

Toronto and East York
 Toronto City Hall
 100 Queen Street West
 Toronto, Ontario M5H 2N2
 416-397-5330

North York
 North York Civic Centre
 5100 Yonge Street
 Toronto, Ontario M2N 5B7
 416-397-5330

Scarborough
 Scarborough Civic Centre
 150 Borough Drive
 Toronto, Ontario M1P 4N7
 416-391-1111

Etobicoke York
 2 Civic Centre Court
 Toronto, Ontario
 M9C 5A3
 416-397-5330

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 | | |
| <input type="checkbox"/> Telecommunication Tower | <input type="checkbox"/> Condominium Application | | |

Public Record Notice

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

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 USB/CD/DVD* Detailed Revision List*

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

Submitted Plans/Drawings

List all plans/drawings submitted with this resubmission. Drawing types with multiple drawing numbers can be grouped together. ie Landscape Plan Drawing Number L1-L10.

Drawing Type	Drawing Number(s)	Date (yyyy-mm-dd)

Information/Studies

List all information/studies and project data sheet submitted with this resubmission.

Type	Date (yyyy-mm-dd)



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.

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

- USB key must be compatible with windows (i.e. in Fat32 or NTFS format).
- CD/DVD or USB must only have the PDF files for the application, uncompressed (i.e. no zipped files) and no folders.
- 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;
- 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 25MB and not have any layers.

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.**