

☐ Toronto and East York
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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 O. Reg. 200/96) and applications for a consent to sever land (governed by section 53(2) and O. Reg. 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 the Manager of Continuous Improvement, Committee of Adjustment located on 100 Queen St. W, 1st Floor, at 416-454-9759. Credit card/payment information collected in connection your application(s) will not be disclosed.

Reproduction and Distribution of Application Materials

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Property Information

Address of Subject Land (Street Number/Name)		Official Plan Designation	
		Ward	
		Zoning	
Legal Description			
Dimensions of land affected			
Frontage (m)	Depth (m)	Area (m ²)	
Road Access:			
☐ Provincial Highway ☐ Municipal Street ☐ Public Lane ☐ Private Right-of-way			
Servicing: Municipal Water	Servicing: Municipal Sanitary Sewers	Servicing: Municipal Storm Sewers	Other (specify):
☐ Available ☐ Connected	☐ Available ☐ Connected	☐ Available ☐ Connected	

Date of acquisition of subject property: _____

Date of construction of existing buildings or structures on subject property: _____

Length of time existing uses have continued on the property: _____

Is the property the subject of any other current or previous planning application? ☐ Yes ☐ No

If yes, please provide the file number: _____

Has City Council listed and/or designated the property as having cultural heritage value? ☐ Yes ☐ No

Tree Information

Is the property subject to the Ravine By-law? ☐ Yes ☐ No

Is the property subject to the Private Tree By-law? ☐ Yes ☐ No

Please read below to determine the appropriate by-law for your property.

Ravine Protection By-law

If your property is located within or partially within a Ravine Protection Area, **you are required to apply to Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division** for a permit when doing any work that may injure or destroy a tree, or involves placing or dumping fill or refuse, or altering grade of land.

Private Tree By-law

Trees on private property having a diameter of 30 cm or greater are protected. It is unlawful to injure or destroy such trees without first obtaining a permit from Urban Forestry Services of the City of Toronto's Parks, Forestry & Recreation Division.

City Owned Trees

All trees situated on City owned property, including City road allowance and City owned parkland, are protected by City of Toronto by-laws. City owned trees are protected by City of Toronto's "Tree Protection Policy and Specifications for Construction Near Trees".

Call 416-338-TREE or visit www.toronto.ca/trees for more information

Tree Identification Requirements

- It is recommended that tree(s) location, species, diameter and condition are identified on plans.
- Plans should also identify which trees will be injured or removed.
- Submission of an arborist report or tree protection plan is also recommended to describe potential tree impacts.

Failing to identify tree(s) may result in delays, failure to issue or revocation of a building permit despite Committee of Adjustment approval.

If trees are not properly identified, your building permit could be delayed, denied, or even revoked — even if you've already received Committee of Adjustment approval.

Please visit www.toronto.ca/trees for further details.

Rental Information

1. Do the subject lands contain six (6) or more dwelling units? ☐ Yes ☐ No
2. Do the subject lands contain any residential rental dwellings (units or rooms)? ☐ Yes ☐ No
 - a. Number of rental units: _____
 - b. Number of rental rooms: _____
3. Will any residential tenants be displaced as a result of this application? ☐ ☐

Where tenants will be displaced as a result of the application, financial assistance for tenant(s) and/or a Rental Renovation License may be required.

If the subject lands contain residential rental dwelling units, a Rental Housing Demolition and Conversion Declaration of Use and Screening Form will be required with your submission. Please note that, if required, a Rental Housing Demolition and Conversion Application must be submitted as a companion application with a development application and a Committee of Adjustment or Building Permit Application.

Minor Variances

Existing uses/structures (including height and dimensions or floor area, if applicable):

Description of proposal (including height and dimensions or floor area, if applicable):

Building Setbacks:	Front Lot line (m)	Side Lot line (m)	Rear Lot line (m)
Existing:			
Proposed:			

Variances requested: ☐ Zoning review attached ☐ Applicants list of variances attached

Reason compliance with the Zoning By-law is not possible; or describe why the Zoning By-law cannot be met:

Related Applications (including file number(s)) OR Related Applications, including file number(s):

Has there been a site-specific rezoning to this property within two years of this application? ☒ Yes ☐ No

If yes, what is the By-law number?

Consents

Type and purpose of transaction:

- ☐ Conveyance – Total number of Lots:
☐ Lot Addition
 ☐ Easement/Right-of-way
 ☐ Mortgage/Discharge
 ☐ Lease
☐ Validation of Title
☐ Technical Severance
☐ Re-establish Easements

Conveyed lot:

Frontage: _____ m Depth: _____ m Area: _____ m²

Existing Use:

Proposed Use:

Transferee (if known):

Proposed easement/right-of-way:

Lot addition, identify the lands to which the parcel will be added:

Retained lot:

Frontage: _____ m Depth: _____ m Area: _____ m²

Existing Use:

Proposed Use:

Proposed easement/right-of-way:

Existing easements

Related Applications, include file number(s):