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|---|--|--|---|
| <input type="checkbox"/> Toronto and East York
Toronto City Hall
100 Queen Street West
Toronto, Ontario M5H 2N2
416-392-7539 | <input type="checkbox"/> North York
North York Civic Centre
5100 Yonge Street
Toronto, Ontario M2N 5B7
416-395-7000 | <input type="checkbox"/> Scarborough
Scarborough Civic Centre
150 Borough Drive
Toronto, Ontario M1P 4N7
416-396-7526 | <input type="checkbox"/> Etobicoke York
2 Civic Centre Court
Toronto, Ontario
M9C 5A3
416-394-8002 |
|---|--|--|---|

Application(s) for:

Check all applicable boxes

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Site Plan Control | <input type="checkbox"/> Part Lot Control Exemption |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Rental Housing Demolition & Conversion | Draft Plan of Condominium: | |
| <input type="checkbox"/> Telecommunication Tower | | <input type="checkbox"/> Common Elements/Vacant | <input type="checkbox"/> Standard/Phased/Leasehold |

Public Record Notice

Under The Planning Act, R.S.O. 1990, c. P. 13, s. 1.0.1, all information and material that is required to be provided to the City of Toronto respecting planning applications shall be made available to the public.

Acknowledgement of Public Information

The applicant grants 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. The applicant agrees 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.

Sign Requirements

Prior to the scheduling of a Public Meeting ensure that the posted sign reflects the current proposal.

File Number(s) _____

Date of Resubmission(yyyy-mm-dd)_____

Address of subject land (Street Number/Name)

Applicant Name (First, Last)		E-mail
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Planner <input type="checkbox"/> Architect <input type="checkbox"/> Lawyer <input type="checkbox"/> Agent <input type="checkbox"/> Contractor		
Mailing Address	City	Postal Code
Fax (area code + number)	Telephone (area code + number)	

Submission

The submission of the following will allow a more efficient and comprehensive review of your proposal and avoid any processing delays.

Required:

- Completed Resubmission/Revision Form DVD-RW * Detailed Revision List* Response to comments.

As Applicable: (Confirm with the Planner the number of copies required)

- Plans/Drawings Information/Studies Project Data Sheet

*Refer to page 3 – Submission Requirements

Development Approval Resubmission

SUBMISSION REQUIREMENTS

All resubmissions are to be submitted to the Planning Consultant in the applicable District. To avoid delays in submitting your resubmissions, we encourage you to schedule an appointment in advance by contacting the Planning Consultant directly:

Etobicoke York District

Brian van den Brink
Planning Consultant
bvanden@toronto.ca
416-394-8239

North York District

Andre Robichaud
Planning Consultant
arobich@toronto.ca
416-395-7531

Scarborough District

Theo Lawrence
Planning Consultant
tlawren@toronto.ca
416-396-7334

Toronto East York District

Daniel Papaconstantinou
Planning Consultant
dpapaco@toronto.ca
416-392-7601

All resubmissions must following the following format:



A: Paper Form

- Collate the plans/drawings into sets;
- The plans/drawings must be folded to 216mm x 356mm (8.5" x 14") with the title block exposed; and
- Plans/Drawings that are not folded will not be accepted



B: Digital Form

- Each Plan/Drawing must be grouped as one PDF file for each type, ie. Architectural, Civil, etc.;
- Plans/Drawings with multiple pages and sets must be combined into a single PDF file in the same order as the submitted paper document;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (See Naming Conventions below);
- Each information/study must be submitted as a separate PDF file, including the Project Data Sheet;
- All PDF files must be submitted on DVD-RW. For security reasons USB Drives or Flash Media is not allowed;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly;
- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later; and
- Each PDF file submitted must not exceed 100MB.

Naming Convention

- PDF file names must use underscores/abbreviations that describe the digital file and reference the subject property.

Examples:

- Architectural Plans_100main_st.pdf
- Civil & Utilities Plans_100main_st.pdf
- Survey Plans100main.pdf
- Parking_100main_st.pdf
- SunShadowStudy_100main_st.pdf
- SWMReport_100main_st.pdf



C: Detailed Revision List

- Attach a list of all revisions. Reference the revised drawing number and detail how you addressed each division's/agency's comments.