

☐ Toronto and East York
Toronto City Hall
100 Queen Street West
Toronto, Ontario
M5H 2N2
416-392-0413

☐ North York
North York Civic Centre
5100 Yonge Street
Toronto, Ontario
M2N 5V7
416-395-6446

☐ Scarborough
Scarborough Civic Centre
150 Borough Drive
Toronto, Ontario
M1P 4N7
416-396-7012

☐ Etobicoke York
Etobicoke Civic Centre
399 The West Mall
Toronto, Ontario
M9C 2Y2
416-394-8063

Please contact your district office for more detailed information about the application requirements and the Committee of Adjustment process.

Public Record Notice

The information collected from you in connection with this application constitutes a public record, in accordance with the Planning Act, section 1.0.1. This section of the Planning Act requires the Committee of Adjustment to make publicly available the information it collects for the purposes of minor variance applications (governed by section 45 of the Planning Act and Ontario Regulation 200/96) and applications for a consent to sever land (governed by section 53(2) and Ontario Regulation 197/96). Under section 27 of the Municipal Freedom of Information and Privacy Act, the privacy provisions of Part 2 of the Act do not apply to any information collected from you for this purpose. Questions about this collection can be directed to Manager of Continuous Improvement, Committee of Adjustment, located at 100 Queen Street West, 1st Floor, M5H 2N2 or by telephone at 416-454-9759. Credit card/payment information collected in connection with your application(s) will not be disclosed.

Reproduction and Distribution of Application Materials

The applicant acknowledges that the Committee of Adjustment or its agents ("Committee of Adjustment") may 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 either online or by other means for the purpose of application review and decision purposes. The Committee of Adjustment may make copies of any such document, or parts thereof, in paper and/or electronic form, for internal use and distribution to the public either online or by other means for the purposes of application review. The Committee of Adjustment will only publish Form B - Schedule to the Application Form on online platforms, in addition to any public comments received or other supporting materials provided.

Property Information

Address of Subject Land (Street Number/Name)		Official Plan Designation	
Zoning		Ward	
Legal Description			
Application Type: ☐ Minor Variance ☐ Consent ☐ Combined Minor Variance & Consent			

Registered Owner

Registered Owner of Subject Land (as it appears on the Deed/Transfer)		Email (Mandatory Entry)	
		Mailing Address	
Telephone number (area code + number)	City	Postal Code	

Applicant Information

Full Name of Applicant		E-mail (Mandatory Entry)
Applicant is: ☐ Owner ☐ Lawyer ☐ Architect ☐ Agent ☐ Contractor ☐ Planner ☐ Other Specify:		
Mailing Address	City	Postal Code
Telephone Number (area code + number)		

Authorization of Agent

I/We _____ authorize _____
(full name of owners) (name of agent/person authorized to sign application form)

to act as agent and sign the application form to the City of Toronto on my/our behalf for the property known as _____

(municipal address of property)

Signature: _____ Date (yyyy-mm-dd): _____

_____ Date (yyy-mm-dd): _____

Sworn Declaration

I,

Name and Company (full address and postal code)

Of

(solemnly declare):

☐ The information contained in this application and the information contained in the documents that accompany this application are true. This application does not include lands that may be owned by the City of Toronto

☐ This application does include lands that may be owned by the City of Toronto. *

☐ Signature of Applicant or Authorized Agent: _____

*Please Note: If this application includes any lands that may be owned by the City of Toronto, a letter of consent from the City of Toronto, in its capacity as landowner, must be requested from the City of Toronto's Director of Real Estate Services, Attention: Manager of Program and Policy Management. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with this application.

Application Requirements

The submissions apply to each Minor Variance and Consents Application that is filed.

Considerations prior to submitting an application:

- Please ensure that you have all materials listed below, where applicable, prior to submitting your application(s).
- Only complete applications will be accepted and scheduled for hearings generally on a first come, first serve basis.
- We do not reserve spaces on public hearing agendas.
- Applications are to be submitted digitally (i.e., pdf, each less than 10mb) by email to bldapplications@toronto.ca. Please include the property address in the subject line.

Pre-Application Inquiry:

- Prior to submitting an application to the Committee of Adjustment (CoA), it is strongly recommended that you contact the district CoA office to discuss your proposal. CoA Staff provide process guidance only and do not determine application prematurity. All assessments of readiness or prematurity to proceed to a public hearing are made by the Community Planner/Planning Consultant. The Committee of Adjustment will make a decision on your Minor Variance or Consent Application if your property is subject to one or more of the three required areas outlined below:

Site Plan Control:

- If the subject property requires Site Plan Approval (refer to your Zoning Certificate or Preliminary Project Review, if applicable), it is strongly recommended that you first file a Site Plan Control Application with Toronto Building. Once the first round of Site Plan Control comments have been received, the assigned Community Planning staff will confirm if it is appropriate to proceed with a Committee of Adjustment application to a public hearing for a decision. To avoid potential delays with the submission of a premature application, concurrence with Community Planning Staff on when to submit the application is highly recommended.

Heritage:

- If the subject property is included in the Heritage Register, it is strongly recommended that you contact Heritage Planning staff at 416-391-1975 or at heritageplanning@toronto.ca to discuss your proposal. Heritage Planning reviews all Committee of Adjustment applications for properties that are included on the Heritage Register. To verify whether the subject property is included on the City's Heritage Register, please complete a search on the City's website at Heritage Register.

Toronto and Region Conservation Authority (TRCA):

- To verify whether the subject property is regulated by TRCA, please complete a Regulated Area Search on the TRCA website. If the subject property is TRCA regulated, prior to submitting an application to the Committee of Adjustment, contact TRCA at 416-661-6688, or at developmentplanning@trca.ca. General information about the planning and permit process can be found at: Planning Permits.

Fee Schedule Page

Fee Schedule – Effective January 1, 2026

Minor Variances

Additions and alterations to existing dwellings with 3 units or less:

Residential dwellings with 3 units or less:

All other residential, commercial, industrial or institutional:

*After the Fact Fee is applied when an Order to Comply (OTC) – Work No Permit – relevant to the application has been issued on any of the subject lands.

Regular Fee

After the Fact Fee*

\$2,228.98 = \$

\$4,457.96 = \$

\$5,011.08 = \$

\$10,022.16 = \$

\$6,485.59 = \$

\$12,971.18 = \$

\$

\$ 0.00

TOTAL \$ 0.00

Consent

Sever 1 lot into 2 (includes deed stamping) and/or establishment of new easement/right-of-way

\$8,080.65 = \$

Additional Fee for each additional lot created

\$6,561.48 = \$

Fee to sever multiple lot additions for the creation of one or more new lots (per existing lot)

\$4,040.33 = \$

Validation of Title, Technical Severance, leases, mortgage/discharge, re-establishing easements, lot additions:

\$2,275.91 = \$

TOTAL \$ 0.00

Total Fee for Minor Variance and Consent

TOTAL \$ 0.00

0.00

As set out in Chapter 441-4 of the City of Toronto Municipal Code, fees are adjusted every January 1st. Fees may be paid by credit card (American Express, MasterCard, or Visa) or Electronic Funds Transfer/Wire Transfer.

Payment by credit card is limited to a maximum of \$20,000.00. Any balance of payment may be paid by Electronic Funds Transfer/Wire Transfer.

The Committee of Adjustment Application Fee Refund Policy can be found on the [Committee of Adjustment webpage](#).