

## **Release Date: September 29, 2025**

What's new in the Application Submission Tool (AST)?

The City of Toronto has launched a new feature in the [Application Submission Tool \(AST\)](#) that enables applicants to resubmit development applications directly through the platform, provided the application was originally submitted through AST. This replaces the previous process of requesting secure GoAnywhere links and manual document transfers, resulting in a more efficient and user-friendly experience for applicants.

Key improvements include:

Now accepted through the AST:

- Updates following the receipt of a Notice of Incomplete Application and resubmissions following a detailed review are now accepted directly through the AST, provided they were originally submitted through the tool.
- Applicants will receive a comprehensive comment set from commenting partners.
- Applicants will submit updates and resubmissions as one complete package with all revised materials for review by City staff.
- The Resubmission Form has been updated and streamlines the previous Resubmission Form, Detailed Revision List and Cover Letter.

Please note:

At this time, the following items are not yet supported in the AST:

- Resubmissions for Rental Housing Demolition & Conversion and Telecommunications Towers.
- Resubmissions for applications not originally submitted via the AST.
- Submissions to clear condition(s) post-decision

## **Release Date: July 01, 2025**

What's New in the Application Submission Tool (AST)?

As part of ongoing improvements, the AST has been updated to enhance the accuracy and ease of submitting *Draft Plan of Condominium* and *Site Plan Control* applications. These changes support correct categorization of your applications.

Draft Plan of Condominium (CD) Applications

## 1. New Subtype Added: Exemption

Applicants can now select “Exemption” from the subtype list when submitting a Draft Plan of Condominium application.

**Application Submission Tool - Step 1: New Application**

Progress: New Application (Active), Address, Save Draft, Add People, Add Application Documents, Add Supporting Documents

**Start a new application**

Please choose the application type(s) that you are applying for:  
The following application types may be combined: OPA and ZBA.

- Official Plan Amendment (OPA)
- Zoning By-law Amendment (ZBA)
- Draft Plan of Subdivision (SB)
- Site Plan Control (SA)
- Draft Plan of Condominium (CD)
- Part Lot Control Exemption (PL)
- Telecommunications Tower (TT)
- Rental Housing Demolition & Conversion (RH)

Choose the subtype related to the Draft Plan of Condominium application that you are applying for:

- Amendment to Approved Plan of Condominium
- Common Elements
- Exemption
- Leasehold
- Phased
- Rental Conversion
- Standard
- Vacant

**Note: Permission to reproduce and use application documents**  
As an applicant, you grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review. As an applicant you agree to provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.  
[Learn more about building applications?](#)

Buttons: Cancel, Next

## 2. NOAC Validation (for Standard and Common Elements Subtypes)

A new field with the question below is displayed when the “Standard” or “Common Elements” subtype is selected:

*“Have you received a Notice of Approval with Conditions (NOAC) for a Site Plan Control Application related to this property?”*

Depending on your answer:

- If Yes, you must enter the Site Plan Control application number, which will be validated.
- If No, you can proceed without entering further information.

**Application Submission Tool - Step 1: New Application** Home

New Application   
 Address   
 Save Draft   
 Add People   
 Add Application Documents   
 Add Supporting Documents

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**Start a new application**

**Please choose the application type(s) that you are applying for:**  
*The following application types may be combined: OPA and ZBA.*

<input type="radio"/> Official Plan Amendment (OPA)	<input checked="" type="radio"/> Draft Plan of Condominium (CD) ✓
<input type="radio"/> Zoning By-law Amendment (ZBA)	<input type="radio"/> Part Lot Control Exemption (PL)
<input type="radio"/> Draft Plan of Subdivision (SB)	<input type="radio"/> Telecommunications Tower (TT)
<input type="radio"/> Site Plan Control (SA)	<input type="radio"/> Rental Housing Demolition & Conversion (RH)

**Choose the subtype related to the Draft Plan of Condominium application that you are applying for:**

<input type="radio"/> Amendment to Approved Plan of Condominium ✓
<input checked="" type="radio"/> Common Elements
<input type="radio"/> Exemption
<input type="radio"/> Leasehold
<input type="radio"/> Phased
<input type="radio"/> Rental Conversion
<input type="radio"/> Standard
<input type="radio"/> Vacant

**Have you received a Notice of Approval with Conditions (NOAC) for a Site Plan Control Application related to this property?**

Yes ✓  
 No

**Enter your Site Plan Control application file number**  
*You can find your file number in correspondence from City staff related to your Site Plan Control Application, such as the Notice of Complete or Incomplete Application letters, Application Comments or the Notice of Approval with Conditions document.*  
*Example: 25 105204 ESC 20 SA*

## Site Plan Control (SA) Applications

### 3. New Subtype Added: Administrative

Applicants can now select “Administrative” from the subtype list when submitting a Site Plan Control application.

- Requires valid Site Plan Control application number.
- Once validated, an optional field is displayed to input the Instrument Number.

### Application Submission Tool - Step 1: New Application

Transit AST Applicant Logout

New Application Address Save Draft Add People Add Application Documents Add Supporting Documents

**Start a new application**

Please choose the application type(s) that you are applying for:  
*The following application types may be combined: OPA and ZBA.*

<input type="radio"/> Official Plan Amendment (OPA)	<input type="radio"/> Draft Plan of Condominium (CD) ✓
<input type="radio"/> Zoning By-law Amendment (ZBA)	<input type="radio"/> Part Lot Control Exemption (PL)
<input type="radio"/> Draft Plan of Subdivision (SB)	<input type="radio"/> Telecommunications Tower (TT)
<input checked="" type="radio"/> Site Plan Control (SA)	<input type="radio"/> Rental Housing Demolition & Conversion (RH)

Choose the subtype related to the Site Plan Control application that you are applying for:

<input type="radio"/> Standard	<input checked="" type="radio"/>
<input type="radio"/> Amendment	
<input checked="" type="radio"/> Administrative	

**Enter your Site Plan Control application file number**  
*You can find your file number in correspondence from City staff related to your Site Plan Control Application, such as the Notice of Complete or Incomplete Application Letters, Application Comments or the Notice of Approval with Conditions document.*  
*Example: 25 105004 ESC 20 SA*

25 106813 SITE 12 SA

**Selected Address**  
 16 ACACIA RD M4S 2K4

Please enter the instrument number (optional)  
*You can find the instrument Number on the first page of the Site Plan Agreement*

#### 4. Document Requirements

For Site Plan Control – Administrative subtype:

- Mandatory: Cover Letter, Application Form, Fee Schedule
- Optional: Survey Plans, Project Data Sheet

### Application Submission Tool - Step 3: Add Application Documents

Transit AST Applicant Logout

Address Add People Add Application Documents Add Supporting Documents

**Application Documents**

The following documents are required for your submission.  
 For information on file format and naming of files, please refer to the [Planning Checklist \(PDF\)](#).

0 Files Attached

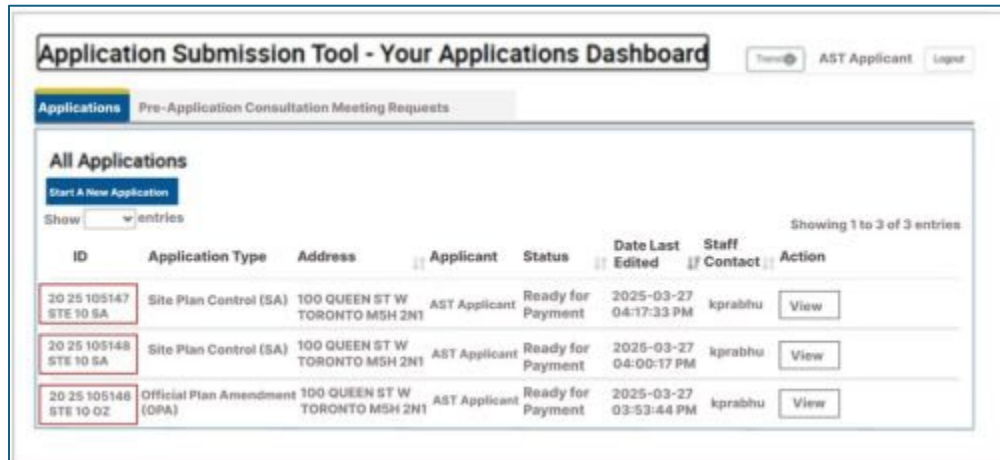
Document Name	
Application Form	<input type="button" value="Attach"/>
Cover Letter	<input type="button" value="Attach"/>
Fee Schedule	<input type="button" value="Attach"/>

These changes are designed to guide you through a more accurate submission process while helping City staff correctly categorize and process your application.

**Release date: April 4, 2025**

AST Dashboard now displays Folder Number for enhanced tracking

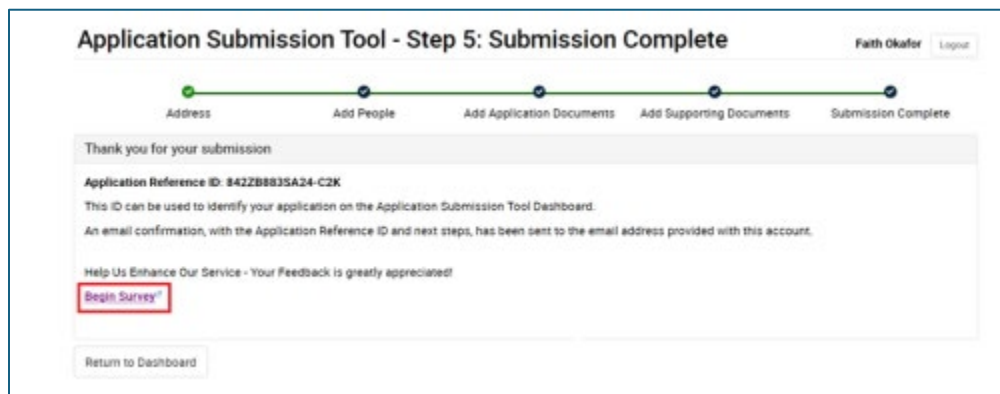
The Application Submission Tool (AST) dashboard will now display the Folder Number (Application Number) instead of the AST Reference ID once the application is technically inputted and the status is updated to “Ready for Payment.” The folder number enables easy tracking of your application status as it is centralized across all City systems for seamless monitoring.



**Release date: December 2, 2024**

New Way to Share Feedback

Once you’ve submitted your application, you can now share feedback about your experience and make suggestions in an online survey. Select the Begin Survey button to access the survey. Your input will help us better understand your needs and enhance your overall experience.

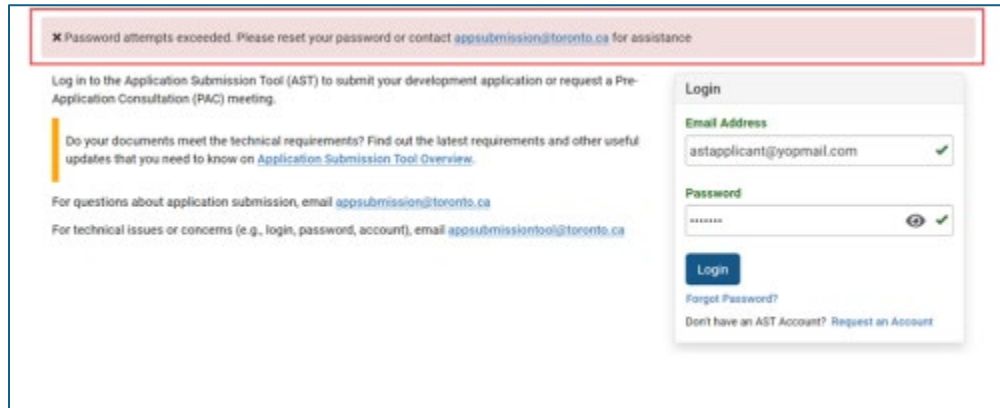


Project Data Sheet Requirement Removed

For “Lifting the Hold” sub types, submitting a project data sheet is no longer required. This simplifies the process and reduces your administrative burden.

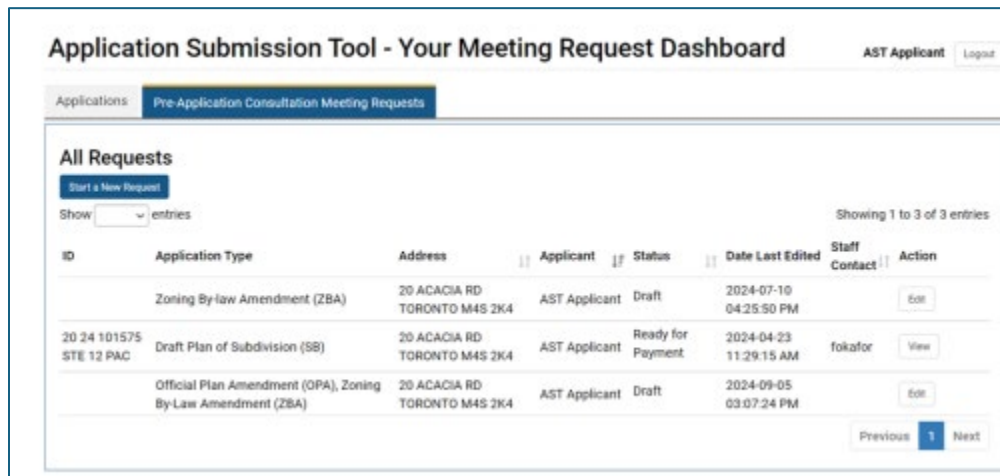
### Enhanced Password Reset Messaging

If you exceed the maximum number of password attempts, clear instructions and next steps are now provided to help you regain access to your account.



### Updated PAC dashboard Layout

The PAC dashboard has been revised for better usability and readability. It now mirrors the Applications dashboard.



### Character Count for Large Text Boxes

Visible character counters have been added to large text boxes to help you stay within required limits.

### AODA Compliance Fix

Accessibility improvements have been made to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA). These updates enhance usability for you and all users, including those with disabilities.

**Release date: July 12, 2024**

Improved Pre-Application Consultation (PAC) Management

In response to Bill 185: Cutting Red Tape to Build More Homes Act (enacted June 6, 2024), the Application Submission Tool has been updated to reflect changes in mandatory PAC requirements. This update allows you to submit the following development applications without a PAC folder number: [Official Plan Amendment](#) (OPA), [Zoning By-law Amendment](#) (ZBA), [Draft Plan of Subdivision](#) (SB), [Site Plan Control](#) (SPC).

The City strongly encourages you to consider requesting a voluntary PAC meeting before submitting OPA, ZBA, SB, or SPC applications. PAC meetings provide a valuable forum for discussing your development proposal with the community and City staff.

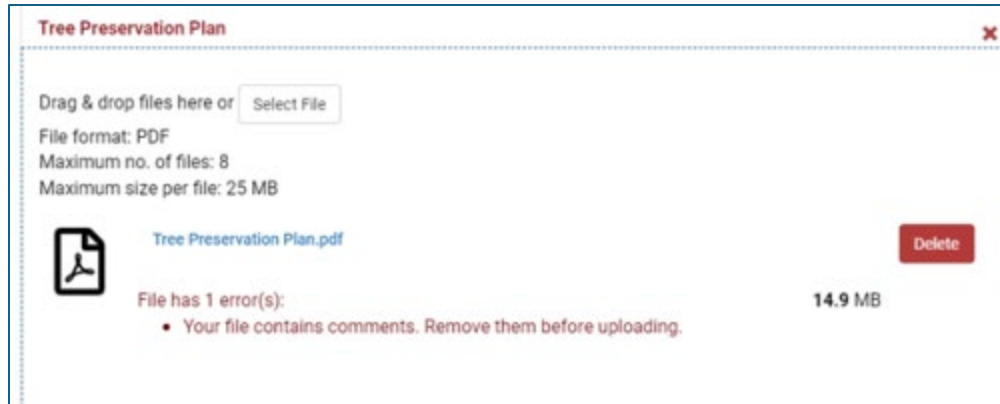
To learn more about requesting a voluntary PAC meeting and accessing the Planning Application Checklist, please refer to the City's [Development Guide](#).

Note: City staff will not issue a Planning Application Checklist unless you have completed a voluntary PAC meeting with the City.

PDF Inspection Tool

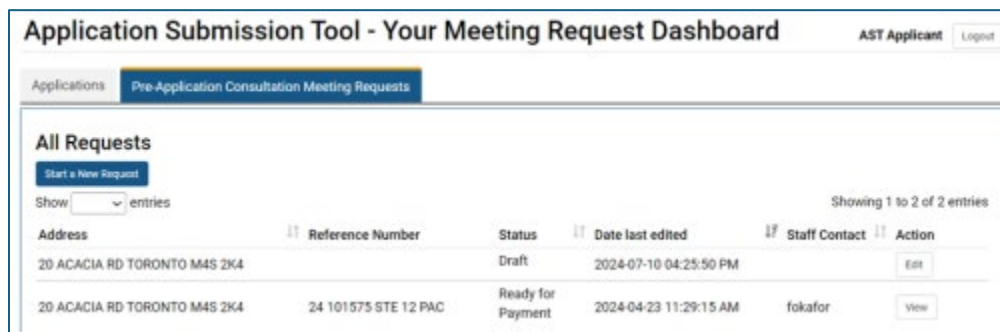
To enhance efficiency and ensure that all PDF documents submitted via the Application Submission Tool (AST) are accessible and error-free, the City has introduced a PDF Inspection Tool. This tool automates the inspection of PDF documents by checking for accessibility (password-protected or corrupt files), metadata, annotations (comments), and filename compliance. These features significantly reduce delays and minimize errors during the review process.

If any of these issues are detected, you will be notified immediately so that you can make necessary corrections before submission as indicated below.



### Improved Dashboard Navigation: Enhanced Tab Selection

We've improved how you switch between the “Applications” and “Pre-Application Consultation Requests” tabs. Now, the active tab is visually clearer, making navigation faster and less confusing.



### Improved Pre-Application Consultation (PAC) Form

The PAC application form has been updated to collect Gross Floor Area (GFA) instead of Ground Floor Area (GFA).

This change ensures we gather the most accurate information about your development proposal, allowing for a more comprehensive PAC meeting.

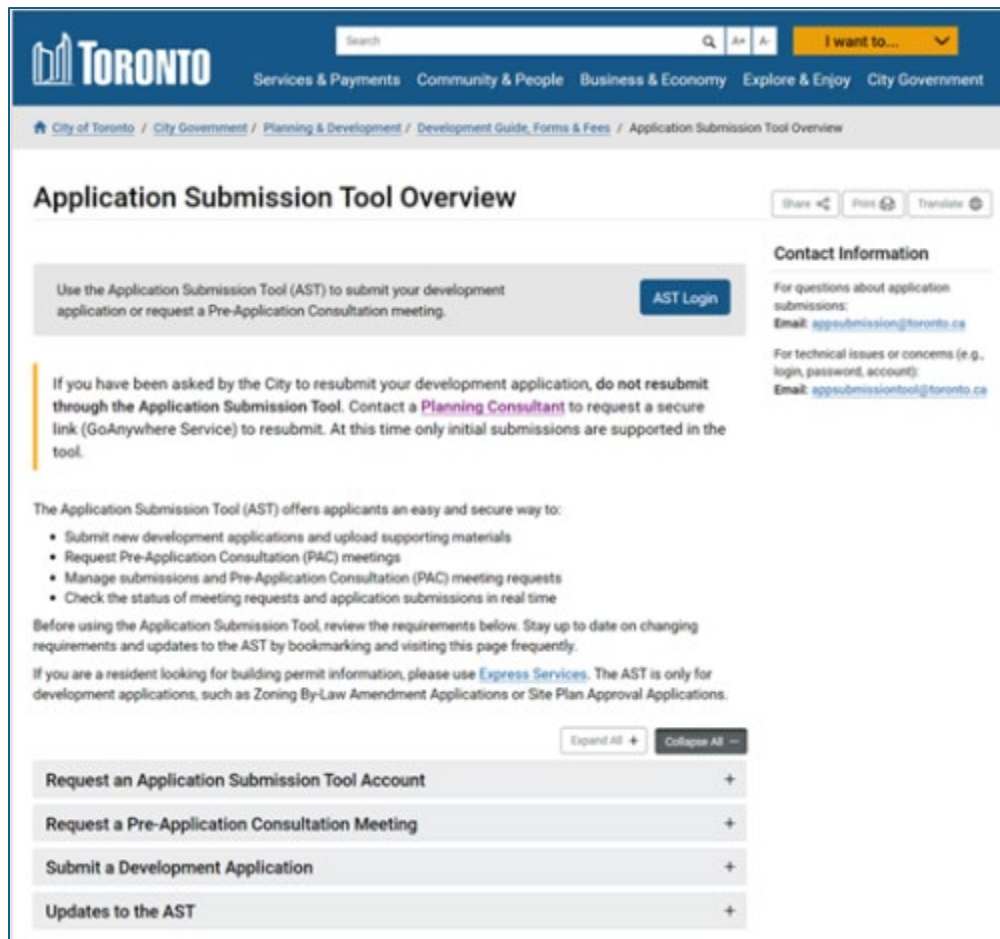
Gross Floor Area (m <sup>2</sup> )			
Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Gross Floor Area (m <sup>2</sup> )			
Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Residential Gross Floor Area (m <sup>2</sup> )			
Existing	Retained	Proposed	Total (Retained + Proposed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Release date: June 24, 2024**

### AST Overview Page

The City has launched a new [AST Overview Page](#), your one-stop place for everything related to the Application Submission Tool! This dedicated web page provides users with a centralized location to access all the information they need for a smooth and efficient application submission process.

Stay informed by bookmarking the [AST Overview Page](#), where you will find information and the latest updates and changes related to the tool. You can also access a comprehensive library of FAQs and guides that address common challenges you might face while using the tool.



## Release date: April 26th, 2024

### Automatic Intake Process Update

We've made it easier to track your application status. When your application or PAC status is updated to "Intake Complete," this change is now automatically reflected in AST, ensuring your application status is more accurate. You'll also receive notifications to inform you of the next steps, keeping you well-informed throughout the pre- resubmission process.

### Special Character Support

You can now include special characters in business names and reference numbers during application registration, enhancing flexibility and usability.

### Bug Fixes

Resolved an issue that prevented "Zoning by Law – Lifting the Hold" application types from advancing to the next page.

**Release date: January 29, 2024**

**PAC – New Mandatory Sections**

Additional zoning-related questions have been added to the PAC meeting request form in the “Property Information” and “Proposal Information” sections. You are required to provide details on the property’s current and intended zoning designation and identify the scale and scope of the proposal. This ensures that City staff have a clear overview of the proposed development application, which enhances the quality of discussion and advice provided through the PAC process.

**1. Property Information**

**Property information**

Please provide the following zoning information. This information can be obtained from the City's [interactive zoning map](#)

**Is the site subject to city-wide Zoning By-law 569-2013?**

Yes  
 No

**Is the site subject to a Former Municipal Zoning By-law, and city-wide Zoning By-law 569-2013 does not apply?**

Yes  
 No

**What is the current zoning on this site? If not subject to Zoning By-law 569-2013, please include the zoning for any Former Municipal Zoning By-Laws, if it is accessible online.**

**Is the site subject to any Prevailing By-laws and/or Prevailing Sections? If 'yes', please list all applicable prevailing by-laws and/or prevailing sections**

Yes  
 No  
 Not Sure

**2. Proposal Information**

Does the application propose to rezone the site to a different zone?

Yes  
 No  
 Not Sure

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Does the application include any of the following?

**a. Development on multiple blocks**

Yes  
 No

**b. Infill development with retention of existing buildings**

Yes  
 No

**c. Development with split zoning (proposed zoning includes more than one zone category for the site)**

Yes  
 No

**d. Site is subject to an area-based zoning by-law**

Yes  
 No  
 Not Sure

**e. Development requiring phased construction**

Yes  
 No

**Release date: October 20, 2023**

#### Additional Application Documents

To enhance the quality of your submission materials, six new attachment types have been introduced in the tool. Please use the new attachment types to upload your relevant documents on the Supporting Documents page. They are:

- Concept Site and Landscape Plan
- Methane Gas Study
- Public Utilities Plan
- Simplified Report Graphics
- Soil Volume Plan
- Subdivision Concept Plan

#### Application Document Update

In anticipation of [upcoming changes](#) to the Transportation Impact Study Terms of Reference, the Loading Study, Parking Study and Traffic Operations Assessment attachment types have been consolidated into the Transportation Impact Study attachment type. Moving forward, any documents related to these studies should be uploaded within the consolidated attachment.

## PAC – Mandatory Describe Location

The “Describe Location” field is now a mandatory field when requesting a PAC meeting. Please provide detailed information about the location or property address you wish to discuss. This ensures City staff have a clear overview of all properties under consideration, which enhances the quality of discussion and advice provided through the PAC process.

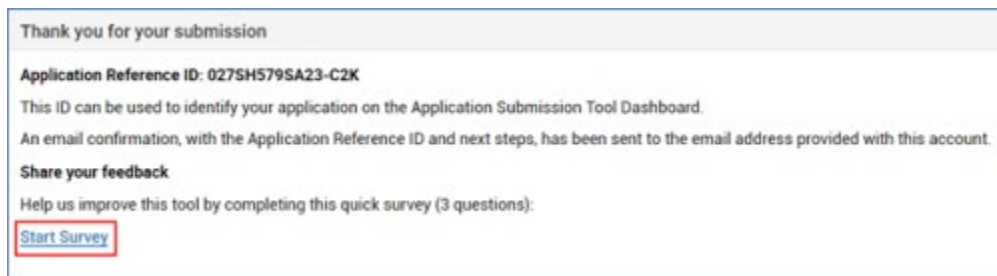
## Mandatory Heritage Section

The Heritage Section is now mandatory. In addition, applicants will now be required to identify whether a Heritage Consultant has been retained.

## Your Feedback Matters

You now have the opportunity to provide feedback whenever you submit an application or a meeting request. You can click on the Start Survey link to provide feedback about your experience with the tool.

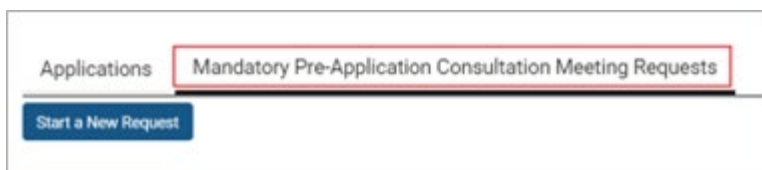
This is to help us improve your experience using the tool and to make informed product-development decisions.



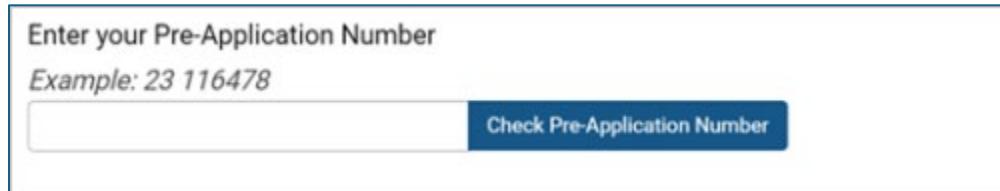
## Release date: April 3, 2023

With the introduction of Mandatory Pre-Application Consultation meetings at the City of Toronto, a feature has been added to the AST enabling you to request meetings directly in the tool. This new functionality eliminates the need for you to complete the PDF form and email the City a PDF package with your documents. Instead, you will submit all information needed for a meeting using the AST. At the top of the AST screen, you will find a tab to submit requests for Pre-Application Consultation meetings.

To learn more about Mandatory Pre-Application Consultation (PAC) and how to submit a request for a PAC meeting, visit City Planning’s [Pre-Application Consultation](#) page.



During Application Submission, if you are submitting any of the application types that require a Mandatory Pre-Application Consultation meeting, you will now need to enter the PAC Folder Number (e.g., 12 34 567890 APP 00 PAC) you received as part of your meeting request.

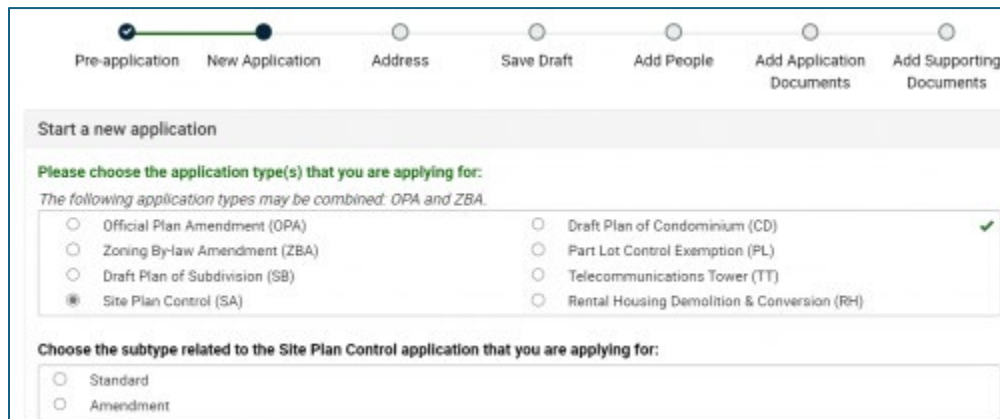


The screenshot shows a web form with the heading "Enter your Pre-Application Number". Below the heading is an example: "Example: 23 116478". There is a text input field and a blue button labeled "Check Pre-Application Number".

**Release date: January 4, 2023**

The Site Plan Application is Now a Standalone Application Type

To improve the review process for the Site Plan Application in line with the Bill 109 policy change, the Site Plan Application type will now be a standalone application and will no longer be combined with other applications.



The screenshot shows a progress bar at the top with steps: Pre-application, New Application, Address, Save Draft, Add People, Add Application Documents, and Add Supporting Documents. Below the progress bar is a section titled "Start a new application". It contains the instruction "Please choose the application type(s) that you are applying for:" and a note "The following application types may be combined: OPA and ZBA." There are two columns of radio button options: Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Draft Plan of Subdivision (SB), Site Plan Control (SA), Draft Plan of Condominium (CD), Part Lot Control Exemption (PL), Telecommunications Tower (TT), and Rental Housing Demolition & Conversion (RH). The "Site Plan Control (SA)" option is selected. Below this is another section titled "Choose the subtype related to the Site Plan Control application that you are applying for:" with two radio button options: Standard and Amendment.

**Update to the Temporary Password Expiration Message**

If you've received a temporary password enabling you to reset your password, but you're unable to change that temporary password before the seven-day expiration period, you'll see an on-screen notification of what you need to do to change your expired temporary password.

✘ Your temporary password has now expired. Please contact AST support to reset your password [appsubmissiontool@toronto.ca](mailto:appsubmissiontool@toronto.ca)

Sign in to access your account

Email Address

astapplicant@gmail.com ✓

Password

\*\*\*\*\*  ✓

Login

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Not registered? [Request an Account](#)