

Submission Instructions

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

All submissions must include a covering memo indicating all submitted materials along with either this Planning Application Checklist, OR the Pre-Application Consultation Checklist received from your Pre-Application meeting.

**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 and be flattened (i.e. no layers);
- 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 have no 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

Refer to the Developing Toronto website to review the Building Toronto Together: A Development Guide for more information regarding the submission requirements, and Procedures for Erecting Signs.

Applications For

- Official Plan Amendment* (OPA)
- Zoning By-law Amendment* (ZBA)
- Draft Plan of Subdivision* (SUB)
- Site Plan Control (SPA)
- Part Lot Control Exemption (PLC)

- Draft Plan of Condominium (CDM)
 - Leasehold
 - Freehold
 - Standard
 - Phased
 - Common Elements*
 - Vacant Land*

* These applications require the posting of a sign, go to Planning Application Signs for requirements.

All application submissions shall include the specified number of hard copies and 1 DVD/CD or USB key containing all the materials saved as PDF files. Refer to the detailed submission instructions on Page 1 for digital naming conventions and paper submission requirements.

Information/Studies Submitted with Application

2 paper copies, unless noted otherwise, and 1 digital copy:

Indicate all materials provided by checking all applicable boxes from the listings below:

City Planning

- Draft Official Plan Amendment (text and schedule)(OPA)
- Draft Zoning By-law Amendment (text and schedule) (ZBA)
- Computer Generated Building Mass Model (OPA,ZBA,SPA)
- Community Services and Facilities Study (OPA,ZBA,SUB)
- Architectural Control Guidelines (ZBA,SUB,SPA)
- Housing Issues Report (OPA,ZBA,CDM)
[Also required as part of Rental Housing Demolition and Conversion Application]
- Natural Heritage Impact Study (OPA,ZBA,SUB,SPA)
- Toronto Green Standard Checklist (ZBA,SUB,CDM,SPA)
- Tier 1 (Mandatory) **
- Tier 2,3,4 (Voluntary) ***
** See Energy Efficiency Report Requirement & Modelling Guidelines (SPA): TGS Version 2 and TGS Version 3
*** To enroll in Tier 2,3,4 contact
Environmental Planning sustainablecity@toronto.ca
- Archaeological Assessment (OPA,ZBA,SUB,SPA)
- Planning Rationale (OPA,ZBA,SUB,CDM)
- Pedestrian Level Wind Study (ZBA,SPA)
- Avenue Segment Review (OPA,ZBA)
- Sun/Shadow Study (ZBA,SPA)
- Urban Design Guidelines (ZBA,SUB,SPA)
- Accessibility Design Standards Checklist (SUB,CDM,SPA)

- Vibration Study (ZBA,SUB,SPA)
- Heritage Impact Assessment/Conservation Strategy (OPA,ZBA,SUB, SPA)
- Noise Impact Study (ZBA,SUB,SPA)
- Public Consultation Strategy Report (OPA,ZBA,SUB,CDM [Vacant Land])
- Energy Strategy (OPA, ZBA,SUB)

Engineering & Construction Services

- Loading Study (ZBA,SPA)
- Parking Study (ZBA,CDM,SPA)
- Traffic Operations Assessment (ZBA,SUB,SPA)
- Transportation Impact Study (OPA,ZBA,SUB,SPA)
- Geotechnical Study/Hydrological Review (ZBA,SUB,SPA)
- Stormwater Management Report (ZBA,SUB,CDM,SPA)
- Servicing Report (ZBA,SUB,CDM,SPA)
- Environmental Impact Study (OPA,ZBA,SUB,SPA)
- Contaminated Site Assessment (OPA,ZBA,SUB,SPA)

Urban Forestry Services

- Arborist/Tree Preservation Report (ZBA,SUB,CDM,SPA)

Plans Submitted with Application

7 paper copies, unless noted otherwise, and 1 digital copy:

Survey Plans

- | | |
|---|---|
| <input checked="" type="checkbox"/> <u>Boundary Plan of Survey</u> (All Applications) | <input type="checkbox"/> <u>Draft Plan of Subdivision</u> (SUB) |
| <input checked="" type="checkbox"/> <u>Topographical Survey</u> (All Applications) | <input type="checkbox"/> <u>Draft Plan of Condominium</u> (CDM) |

Architectural Plans

- | | |
|--|--|
| <input checked="" type="checkbox"/> <u>Context Plan</u> (All Applications) | <input checked="" type="checkbox"/> <u>Site Plan</u> (OPA,ZBA,SPA) |
| <input checked="" type="checkbox"/> <u>Underground Garage Plan(s)</u> (ZBA,SPA) | <input checked="" type="checkbox"/> <u>Roof Plan</u> (SPA) |
| <input checked="" type="checkbox"/> <u>Site and Building Elevations</u> (ZBA,SPA) | <input checked="" type="checkbox"/> <u>Floor Plan(s)</u> (ZBA,SPA) |
| <input type="checkbox"/> <u>1:50 scale Detailed Colour Building Elevations</u>
(greater than or equal to 5 Storey (SPA) | <input checked="" type="checkbox"/> <u>Site and Building Sections</u> (ZBA,SPA) |
| <input type="checkbox"/> <u>Subdivision Concept Plan</u> (SUB) | <input checked="" type="checkbox"/> <u>Perspective Drawing</u> (4000m ² or greater) (SPA) |

Civil & Utilities Plans

- | | |
|---|--|
| <input type="checkbox"/> <u>Site Grading Plan</u> (SPA,SUB) | <input type="checkbox"/> <u>Construction Management Plan</u> (SPA) |
| <input type="checkbox"/> <u>Erosion/Sediment Control Plan</u> (SPA) | <input type="checkbox"/> <u>Public Utilities Plan</u> (SPA,SUB) |

Landscape & Lighting Plans

- | | |
|---|---|
| <input checked="" type="checkbox"/> <u>Tree Preservation Plan</u> (ZBA,SPA,SUB) | <input checked="" type="checkbox"/> <u>Concept Site and Landscape Plan</u>
(OPA,ZBA) |
| <input type="checkbox"/> <u>Landscape & Lighting Plan</u> (SPA) | |

Electromagnetic Field Management Plan

- Electromagnetic Field (EMF) Management Plan (OPA,ZBA,SUB)

Design Guidelines, By-laws, Standards, Requirements that may inform the application:

- Design Guidelines by Building Type, Area-Specific, Streetscape and Public Space, Environmental, Public Art, and Healthy Communities
- Toronto Green Standard, including Green Roofs and the Green Roof By-law
- Housing Related Requirements, including the Rental Housing Demolition and Conversion By-law
- Section 37 Benefits
- Development Infrastructure Policy and Standards (DIPS)

Advisory Comments

City Owned Property

- If the City of Toronto has been identified as the owner of any of the lands described in the application, a letter of consent from the City of Toronto, in its capacity as land owner, must be requested from the City of Toronto's Director of Real Estate Services, Contact: Manager of Policy & Program Management. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with the application.

Municipal Numbering

- Different kinds of developments need different kinds of municipal addressing or municipal numbering. In particular, those developments that result in new properties that do not have a municipal number. See Municipal Numbering Application Form. This application form may be e-mailed or mailed to the City of Toronto, Land and Property Surveys, as indicated on the form.

Subject: RE: 145 Wellington Street West
Date: Wednesday, April 10, 2019 at 11:43:20 AM Eastern Daylight Time
From: Susan Mcalpine
To: Mike Dror

Hi Mike,
Sorry about that. A Housing Issues report is not required. However, we would like you to include perspectives and a roof plan.

Thanks
Sue

From: Mike Dror [mailto:mdror@bousfields.ca]
Sent: April-09-19 9:34 PM
To: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Subject: Re: 145 Wellington Street West

Hi Susan,

I just realized I never received a response on this. Could you please get back to me to confirm that a Housing Issues Report is not required, given there are no dwelling units on site. In addition, you checked off a roof plan and perspective drawings, both of which are SPA requirements. Can you please confirm those are not required for Rezoning?

Thanks,

Mike

Mike Dror, MCIP RPP
Associate
Bousfields Inc.
416-947-9744 x241

From: Mike Dror <mdror@bousfields.ca>
Date: Friday, March 8, 2019 at 3:06 PM
To: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Subject: Re: 145 Wellington Street West

Hi Susan,

I just wanted to follow up on my email below.

Thank you, and have a good weekend.

Mike Dror, MCIP RPP
Associate
Bousfields Inc.
416-947-9744 x241

From: Mike Dror <mdror@bousfields.ca>
Date: Monday, March 4, 2019 at 11:37 PM
To: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Subject: Re: 145 Wellington Street West

Hi Susan,

Thank you very much for providing the checklist. A couple questions though. First, you checked off a Housing Issues Report, but there are no dwelling units on site. Second, you checked off a roof plan and perspective drawings, both of which are SPA requirements.

Can you please confirm that those 3 items are actually required?

Mike Dror, MCIP RPP
Associate
Bousfields Inc.
416-947-9744 x241

From: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Date: Friday, March 1, 2019 at 12:41 PM
To: Mike Dror <mdror@bousfields.ca>
Subject: RE: 145 Wellington Street West

Hi Mike,
Attached is an application checklist. A couple of things.

1. For the Plans on Page 3 please submit 2 copies, not 7 as noted on the checklist.
2. In addition to the reports identified on Page 2 please add a Complete Community Assessment as per Section 5.2 of the Downtown Plan. The requirements for the Assessment can be found in the Development Guide in with the Terms of Reference for the Planning Rationale.

If you have any questions please let me know.
Thanks
Sue

From: Mike Dror [<mailto:mdror@bousfields.ca>]
Sent: March-01-19 10:16 AM
To: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Cc: Willie Macrae <Willie.Macrae@toronto.ca>; Russell Fleischer <russell@turnerfleischer.com>; Peter Smith <psmith@bousfields.ca>; Matthew Kingston <MKingston@primarisreit.com>
Subject: Re: 145 Wellington Street West

Hi Susan,

When you get a chance, could you please get back to us with the complete application checklist?

All the best,

Mike

Mike Dror, MCIP RPP
Associate
Bousfields Inc.
416-947-9744 x241

From: Mike Dror <mdror@bousfields.ca>
Date: Thursday, February 14, 2019 at 9:09 AM
To: Susan Mcalpine <Susan.Mcalpine@toronto.ca>
Cc: Willie Macrae <Willie.Macrae@toronto.ca>, Russell Fleischer <russell@turnerfleischer.com>, Peter Smith <psmith@bousfields.ca>, Matthew Kingston <MKingston@primarisreit.com>
Subject: Re: 145 Wellington Street West

Hi Susan,

Just following up on the email below. We have a pretty good idea of what will be required for the submission, but would love to get a checklist from you soon so that we can confirm the client has retained all the necessary consultants.

Thanks!

Mike

From: Mike Dror
Sent: February 7, 2019 12:19:41 AM
To: Susan Mcalpine
Cc: Willie Macrae; Russell Fleischer; Peter Smith; Matthew Kingston
Subject: 145 Wellington Street West

Hi Susan,

Thank you again for meeting with us on January 25th and providing valuable feedback. I was hoping to receive

a complete application checklist from you. I know we touched on it in the meeting, but I just wanted to make sure you were going to provide one. If not, could you? We would like to ensure we have all the necessary consultants retained.

Best,

Mike

--

Mike Dror, MCIP RPP

Associate

Bousfields Inc.

3 Church Street, Suite 200
Toronto, Ontario M5E 1M2

Phone: 416-947-9744 x241

Fax: 416-947-0781

Email: mdror@bousfields.ca

Website: www.bousfields.ca

Please consider the environment before printing this email.

The information contained in this transmission is confidential and may be privileged. It is intended for the uses of the individual to whom or entity to which it is addressed. If you received this transmission in error, please notify us immediately, and delete it from your system. Thank you for your co-operation.

Subject: RE: Submission Requirements - 145 Wellington Street West
Date: Friday, August 16, 2019 at 3:31:16 PM Eastern Daylight Time
From: Peter Raynes
To: Ben Abbott, Greg Whitfield
CC: Mike Dror
Attachments: image002.jpg

Hi Ben,

It's the same in all districts: 2 hard copies of plans and drawings, zero ("0") hard copies of studies and reports, PDFs of all documents.

Thanks,
Peter

Peter Raynes

Manager, Customer Service | TEY District
Main Floor West | 100 Queen Street West
Toronto, ON M5H 2N2
T (416) 392-4945

From: Ben Abbott [mailto:babbott@bousfields.ca]
Sent: August-16-19 3:25 PM
To: Peter Raynes <Peter.Raynes@toronto.ca>; Greg Whitfield <Greg.Whitfield@toronto.ca>
Cc: Mike Dror <mdror@bousfields.ca>
Subject: Submission Requirements - 145 Wellington Street West

Hi Peter,

Further to my voicemail, can you please confirm that only 2 copies of Plans are required for rezoning submissions downtown, and that only digital copies are required for the reports?

Many Thanks,

Ben Abbott
Planner

Bousfields Inc. 
3 Church Street, Suite 200 | Toronto, ON | M5E 1M2
Tel: 416-947-9744 Ext. 259 | Fax: 416-947-0781
E-mail: babbott@bousfields.ca