. On the left is a light blue button with the text "Return to Dashboard". In the middle is a light blue button with the text "Save". On the right is a dark blue button with the text "Submit Update".

**Note:** You can also click **Save** to save your progress and return later.

7. A confirmation window will be presented.



A confirmation window titled "Application Update" with a close button (X) in the top right corner. The window contains the following text:

Your updated application contains a total of 1 documents

Flattened files: The City of Toronto only processes flattened application files. If your files contain comments and layers, please replace them with flattened files before submission.

To review your application to ensure all requirements are met, click Review.

If you are satisfied with your application and confirm all files are flattened, please review the confirmation message below and check the box.

By submitting these updated materials in response to the notice of incomplete application, I hereby declare and confirm that:

- I have thoroughly reviewed and updated all the information and documents, as may be required, in response to the notice of incomplete application.
- I have, to the best of my ability, provided all the necessary documents and information as requested.
- To the best of my knowledge, all updated information and documents are accurate, true, and complete.
- I understand that any incomplete, inaccurate, or false information or documents may result in delays in determining whether the application is complete and processing my application.
- 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 confirmation, I accept full responsibility for the accuracy of the information and documents provided.

☐ Yes, I confirm.

At the bottom right of the window are two buttons: "Review" (light blue) and "Submit" (dark blue).

8. After reading the information, click the **Yes, I confirm** checkbox then click **Submit**. If you wish to review your updates before submitting, click **Review**.

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

- After you submit, you will receive an email confirmation. The status of your application will be changed to **Update Uploaded** and the action button is set to **View**.

✓

Add Updated Documents

Submit Update

✓

Thank you for your submission

Folder ID: 20 25 107994 STE 10 CD

This ID can be used to identify your application on the Application Submission Tool Dashboard.

An email confirmation, with the Folder ID and next steps, has been sent to the email address provided with this account.

## Add Additional Information to Your Application

After updating your application, if there are any issues you will be notified by email. Your application status will change to **Revision Requested**.

- Log in to AST and locate the Application.
- Click the **Update** action button.

Status	Date Last Edited	Staff Contact	Action
Revision Requested	2025-08-26 11:05:01 AM	tsingh3	<button>Update</button>

- Follow steps 2 to 9 in the above section to make the corrections and submit.
- When a Planning Consultant is assigned to your updated 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 Update**.
- If additional information is still required, you will be notified in the same manner until all outstanding items have been addressed.
- When the intake process is completed, the application status will be updated to **Update Received**. You will be notified by email confirming that your update has been successfully received and 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](mailto:appsubmissiontool@toronto.ca).