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June 28, 2024

**Re: Mandatory Pre-Application Consultation Comments**  
Pre-Application No.: 24 136894 STE 10 PAC  
145 Wellington Street West and 53-55 Simcoe Street  
Ward 10 – Spadina – Fort York

Proposal: 65-storey mixed-use building with retail at grade and residential uses above. It is noted that the site was the subject of a previous Zoning By-law amendment application (File # 19 210278 STE 10 OZ). The previous application proposed a 60-storey (213 metres) mixed-used building including office, retail and residential uses. A total gross floor area of 51,615 square metres of which 14,450 square metres was proposed for non-residential uses. The previous Zoning By-law amendment application was approved by City Council on July 19, 2022 (By-law 1015-2022).

City Planning and relevant commenting partners have reviewed the following materials submitted in respect of the above Mandatory Pre-Application Consultation Meeting request received on April 16, 2024.

<b>Name of Plan/Document</b>	<b>Prepared by</b>	<b>Date</b>
Architectural Plans	Turner Fleischer	April 10, 2024
Sun Shadow Study	Turner Fleischer	April 5, 2024
Renderings	Partisans	No date
Cover Letter	Bousfields Inc.	April 15, 2024
Setback Study	Turner Fleischer	March 26, 2024
Zoning Comparison	Turner Fleischer	April 5, 2024

The materials submitted above form the PAC Documents referred to in these Comments. These Mandatory Pre-Application Consultation Comments are provided to assist in the preparation of a Complete Application for submission to the City in connection with the above.

**Disclaimer**

The comments are based on the information and materials available at the time of preparation of these Mandatory Pre-Application Consultation Comments, including the items listed above that were provided by you as the applicant. Additional comments will be provided upon review of a complete application and may include additional submission requirements. Any errors or omissions in these comments in no

way constitutes acceptance by the City or the waiving of any requirement by the City that are necessary for a complete application. Despite these Mandatory Pre-Application Consultation Comments, it remains the applicant's responsibility to ensure compliance with all requirements for a complete application as prescribed under the *Planning Act*, the *City of Toronto Act, 2006* and the City's [Official Plan](#) at the time of submissions (a "Complete Application").

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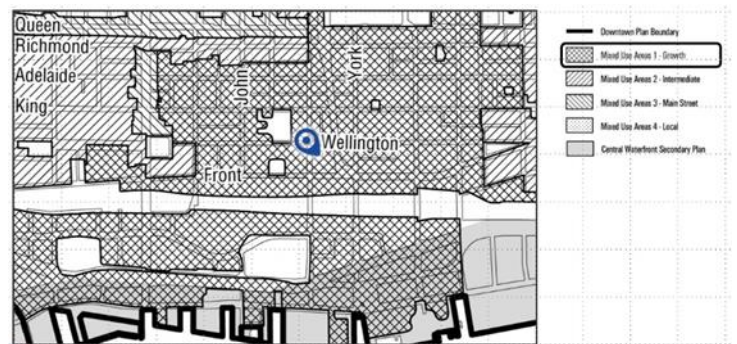
## Key Comments

Key Comments are to be read in conjunction with the General and Additional Information Comment sections that are included in the document. Key Comments address items that have an impact on the design or layout of the site.

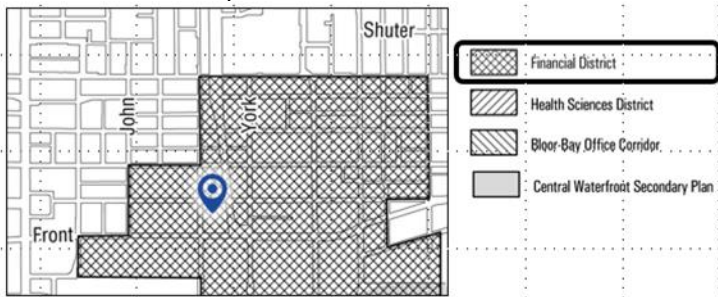
## City Planning

### Community Planning

Official Plan - Land Use Map 18    Downtown Plan Map 41- 3A Mixed Use Areas 1- Growth



Downtown Plan Map 41-2 Financial District



1. The site is designated Mixed Use Areas in the Official Plan and is situated with Mixed Use Areas 1- Growth in Downtown Secondary Plan area. The site is also situated within the Financial District on Map 14-2 of the Downtown Plan. A wide range of residential and non-residential uses are permitted within Mixed Uses Areas. The policies of the Downtown Plan (Policy 6.24) encourage a significant proportion of non-residential uses with new development within Mixed Use Areas 1.

For sites within the Financial District, the policies of the Plan (Policy 6.2) seek to ensure no net loss of office and overall non-residential gross floor area within new development.

The application proposes the conversion of office floor area to residential uses with retail uses maintained at grade, resulting in a net loss of office and overall non-residential gross floor area in the proposed development. As such, an amendment to the Downtown Plan will be needed for the current proposal in relation to the net loss of office and overall non-residential gross floor area.

2. City Planning (Strategic Initiatives, Policy and Analysis) is currently undertaking an Office Space Needs Study to analysis current office market conditions, understand the benefits and risks of converting office space to alternative uses, and explore policy options that would balance office needs in the short-term and long-term while ensuring the City's economic role remains competitive and resilient. Additional information regarding the Study is available on the City's website at:

<https://www.toronto.ca/city-government/planning-development/planning-studies-initiatives/office-space-needs-study/>

3. As discussed at the PAC meeting on June 6, 2024 staff encourage you to consider other non-residential uses to occupy the area previously proposed for office uses. Staff also encourage you to consider affordable housing as an alternative use within the development, to ensure that the development continues to achieve important City building objectives. Staff appreciate your comments at the PAC meeting advising your willingness to consider affordable housing within the development, and we look forward to continuing discussions with you on this aspect of the proposal.
4. The site is subject to a Holding Symbol under By-law 1015-2022. A Zoning By-law amendment application will be needed to remove the Holding Symbol at such time as the conditions as set out By-law 1015-2022 have been satisfied.

## **Urban Design**

1. The revised proposal increases the height of the podium height from 62 metres to over 78 metres. In addition to the increases in height, the western portion of the building along Simcoe Street also projects beyond the approved built form envelope. It is recommended that the podium height be reduced to be closer to the original approved height to properly relate to the existing built form context. The Simcoe Street frontage should also have built form articulation to improve the overall integration with the surrounding context. It is recommended that the tower portion of the building be stepped back from the Simcoe Street frontage, in addition to the 3 metre stepback along the Wellington Street West frontage.
2. Consider mitigation strategies to reduce wind impacts with built form solutions such as providing additional stepbacks between the tower and the podiums to reduce the wind down-washing effects onto pedestrian areas. Additional strategies such as chamfering the north-west corner of the building and other built form adjustments may also improve wind conditions.
3. The proposed separation distance along the east side of the property is reduced to 10 metres for the residential portion from the approved 12.41 metres. Please consider maintaining the 12.41 metres separation as approved or improve the overall separation distance to 12.5 metres measured from the centre line of the public lane.

4. Please provide the separation distance measurement between the proposed building and the building at 156 Front Street West to the south.
5. On architectural drawing SPA 150, the outline for the underground is incorrect. Please confirm the appropriate outline and boundaries for the underground and the tower location.

### **Transportation Planning**

1. The City of Toronto PATH Pedestrian Network Master Plan (2012) establishes a vision, planning objectives and recommendations to shape the growth and enhancement of the PATH pedestrian network over the next 25 to 30 years. Immediately south of the site, at 160 Front Street West, a new office tower has recently been constructed with a connection to the PATH network.
2. Given the City's vision and the established infrastructure in the vicinity of this site, the applicant is encouraged to integrate PATH on their site.
3. In the event that the applicant does not wish to pursue PATH in the near term, the applicant is encouraged to design the underground parking structure such that it will not preclude the opportunity for future PATH connection(s) with the adjacent properties.
4. Furthermore, the applicant is encouraged to install knock-out panel(s) that can connect to the adjacent properties

### **Heritage Planning**

1. This site is situated within the Union Station Heritage Conservation District. A link to the Union Station HCD Plan is included, [here](#).
2. A Heritage Impact Assessment will be required when submitting a complete application to the City.

### **Engineering & Construction Services**

1. The proposed development is in an area serviced by combined sewers. There is no sanitary sewer fronting the site; therefore, the applicant will be required to illustrate compliance with MECP procedure F-5-5.
2. Clearly illustrate the proposed works within the road Right-of-Way. Proposed entrance, curbs, etc. need to be notated with applicable City's standards.
3. Follow the City's new foundation drainage policy ([Foundation Drainage Policy and Guidelines](#)) for any proposed groundwater discharges. No long-term /permanent groundwater discharge is permitted. Provide the Hydrogeological Investigation Report, Foundation Drainage Summary Form and all required documents as required on City's website.

4. Follow the City's new Design Criteria for Manufactured Treatment Devices (MTDs) ([Design Criteria for Manufactured Treatment Devices](#)). Provide Manufactured Treatment Device Summary Form as required on City's website.
5. Follow the Fire Underwriters Survey (FUS) 2020 when estimating the fire demand.
6. The re-use of existing site service connection(s) is at the sole discretion of Toronto Water.
7. Please avoid connections to the sewer within the laneway, as City policy discourages laneway sewer connections.
8. Please note that this site falls within the Basement Flooding Protection Program Study Area 62, the EA for this study area is in progress.

### **Transportation Services**

1. There is no additional land required for Wellington Street West. The requirement for a 20m wide right-of-way has been satisfied. There is no additional land required for Simcoe Street. This road is not identified in the Official Plan as a road to be widened. No additional land is required for the lane abutting the easterly portion of this property. The requirement for a 6m wide lane right-of-way has been satisfied.
2. Delineate and identify on all plans a 6.0 metre corner rounding at the northwest corner of the site (the southeast corner of Wellington Street West and Simcoe Street).
3. The submitted plan indicates that vehicular parking spaces are provided on underground levels 2 and 3 within an automated parking system, which does not meet the minimum requirements of By-law 569-2013, as amended by By-law 89-2022. In particular, visitor parking spaces are generally incompatible with automated parking systems, as they require training and licensing to use. Automated parking systems introduce other potential issues such as downtime for maintenance and queuing. Accordingly, the plans must be revised to provide a standard parking garage, accessed via a ramp, to meet the minimum parking requirements as detailed below. It is noted that the previous application for this site included a standard parking garage with a ramp.
4. There is a project along the segment of Wellington Street W of which the subject site fronts in 2025 involving the installation of a two-way cycle track along the south side of Wellington Street West using quick-build materials (paint, flex bollards, pre-cast concrete curbs). The applicant is advised of this potential construction work in conjunction with the site proposal and implementation.
5. As part of the site/streetscape construction, and in line with the existing Section 37 Agreement, the construction of raised cycle tracks is required along the Simcoe Street and Wellington Street West frontages, as per City standard T-603.051 (similar to south side of Bloor, between Bathurst and Avenue). Simcoe Street cycle track should reuse space of existing buffered bike lane, providing approx. 0.6 metre curb/buffer and 2.1 metre cycle track clearway. Further information regarding design/width of Wellington cycle track will be forthcoming.



6. Explore the feasibility of connecting to the underground PATH network nearby. Considering the site's context and Transportation Demand Management (TDM) measures aimed at reducing vehicular trips, establishing a direct link to the PATH network would promote walking or transit use among building occupants. The nearest addresses with a PATH connection to the proposed site are 160 Front St W and 155 Wellington St W.
7. Review the City's updated [Transportation Impact Study \(TIS\) Terms of Reference](#) to confirm study requirements including required chapters and materials. Please contact Transportation Services to confirm the scope of work prior to commencing the full study.

## **Parks, Forestry and Recreation**

### **Parks Development**

1. Based on the preliminary review of the PAC Documents, the City anticipates pursuing cash-in-lieu of an on-site parkland dedication. If cash-in-lieu is pursued, the amount of cash-in-lieu will be determined in accordance with Chapter 415, Article III of the Toronto Municipal Code. The City reserves the right to change the type of dedication and amount, based on materials provided in future, formal submissions.
2. In accordance with Downtown Secondary Plan Policies 9.18 and 9.19, new development will adequately limit shadow on parks as necessary to preserve their utility. The required shadow study will be reviewed in the context of Official Plan and Secondary Plan policies and shadow impacts (net new shadow) on adjacent parkland.

### **Urban Forestry**

1. The planting of large growing shade trees on both public and private lands should be an important objective for all development projects. The early co-ordination of utilities and other infrastructure elements with the soil volume and air space required to permit the growth of large growing trees is particularly important. The conditions for tree planting must be considered integral to the design, planning and construction of projects.
2. If there are City trees (any tree on the road allowance), they will require protection or a permit to injure or destroy. If new trees cannot be replanted back onto the road allowance then Urban Forestry may not issue a permit to destroy the existing trees and they will need to apply to injure the trees.
3. If there are private trees (30 cm dbh and over) that will require protection or a permit to injure or destroy.
4. For this site there are City and/or private trees, they should contact an arborist as soon as possible to determine the tree protection plan and/or required planting plan.



## General Comments

### Community Planning

1. To identify areas of non-compliance of the new proposal with the zoning by-law including site specific By-law 1015-2022, please contact Toronto Building and/or apply for a [zoning review](#).

### Urban Design

1. Please refer to the Streetscape Manual and apply the appropriate streetscape design for the street frontages.
2. Please refer to the Sun/Shadow Study Terms of Reference and Checklist and provide a sun/shadow study.
3. Please refer to the Pedestrian Level Wind Study Terms of Reference, Guide and Template A, and provide a pedestrian level wind study.
4. Please refer to [Pet-Friendly Guidelines and Best Practices for New Multi-Unit Buildings](#).
5. Please refer to the [Growing Up Study and Guidelines](#).
6. A TGS Version 4 Checklist and Statistics template is required. TGS Tier 1 performance measures are required for all planning applications and applicants are encouraged to pursue higher Tier standards of the TGS. Tier 2 & 3 performance measures are voluntary.

### Engineering & Construction Services

1. Based on unconfirmed City records, there is the following City infrastructure:
  - a. 300mm watermain on Wellington St W
  - b. 600x900mm combined sewer on Wellington St W
  - c. 300mm and 600 mm watermains on Simcoe St
  - d. 1800mm combined sewer on Simcoe St
  - e. 1950mm combined trunk sewer on Simcoe St



This map is for infrastructure visualization purposes only and must NOT be used as a replacement for utility locates, legal survey, as-built information, and suitable subsurface investigation. The Information is provided solely on an "as is" basis and the City makes no warranties or representations as to data quality.

Applicants are required to verify the accuracy of the information in preparation of their application made to the City under the *Planning Act* or the *City of Toronto Act, 2006*.

2. The development will be required to comply with the City's Servicing Requirements for Different Built-Forms. Based on the information provided, the development will need its own set of water, sanitary and storm service connections to the municipal system.
3. The development proposal must consider groundwater and foundation drainage from the proposed buildings and must comply with the City's [Foundation Drainage Policy and Guidelines](#).
4. The development proposal must consider the City's new Design Criteria for Manufactured Treatment Devices (MTDs) ([Design Criteria for Manufactured Treatment Devices](#)).
5. The application must include a [Servicing Report](#) that demonstrates that the City's water distribution system and sewer network have sufficient capacity to accommodate any proposed increases in flows resulting from the development. A conceptual stormwater management plan must also be included. Analysis of the City's infrastructure must be in accordance with the Design Criteria and [Sewer Capacity Assessment Guidelines](#). If the City's infrastructure does not have sufficient capacity for the proposed increases, the application must propose system improvements, which must be paid for and constructed by the owner. Further consultation with the City may be required. A recent hydrant flow test must be included with a servicing report. Flow tests can only be completed between April 14 and November 16 and must be arranged through Toronto Water. Additional information is available in [Chapter 4 – Watermains](#)

of the Design Criteria and online at [www.toronto.ca/fire-hydrant-flow-test-permit](http://www.toronto.ca/fire-hydrant-flow-test-permit).

6. Please confirm through investigation which sewers are receiving flows from the existing services (e.g. sewer survey, service connection cards, CCTV, dye/some tests).
7. In accordance with Ontario Building Code, Section 3.2.9.7, the proposal will require a second redundant fire connection, if the building height exceeds 84 m. The second connection must be from a separate watermain where possible. See the Design Criteria for additional information.
8. The application must demonstrate compliance with the [City of Toronto Wet Weather Flow Management Guidelines](#) (WWFMG). A [Stormwater Management Report](#) is required for all site plan applications, regardless of the size or scope of the project; however, the level of effort/detail will depend on the proposed development site. Please refer to [Table 7](#) of the WWFMG for further information related to requirements for various types of development. If the proposed development is unable to meet all WWFMG requirements, the application must provide a clear rationale detailing the constraints/issues and identifying all options that were considered and investigated.
9. Identify and account for the presence of City's infrastructures, such as sewers and watermains, along with their associated easements on the site. Ensure due consideration for potential impacts on the proposed development. If changes are required to develop the lands, it is highly recommended to contact the appropriate City division(s) to learn about the required documents and processes.

Development on and within City easements is generally not permitted. It is the Owner's responsibility to review any existing easement agreements to confirm what may or may not be permitted within the existing easement lands. The Owner may be permitted to relocate City infrastructure and release an easement if determined to be acceptable to the City and as may be permitted by applicable legislation. All costs, including payment of market value of land for the release of existing easement, and construction for any relocated infrastructure and/or new replacement infrastructure will be the sole cost of the Owner and may require a separate agreement between the Owner and the City.

10. Existing municipal infrastructure on private property not proposed to be moved and not within an easement or within a substandard easement will require a new easement, the costs for which will be the Owner's responsibility. No new buildings or structures are permitted within the new easement area. New easement size requirements are listed in [Table 2: Easement widths in the Design Criteria](#).
11. The Owner is responsible for contacting private utility companies to negotiate temporarily and/or permanently connecting, adding, removing, and/or relocating utility infrastructure and all associated costs.
12. The developments near City's structures and bridges requires additional requirements that demand extra due diligence and consultation with Engineering & Construction Services. The requirements include, but are not limited to, the following:

- Compliance with the Temporary Roadway Protection in compliance with OPSS539.
  - Conveyance of necessary easements, as per the City Land Conveyance Policy, in favor of the City for future maintenance and repairs.
13. Consider and integrate any applicable findings from the Basement Flooding Area Studies that could affect the site. You can request existing information from Toronto Water through the development engineering case manager.
  14. Evaluate potential impacts on and from adjacent properties, including but not limited to grading constraints and overland flow considerations.
  15. Stay informed about any ongoing EA and/or Master Plan Studies that may bear relevance to the development. Integrate specific design requirements arising from pertinent studies such as master plans or environmental assessments.
  16. Explore potential cost-sharing agreements with neighboring properties, especially in the context of shared services, if needed.
  17. Stay informed with the Municipal Consent Requirements (MCR); Appendix O (vertical and horizontal clearance guidelines) from the proposed trees infrastructure to City sewers and Water Assets. It can be found from [Standards for Designing & Constructing City Infrastructure – City of Toronto](#)
- Investigate and proactively address any historical issues uncovered during the review of adjacent developments.

### **Parks Development**

1. In accordance with Downtown Secondary Plan Policies 9.17, 9.18, 9.19 and 9.21, new development will adequately limit shadow on parks and school yards as necessary to preserve their utility. The required shadow study will be reviewed in the context of Official Plan and Secondary Plan policies and shadow impacts (net new shadow) on adjacent parkland.

### **Urban Forestry**

1. The site requires street tree planting along the road allowance to address the Toronto Green Standard. Please ensure the submitted Soil Volume Plan ensures that sufficient soil is available to accommodate tree planting and that utility conflicts are identified and addressed.
2. Building structures should be designed and built with sufficient setbacks from the property lines to allow for the satisfactory planting of large growing shade trees on site and/or along the street frontage as per the City of Toronto specifications.

### **Transportation Planning**

1. No comments at this time.

## **Transportation Services**

1. Provide and maintain parking spaces in accordance with Zoning By-law 569-2013, as amended by By-law 89-2022. According to the by-law for "Parking Zone A", the site is required to provide a minimum of zero (0) residential and 10 visitor parking spaces. For retail usage, the requirement is a minimum of zero (0) and a maximum of seven (7) parking spaces. The proposed development includes 55 residents and five (5) visitor parking on underground parking levels 2 and 3. The parking is accessible by car elevators. However, visitor parking spaces cannot be allocated in these areas, as visitors may need training to use the car elevator. Also, the number of visitor parking spaces must be increased to the required minimum. Label the dimensions of parking spaces, including setbacks from obstructions, if any. Label each parking space with the proposed use and a unique number.
2. Provide and maintain accessible parking spaces in accordance with Chapter 200.15 of Zoning By-law 569-2013 and By-law 579-2017. According to the by-law, a minimum of 16 accessible parking spaces must be provided. The plans appear to provide zero (0) accessible spaces, which does not satisfy this requirement. Further revision and/or justification will be required to meet the minimum accessible parking standards. The plans and statistics must be revised to label the acceptable number of accessible parking spaces and their dimensions.
3. Dimension drive aisle widths, including ramps, in accordance with Zoning By-law 569-2013.
4. Provide and maintain electric vehicle (EV) infrastructure in accordance with the requirements of Zoning By-law 569-2013, Chapter 200.5.1.10(14). 100 percent of the resident and 25 percent of visitor and non-residential parking spaces in a building must include an energized outlet capable of providing Level 2 charging or higher.
5. Provide and maintain bicycle parking spaces on-site in accordance with the minimum requirements in Chapter 230 of Zoning By-law 569-2013, Parking Zone 1. As per the by-law for the proposed development, 753 long-term and 168 short-term bicycle parking spaces are required. The proposal indicates a supply of 925 bicycle parking spaces, which includes 168 short-term residents, four (4) short-term retail and 753 long-term resident bicycle parking spaces. Label on the plans the dimensions and location of the proposed spaces and facilities such as the bicycle maintenance facility and shower and change facilities. Specify on the plans the proposed use (i.e., residential, retail, office, etc.) and the type (long-term/short-term) of spaces provided.
6. All bicycle parking spaces should be designed in accordance with Toronto Green Standard (TGS) – Version 4 and [Guidelines for the Design and Management of Bicycle Parking Facilities](#). A minimum of 1.8 metres wide access must be provided to all storage areas. Ramps and/or elevators must be provided for access if spaces are located on floors other than the ground floor.
7. All residents of, visitors to, or tradespersons at municipal addresses associated with the subject site are to be excluded from on-street permit parking in the area.

8. Identify how pick-up and drop-off (PUDO) activity including ride-share and deliveries will be managed on-site/off-street in the Transportation Impact Study (TIS).
9. Provide and maintain loading spaces in accordance with Chapter 220 of Zoning By-law 569-2013. Provide Vehicle Manoeuvring Diagrams (VMDs), separately in the TIS and/or on the ground floor plan, for the proposed loading spaces, demonstrating vehicles entering and exiting the site in a forward motion. As per the zoning by-law, the proposed development requires one (1) Type C, and one (1) Type G loading space. Please label the dimensions of the proposed loading spaces.
10. Provide TDM plan in accordance with the policies in the City's Official Plan, Toronto Green Standard (TGS) – Version 4, and Guidelines for the Preparation of Transportation Impact Studies (2013). The applicant shall retain qualified professionals to identify the appropriate travel demand management programs/measures to be implemented on/for the subject site to reduce the single occupancy auto vehicle trips generated by the proposed development. Be advised, that TDM measures exclude parking management strategies, the City's policy/Zoning By-law/TGS Tier 1 requirements and promotional/educational strategies.
11. Demonstrate how the project complies with all transportation-related requirements of the TGS Version 4, Sections AQ 1.1 to 1.2, 2.1 to 2.6, and 3.2. All relevant plans must be clearly labelled with the number, type, dimensions and location of the required infrastructure.
12. Provide a public boulevard design according to the following, where applicable:
  - (a) A 0.2 metres wide curb adjacent to the sidewalk;
  - (b) A 0.6 metres wide buffer zone adjacent to the curb;
  - (c) A furnishing/planting zone between 1.0 and 2.2 metres wide (minimum 1.5 metres required for tree planting);
  - (d) A minimum of 3.0 metres wide pedestrian clearways along Wellington Street West and Simcoe Street; and
  - (e) Additional setback area for a marketing zone, if desired.
13. Provide/label a minimum 3 metre-wide pedestrian clearways (delineated by concrete sidewalk) along all public site frontages in accordance with Toronto Green Standard Version 4, City of Toronto Standard No. T-310.010-10 and the AODA. Where required, appropriate transition areas must also be provided within the site frontages which connect the new sidewalks to the existing sidewalks at a 5:1 ratio. The required public pedestrian clearways must be consistent and unobstructed. All permanent structures must be clearly shown on the site plan, ground floor plan, and landscape master plan.

## Mandatory Pre-Application Consultation (PAC) Review Team

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## Meeting Details

**Meeting date: June 6, 2024**

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# Planning Application Checklist

June 28, 2024

Please note that this Planning Application Checklist Package is only valid for a period of 24 months from the date it is issued and is applicable only to this specific proposal and the applicant making the submission.

## **Application Type(s)**

<input checked="" type="checkbox"/>	Official Plan Amendment (OPA)	<input type="checkbox"/>	Draft Plan of Subdivision (SUB)
<input checked="" type="checkbox"/>	Zoning By-law Amendment (ZBA)	<input type="checkbox"/>	Site Plan Control (SPA)

OPA, ZBA and SUB applications require the posting of a sign as part of the submission of a Complete Application. Go to [Planning Application Signs](#) for requirements.

One (1) digital copy, unless noted otherwise.

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

## **Information/Studies to be Submitted with Application**

### **City Planning**

<input type="checkbox"/>	<a href="#">Accessibility Design Standards Checklist</a> (SUB, SPA)
<input type="checkbox"/>	<a href="#">Air Quality and Odour Study</a> (ZBA, SUB, SPA)
<input checked="" type="checkbox"/>	<a href="#">Archaeological Assessment</a> (OPA, ZBA, SUB, SPA)
<input type="checkbox"/>	<a href="#">Architectural Control Guidelines</a> (ZBA, SUB, SPA)
<input type="checkbox"/>	<a href="#">Avenue Segment Review</a> (OPA, ZBA)
<input checked="" type="checkbox"/>	<a href="#">Block Context Plan</a> (OPA, ZBA, SUB, SPA)
<input checked="" type="checkbox"/>	<a href="#">Community Services and Facilities Study</a> (OPA, ZBA, SUB)
<input type="checkbox"/>	<a href="#">Compatibility/Mitigation Study</a> (OPA, ZBA, SPA)
<input checked="" type="checkbox"/>	<a href="#">Computer Generated Building Mass Model</a> (OPA, ZBA, SPA)
<input checked="" type="checkbox"/>	<a href="#">Draft Official Plan Amendment</a> (text and schedule) (OPA)
<input checked="" type="checkbox"/>	<a href="#">Draft Zoning By-law Amendment</a> (ZBA)
<input checked="" type="checkbox"/>	<a href="#">Energy Strategy (Net Zero Emissions Strategy)</a> (OPA, ZBA, SUB)
<input type="checkbox"/>	<a href="#">Energy Modelling Report</a> (SPA)
<input checked="" type="checkbox"/>	<a href="#">Heritage Impact Assessment</a> (OPA, ZBA, SUB, SPA)
<input type="checkbox"/>	<a href="#">Housing Issues Report</a> (OPA, ZBA) [Also required as part of <a href="#">Rental Housing Demolition and Conversion Application</a> ]
<input type="checkbox"/>	<a href="#">Natural Heritage Impact Study</a> (OPA, ZBA, SUB, SPA)
<input checked="" type="checkbox"/>	<a href="#">Noise Impact Study</a> (ZBA, SUB, SPA)
<input checked="" type="checkbox"/>	<a href="#">Pedestrian Level Wind Study</a> (ZBA, SPA)
<input checked="" type="checkbox"/>	<a href="#">Planning Rationale</a> (OPA, ZBA, SUB)
<input checked="" type="checkbox"/>	<a href="#">Public Consultation Strategy Report</a> (OPA, ZBA, SUB)

	<a href="#">Rail Safety and Risk Mitigation Report</a> (OPA, ZBA, SUB, SPA)
x	<a href="#">Simplified Report Graphics</a> (OPA, ZBA)
x	<a href="#">Sun/Shadow Study</a> (ZBA, SPA)
x	<a href="#">Toronto Green Standard</a> (ZBA, SUB, SPA) Tier 1 (Mandatory) **
	Tier 2, 3 (Voluntary) *** ** <a href="#">TGS Version 4</a> is applicable to all development applications deemed complete on or after May 1st, 2022. *** To enroll in Tier 2 or 3 contact Environmental Planning <a href="mailto:sustainablecity@toronto.ca">sustainablecity@toronto.ca</a>
x	<a href="#">Checklists and Statistics Templates</a> : TGS Version 4
x	<a href="#">Vibration Study</a> (ZBA, SUB, SPA)

### Engineering & Construction Services

X	<a href="#">Contaminated Site Assessment</a> (OPA, ZBA, SUB, SPA)
	<a href="#">Environmental Impact Study</a> (OPA, ZBA, SUB, SPA)
X	<a href="#">Geotechnical Study/Hydrological Review</a> (ZBA, SUB, SPA)
X	<a href="#">Methane Gas Study</a> (OPA, ZBA, SUB, SPA)
X	<a href="#">Servicing Report</a> (ZBA, SUB, SPA)
X	<a href="#">Stormwater Management Report</a> (ZBA, SUB, SPA)

### Transportation Studies

X	<a href="#">Transportation Impact Study</a> (OPA, ZBA, SUB, SPA)
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### Urban Forestry Services

X	<a href="#">Arborist Report</a> (ZBA, SUB, SPA)
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### Plans Submitted with Application

#### Survey Plans

X	<a href="#">Boundary Plan of Survey</a> (All Applications)
	<a href="#">Draft Plan of Subdivision</a> (SUB)
X	<a href="#">Topographic Survey</a> (All Applications)

#### Civil & Utilities Plans

X	<a href="#">Construction Management Plan</a> (SPA)
X	<a href="#">Public Utilities Plan</a> (ZBA, SUB, SPA)
X	<a href="#">Erosion/Sediment Control Plan</a> (SPA)
X	<a href="#">Site Grading Plan</a> (SUB, SPA)
X	<a href="#">Site Servicing Plan</a> (SPA)

#### Architectural Plans

X	<a href="#">1:50 scale Detailed Colour Building Elevations</a> [Greater than or equal to 5 Storey (SPA)]
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X	<a href="#">Floor Plan(s)</a> (ZBA, SPA)
X	<a href="#">Roof Plan</a> (SPA)
X	<a href="#">Site and Building Elevations</a> (ZBA, SPA)
	<a href="#">Subdivision Concept Plan</a> (SUB)
X	<a href="#">Context Plan</a> (All Applications)
	<a href="#">Perspective Drawing</a> (SPA) [4000m <sup>2</sup> or greater]
X	<a href="#">Site Plan</a> (OPA, ZBA, SPA)
X	<a href="#">Site and Building Sections</a> (ZBA, SPA)
X	<a href="#">Underground Garage Plan(s)</a> (ZBA, SPA)

### **Landscape & Lighting Plans**

X	<a href="#">Concept Site and Landscape Plan</a> (OPA, ZBA)
	<a href="#">Lighting Plan</a> (SPA)
X	<a href="#">Tree Protection Plan</a> (ZBA, SUB, SPA)
X	<a href="#">Landscape and Planting Plan</a> (SPA)
X	<a href="#">Soil Volume Plan</a> (ZBA, SUB, SPA)

### **Additional Information Required**

	<a href="#">Electromagnetic Field (EMF) Management Plan</a> (OPA, ZBA, SUB)
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### **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 landowner, must be requested from the City of Toronto's Director of Property Management Services, Corporate Real Estate Management Division. If the City of Toronto grants its consent, the letter of consent from the City of Toronto must be submitted with the application.
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#### **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 <a href="#">Municipal Numbering Application Form</a> . This application form may be e-mailed or mailed to the City of Toronto, Land and Property Surveys, as indicated on the form.
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## **Assistance with Graphics for Application Submission Materials**

The City offers a Technical Pre-Screening of the graphics and 3D modelling requirements for Planning Staff Reports.

The Technical Pre-Screening is an opportunity for Applicants to check with Graphics & Visualization Unit staff to review 3D model and simplified graphics for Planning Reports to ensure they comply with the standards identified in the [Simplified Report Graphics Terms of](#)

[Reference](#). Please contact [GraphicsVisualization@toronto.ca](mailto:GraphicsVisualization@toronto.ca) when you are ready to submit an application. A response will be provided within 3-5 business days.

## Next Steps

A full evaluation of your proposal will be conducted when a formal application is submitted, at which point staff will render their opinion and provide their recommendations. Any comments provided in this document are strictly intended for assisting with what is required to submit a Complete Application as prescribed. For additional information regarding the application submission process, please review [Development Guide, Forms & Fees](#). Please ensure that all required documents as identified in the [Planning Application Checklist](#) are included with your submission to allow a more efficient and comprehensive review of your application.

As part of a Complete Application, the City requires the submission of a number of information items. Definitions and detailed descriptions of the plans, reports and studies required to assess your development proposal and the completeness of your application can be found in the [Terms of Reference](#). An applicant is expected to be familiar with this information, along with any [Upcoming Changes](#), when preparing these plans, reports and studies to ensure conformance with the City's requirements and required level of detail. An applicant is also expected to review and be familiar with the City's [Design Guidelines](#) and technical [Standards & Specifications](#) when submitting an application to the City for review. As Complete Application requirements change over time, it remains the applicant's responsibility to ensure compliance with all requirements for a Complete Application as prescribed under the *Planning Act, the City of Toronto Act, 2006* and the City's [Official Plan](#) at the time of submission(s).

The City offers services to assist with preparation of your submission material in advance of the application being made. These services are listed in the appendices of this document.

Once an application has been received by the City, including the applicable application fees, your application will be circulated to City divisions as well as external agencies for detailed technical review and comment. A written decision will be issued as to whether the application is complete in accordance with the City's minimum application requirements.

If you have questions about this letter, please contact the undersigned or the assigned reviewers that have been identified. In all correspondence, please quote the municipal address(es) and corresponding application number(s) of the subject property.

We look forward to continued collaboration with you on this proposal.

Yours truly,

Sue McAlpine

Senior Planner  
Community Planning, Toronto and East York District

## Additional Application Information

### General Application Information

1. It is recommended that the applicant obtain a [Zoning Applicable Law Certificate](#) prior to submitting an application to the City for review.
2. It is recommended that the applicant consult with the Ward Councillor and local community, including neighbours and residents' associations, prior to formal submission of a planning application to the City.

### Easements

1. Development on and within City easements is generally not permitted. It is the owner's responsibility to review any existing easement documentations to confirm what may or may not be permitted within the existing easement lands. The owner may be permitted to relocate City infrastructure and release an easement if determined to be acceptable to the City and as may be permitted by applicable legislation. All costs, including payment of market value of land for the release of existing easement, and construction for any relocated infrastructure and/or new replacement infrastructure will be the sole cost of the owner and may require a separate agreement between the owner and the City.
2. Existing municipal infrastructure on private property that is not proposed to be moved and that is not within an easement or that is within a substandard easement will require a new easement, the costs for which will be the responsibility of the owner. No new buildings or structures are permitted within the existing or new easement area. New easement size requirements are listed in [Table 2: Easement widths](#) in the [Design Criteria](#).

### Pedestrian and Cycling Network Specific

1. Streetscapes must create inviting spaces for pedestrians and encourage walking and cycling.
2. The inclusion of new cycling facilities and improvements to existing cycling facilities shall be considered on all streets.
3. The exact alignment and design of the cycling network may be refined, at the discretion of the City, through the development application review process, an Environmental Assessment as required, street designs or other implementation mechanisms.
4. The design of streets will secure amenities for pedestrians including, but not limited to, wide sidewalks, protected crossings, and pavement markings, seating areas, curb extensions and bump outs.
5. Development will support and create accessible pedestrian and cycling connections to and from surrounding transit stops and at community facilities through the creation of generous publicly accessible open spaces, mid-block connections and supportive building design. This may include but is not limited to consideration for standard bike share stations that are integrated into the design of the public realm or additional onsite parking including but not limited to E-bike share stations.

## Streets and Street Networks

1. If new streets are proposed, new streets are required to be designed to capture and control stormwater runoff in accordance with the [City's green infrastructure standards and specifications for the Right-of-Way](#). New streets should include street tree planting with sufficient soil volumes (minimum 30 cubic metres of soil per tree) to allow the growth of large growing shade trees to maturity and planning municipal servicing and utilities in a manner that is compatible with trees existing within the road allowance.
2. The design of improvements to existing streets and proposed new streets will prioritize active and transit modes.
3. New streets will be public streets unless otherwise deemed appropriate by the City. Private streets, where they are deemed to be appropriate, will be designed to connect to and integrate into the broader public street network and meet the design objectives for new public streets.
4. All streets must directly connect to the broader public street network at full build out to create a functional network.
5. The exact right-of-way location, alignment and design of the street network may be refined, at the discretion of the City, through the development application review process, an Environmental Assessment as required, street designs or other implementation mechanisms.

## Transportation Demand Management

1. A Transportation Demand Management Strategy is required to demonstrate how the application complies with all transportation-related requirements and the applicable Toronto Green Standard.

## Tree Protection

1. Trees on and adjacent to the site must be protected where possible. Development must demonstrate how the protection, provision and maintenance of trees and their growing spaces above and below ground will be achieved.
2. At the earliest stages of design, special attention should be given to the retention and protection of existing (healthy) mature trees, located on City road allowance or private property (including neighbouring trees), over the planting of new/replacement trees, as large mature trees provide significantly greater contributions (e.g. environmental, community benefits), than new or small trees.
3. Buildings and underground structures should be designed and built with sufficient setbacks from the property lines, proposed and existing public and private roads to allow for the satisfactory retention and planting of large growing shade trees on private and/or city land as per the City of Toronto's specifications.
4. The development of land should be designed and built from the earliest stages with sufficient soft landscape area to achieve or exceed the City's private and public (street) tree



planting requirements, as defined under the Toronto Green Standard, Ecology section.

### Utilities

1. In accordance with Ontario Building Code, Section 3.2.9.7, the proposal will require a second redundant fire connection if the building height exceeds 84 metres. The second connection must be from a separate watermain where possible. See the [Design Criteria](#) for additional information.
2. The owner is responsible for contacting private utility companies to negotiate temporarily and/or permanently connecting, adding, removing, and/or relocating utility infrastructure and all associated costs.

### Vehicular Access, Parking, Loading and Pick Up and Drop Off

1. Loading and servicing facilities for development phases should appropriately designed and located to minimize impacts on the public realm. Where proposed at grade, they must be enclosed and integrated within the development where appropriate.
2. Curb cuts for all vehicle access, including, but not limited to, loading, servicing and pick up and drop off shall be consolidated for each building and/or development block/phase and access to such areas provided from local streets where possible. Curb cuts are also to be located away from signalized intersections (and stop-controls) where possible.
3. Pick up and drop off facilities for each building and/or development block/phase should be located on site and minimized where possible.
4. Loading shall meet Zoning By-law 569-2013 and will be consolidated and minimized within the building (where applicable).
5. Construction access and staging will require a [Right of Way Construction Permit](#). The owner will be responsible for the costs of repairing all damage done to street rights-of-way associated with demolition, construction, and/or occupancy.
6. When designing the site, refer to the applicable version of the Toronto Green Standard and [Guidelines for the Design and Management of Bicycle Parking Facilities](#).
7. Proposing new surface parking lots are discouraged. However, where the design includes a surface parking lot, refer to the applicable version of the Toronto Green Standard and [Design Guidelines for 'Greening' Surface Parking Lots](#).

### **Boulevard Requirements**

The City of Toronto adopted a 'Complete Streets' policy in 2014 that recognizes the varying priorities throughout the City. The development application will need to show that the proposed boulevard and streetscaping for the site balances the needs and priorities of the various users and uses within the right-of-way. Applicants should visit [www.toronto.ca/enhancing-our-streets-and-public-realm](http://www.toronto.ca/enhancing-our-streets-and-public-realm) and review the Design Guidelines prior to submitting an application to the City. For additional information related to Urban Design Guidelines, please contact the Urban Design

team member identified previously. For all other matters, please contact the Transportation team member identified previously.

1. If soil cells are proposed in the municipal right-of-way, the drawings must be signed and sealed by two structural engineers to confirm that the design of the sidewalk, together with the underlying soil cell system and soils shown on the drawings are compliant with the Canadian Highway Bridge Design Code.
2. The owner will be responsible for the reconstruction of the entire municipal boulevard(s) along all portions of the site. The site boulevard and right-of-way spaces must be designed in accordance with the City's Standards, Specifications and Guidelines, and must meet AODA and the City's [Accessibility Guidelines](#). Streetscaping elements such as trees and soil cells should be located entirely on one side of the property line to clearly establish ownership and future responsibility.
3. A Green Streets approach must be applied to the design and construction of new public streets and lanes, and where feasible, to the reconstruction of existing streets and lanes, to enhance the extent and health of the urban forest, mitigate urban heat island effect, manage stormwater runoff and mitigate flooding.
4. If the proposal depicts non-standard elements within the municipal right-of-way that are deemed acceptable, the owner will be responsible for the ongoing cost and maintenance of these elements.
5. Encroachments of existing buildings or structures, without any approved encroachment agreement, will require authorization and approval, including a new encroachment agreement, for existing encroachments proposed to remain.
6. Please ensure the submitted Soil Volume Plan ensures that sufficient soil is available to accommodate street tree planting and that utility conflicts are identified and addressed.

### **Demolition of Rental Units and Rental Dwelling Rooms**

1. If the proposal includes the demolition of **at least one residential rental unit**, refer to Section 3.2.1, Policy 12 of the Official Plan.
2. If the proposal includes demolition of **six or more residential rental units**, refer to [Section 3.2.1, Policy 6](#) of the Official Plan and [requirements for a Rental Housing Demolition application under Chapter 667](#) of the Toronto Municipal Code.
3. If the proposal includes demolition of **six or more residential dwelling units**, refer to Section 3.2.1, Policy 11 of the Official Plan.

### **Land Conveyance**

The City of Toronto's Official Plan identifies where land must be conveyed to the City for right-of-way widening purposes. New streets and parkland are also identified in the City's Official Plan and/or identified through the Development Review Process. The owner should review and be familiar with the City's [Policy for Accepting Potentially Contaminated Lands to be Conveyed to the City under the Planning Act](#) whenever a land conveyance is required.

1. The owner will be required to submit a Qualified Person Preliminary Statement Letter with

the application. All lands to be conveyed to the City will be subject to the City's conveyance policy and may require an environmental peer review and Record of Site Condition. The owner is responsible for the costs of assessment, remediation and/or mitigation of any environmental contamination on the site, including any peer review required for lands to be conveyed to the City.

## **Toronto Green Standard**

The Toronto Green Standard (TGS) is Toronto's sustainable design and performance requirements for new developments.

Applications are required to meet [Version 4](#) of the TGS minimum Tier 1 performance measures with compliance reviewed through the planning approval process.

The applicant is encouraged to pursue a stronger focus on environmental sustainability, targeting higher tiers of the TGS performance measures and consider pursuing the TGS [Development Charge incentive program](#). This is consistent with the Official Plan and Council's [declaration of a Climate Emergency](#) and goal of achieving net zero emissions for new buildings by 2030 or sooner.

1. Meeting the energy and carbon targets requires early consideration and optimization of massing, envelope, and mechanical design specifications. The applicant should engage with their consultants and/or energy developers to assess potential design options that will ensure compliance with the performance requirements and that align with their sustainability ambitions. Refer to the [Energy Modelling Guidelines](#) and the Low-Rise Residential Energy and Emissions webpage for energy submission requirements
2. Tree Planting Areas and Soil Volume: All development should be designed from the earliest stages with sufficient soil volume to achieve or exceed the tree planting and soil volume requirements. A [Soil Volume Plan](#) is required for rezoning and site plan control applications. It must include the completion of the [soil volume statistics template](#) with the location of utilities as part of the rezoning and subdivision applications to ensure that the proposed building floorplates are feasible. As part of a complete application, the applicant will need to provide a Soil Volume Plan, containing underlays of a Landscape Plan and Public Utilities Plan that shows accurate utility information (i.e., Quality Level A where tree planting locations are proposed).
3. Biodiversity: In the design of green space at and above grade in the project site, there should be a focus on the restoration of native vegetation that supports local biodiversity and pollinator species. The inclusion of native flowering species that bloom at all periods of the growing season help to create a mosaic of habitat nodes and patches across the City, which supports the City's [Biodiversity Strategy](#).
4. The [Green Roof By-law](#) requires green roofs for new buildings and additions with greater than 2,000 m<sup>2</sup> of gross floor area.

## **For Submission of a Plan of Subdivision Application**

1. For information and requirements regarding street naming, refer to the [Street Naming Policy](#).

## **For Submission of a Site Plan Application**

1. The applicant is required to plot the trees on the architectural drawings together with other utilities. For additional information, refer to [Site Plan](#).
2. The application must demonstrate compliance with the [City of Toronto Wet Weather Flow Management Guidelines](#) (WWFMG). A [Stormwater Management Report](#) is required for all site plan applications, regardless of the size or scope of the project; however, the level of effort/detail will depend on the proposed development site. Please refer to [Table 7](#) of the WWFMG for further information related to requirements for various types of development.

If the proposed development is unable to meet all WWFMG requirements, the application must provide a clear rationale detailing the constraints/issues and identifying all options that were considered and investigated. If the development proposes a shared stormwater management facility, a stormwater collection pipe monitoring system will be required to enable monitoring of the stormwater from each component of the development.

## Appendix A: Policies and Guidelines

1. The applicant will be required to review the [City's Official Plan](#) to become familiar with the various City-wide policies and to confirm whether there are any [Secondary Plans](#) or [Site and Area Specific Policies](#) that impact the development site. The planning application submitted to the City will be required to conform to the City's Official Plan.
2. The applicant will be required to review the City's [Zoning By-laws](#) information, which includes an [interactive map](#).
3. The development proposal must consider groundwater and foundation drainage from the proposed buildings and must comply with the City's [Foundation Drainage Policy and Guidelines](#).
4. The applicant will be required to review and be familiar with the City's [Design Criteria for Sewers and Watermains](#) (Design Criteria), [Water Servicing and Metering](#) and [Water & Sewer Related Permits and By-laws](#) when preparing the necessary drawings and reports.
5. If a Servicing Report is required, the report must demonstrate that the City's water distribution system and sewer network have sufficient capacity to accommodate any proposed increases in flows resulting from the development. A conceptual stormwater management plan must also be included. Analysis of the City's infrastructure must be in accordance with the Design Criteria and Sewer Capacity Assessment Guidelines. If the City's infrastructure does not have sufficient capacity for the proposed increases, the application must propose system improvements, which must be paid for and constructed by the owner. Further consultation with the City may be required.
5. A recent hydrant flow test must be included with a servicing report. Flow tests can only be completed between April 14 and November 16 and must be arranged through Toronto Water. Additional information is available in Chapter 4 – Watermains of the Design Criteria and [online](#). The applicant will be required to review and be familiar with the City's requirements for [Tree Planting in Hard Surfaces](#) when designing the site.
7. Prior to making an application to the City under the Planning Act or the *City of Toronto Act, 2006*, the applicant will be required to be familiar with the Energy Strategy (Net Zero Emission Strategy) [Terms of Reference](#), and the [Toronto Green Standard](#).

8. The applicant will be required to review the applicable [Urban Design Guidelines](#), including City-wide and Area-Specific guidelines, and be familiar with the [Design Standards and Guidelines](#) that will apply to this specific site.
  - i. [Section 3.1.5](#) of the Official Plan encourages the inclusion of public art for both public and private buildings and structures. The applicant should also refer to [Percent for Public Art Program Guidelines](#) and [Public Art Strategy](#).
  - ii. A preliminary massing Computational Fluid Dynamics (CFD) Study is encouraged for developments that meet the criteria for Moderate and High Trigger during Pre-Application Consultation. Refer to the [Pedestrian Level Wind Study Terms of Reference Guide](#) for additional information.
  - iii. Sustainable Design Features are to be read together with Toronto Green Standard comments. Green/sustainable development features should be integrated at early stages of design process in design of buildings and the site. Consider the following and clarify how the proposal responds to these considerations:
    - greater contribution to natural habitat;
    - higher tree preservation and tree planting targets (show percentage of building footprint on-site and total soil volume and provide accurate utility information);
    - green infrastructure;
    - innovative energy solutions such as geothermal systems, district energy for large sites, deep lake water cooling;
    - built form, location and orientation that provides thermal comfort for both exterior and interior spaces;
    - lower surface / volume ratio for buildings;
    - lower glazing / solid wall ratio;
    - façade and balcony design responsive to solar orientation;
    - exterior sun shades;
    - thermal breaks for balconies;
    - low carbon construction method and building materials;
    - natural ventilation; and
    - contribution to community wellbeing and resilience

## Appendix B: Information on the Application Review Team

### Community Planning

For additional information, please contact the assigned review team member identified previously.

### Environment & Climate Division

The Environment & Climate Division reviews development applications to ensure they comply with the Energy Strategy (Net Zero Emission Strategy) and the Energy Modelling Guidelines, which outline the Energy, Emissions & Resilience requirements of the Toronto Green Standard, and to align new development with the city-wide net zero strategy, TransformTO. For additional information, please contact [EnergyReview@toronto.ca](mailto:EnergyReview@toronto.ca)

### Engineering & Construction Services

Development Engineering ensures that applications for land developments conform to City standards, policies, guidelines, and procedures and that they can be serviced by existing infrastructure. For access to City record drawings, please contact [EngDrawings@toronto.ca](mailto:EngDrawings@toronto.ca). For access to other City records, including data requests and/or models, please contact the assigned reviewer identified previously.

### Heritage Planning

Heritage Planning manages and evaluates development and permit applications and undertakes heritage components of planning studies to identify and conserve heritage properties and archaeological resources and inform the development of area-specific policies and guidelines, all in accordance with provincial policy and legislative requirements. Heritage Planning also identifies and designates individual properties and heritage conservation districts under the Ontario Heritage Act and runs incentive programs.

### Parks Development

In the context of a rapidly growing city, it is imperative to enhance and expand the amount of public parkland provided to residents and visitors alike. The Official Plan contains policies to ensure that Toronto's system of parks and open spaces are maintained, enhanced and expanded. The Parks Development Section will determine how Section 42 of the Planning Act is fulfilled as a condition of development or redevelopment. The parkland dedication must comply with [Section 3.2.3](#) of the Official Plan [and Toronto Municipal Code, Chapter 415, Article III](#). For additional information, please contact the assigned review team member identified previously.

### Strategic Initiatives, Policy & Analysis – Policy

Community Policy is responsible for providing broad direction and support on planning matters and technical support to community planners involved in resolving complex applications. For additional information, please contact the assigned review team member identified previously.

### Transportation Planning

Transportation Planning reviews development applications to identify strategic transportation opportunities and major transportation initiatives that would impact a proposed development. When submitting a complete application to the City, the applicant may need to provide a Transportation Impact Study that will be scoped with input from City staff. For additional information, please contact the assigned review team member identified previously.

### Transportation Services

Transportation Services reviews development applications to determine the infrastructure requirements and traffic control measures required to accommodate existing and forecast levels

of travel demand across all transportation modes. The application review includes the parking, loading and traffic demand components of a proposed development, among other things. For additional information, please contact the assigned review team member identified previously.

### **Urban Design**

Urban Design reviews development applications, comment on urban design related issues, and coordinate with other Sections and Divisions through the Development Review process. The Programs & Strategies and Graphics + Visualization teams also provide input into these processes. In addition to Development Review, these teams develop urban design policies and guidelines for planning studies and provide input on transit and transportation initiatives. For additional information, please contact the assigned review team member identified previously.

### **Urban Forestry**

Urban Forestry plays a critical role in the maintenance and management of Toronto's urban forest. When submitting an application to the City for review, the applicant should review and be familiar with the City's standards and guidelines as they relate to Urban Forestry requirements. For additional information, please contact the assigned review team member identified previously.