

Executive Summary

Thank you for choosing to build in Toronto. This Development Guide outlines the information, and requirements needed when seeking planning approvals from the City. It will assist you in understanding and navigating our planning processes.

The City of Toronto is empowered by the *Planning Act* to review and approve proposals for all types of development. It is our goal to ensure your development contributes to Toronto's economic, physical, social and environmental quality of life. We believe this is important, high-value work and have established a number of processes to address this mandate.

In March of 2002, City Council established the Development Application Review Project (DARP) to oversee the streamlining of all our development review processes. Ongoing reform remains crucial to the City's economic growth, our competitive edge and our quality of life. The City of Toronto remains committed to continually improving our planning procedures with the goals of refining:

- Co-ordinated, inter-divisional approaches to service delivery;
- Streamlined application review processes for quicker approval times with target timeframes;
- Clear service level expectations, including new ways of doing business;
- Clarity and transparency around submission requirements and development standards; and
- Better quality application submissions.

This Development Guide is intended to give you an understanding of what we do and why we do it, outline the application review timeframe targets to which the City has committed, and delineate the information we need to review your proposal.

As an applicant, you share some responsibility to ensure your application is reviewed in the most timely and efficient manner possible. As you read through and use this Guide, you will note that pre-application consultation and the submission of a complete application are central to the City's commitment to meeting the target timelines. While both of these initiatives are designed to save you time and money, they have also been implemented to ensure a degree of mutual responsibility between applicants and staff in the review of your application.

- Pre-application consultation is strongly encouraged as it provides you with an opportunity to discuss and refine your proposal with City staff.
- Submission of a complete application will facilitate the understanding of your proposal by City staff and the public and allow for a more efficient and timely review process.

The information in the Guide is presented in two parts. Part 1 provides the main text of the Guide and Part 2 provides the detailed Appendices.

Part 1 consists of the following sections:

- An introduction to assist you with your proposal and orient you to the City's development review services.
- A description of the Streamlining the Application Review (STAR) process, which outlines the City's timeline targets for reviewing applications.
- Five individual Sections for the various planning applications which are covered by the STAR process, including:
 - Official Plan Amendments, Rezoning and Combined applications;
 - Subdivisions;
 - Condominiums;
 - Site Plan Control applications; and
 - Part Lot Control Exemption applications.
- A Sixth Section provides information on the City's Committee of Adjustment that outlines the review procedures for Minor Variance and Consent applications.

Part 2 consists of a series of Appendices.

The Appendices include:

- Appendix 1: [Glossary of Terms](#)
- Appendix 2: [External Agencies, Boards and Commissions](#)
- Appendix 3: [List of Terms of Reference](#) (Information/Studies)

The City of Toronto is committed to providing a timely and efficient development approval service. We are committed to continuously improving the way we do business and we look forward to working with you. Together, we can build a great future for Toronto.

Introduction

This Development Guide is designed for property owners, developers, builders and others interested in obtaining approvals for developing property in the City of Toronto. It outlines the City's development review processes and the requirements you will need to meet when seeking planning approvals from the City.

The Guide was prepared under the direction of the Development Application Review Project (DARP), with input from all City divisions involved in the review of planning applications. The Development Application Review Project team revised the Guide in May of 2009, to reflect recent changes in the development approval process.

Before submitting any applications, please discuss your proposal with the Planning Consultant responsible for the District in which your property is located (see below).

When submitting a planning application; please note, that making a concurrent application for plan review should be considered. The Building Division offers two types of project reviews; Zoning Certificate review, and Preliminary Project Review (PPR). For additional information, please refer to the Toronto Building Division website at: http://www.toronto.ca/building/project_review.htm or ask about these services during your pre-application consultation with the area Planner.

District Customer Service Offices

Scarborough District

Scarborough Civic Centre
150 Borough Drive
3rd Floor
Consultant: 416-396-7334
Enquiry: 416-396-7526

Toronto/East York District

Toronto City Hall
100 Queen Street West
Ground Floor, West Tower
Consultant: 416-392-7632
Enquiry: 416-392-7539

North York District

North York Civic Centre
5100 Yonge Street
First Floor
Consultant: 416-395-7135
Enquiry: 416-395-7000

Etobicoke/York District

2 Civic Centre Court
Main Floor
Consultant: 416-394-8239
Enquiry: 416-394-8222

If you are unsure about your district boundary, or wish to find out more about City Planning's role in helping to shape the look and feel of our city, visit the City Planning web site at <http://www.toronto.ca/planning/>

THE DEVELOPMENT REVIEW PROCESS

STAR Process

The STAR process applies to the most significant planning applications such as Official Plan Amendments, Rezoning, Plans of Subdivision and Condominium, Site Plan Control and Part Lot Control Exemption applications.

Minor Variance and Consent applications, while sometimes related to Site Plan applications, follow a much shorter review process (through the Committee of Adjustment) and are not subject to STAR.

Pre-Application Consultation

You are strongly encouraged to take advantage of Pre-Application Consultation as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to identify key issues, required approvals, supporting drawings and reports and studies that will be required for your formal submission to achieve complete application status.

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

Submission of "Complete" Application

The types and breadth of information required for a complete application submission are presented in the appropriate sections of the Guide.

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment; and
- Issue a written confirmation on the completeness or incompleteness of your application within 30 days, assign it a STAR stream and application file number.

A complete application submission will allow a more efficient and comprehensive review of all supporting material by the City and will trigger the following:

- The City's commitment to meet the STAR target timelines; and
- For certain types of applications, the timeframe under the *Planning Act* for the City to make a decision on the application.

STAR Application Streams

Planning applications are categorized into three streams:

- Complex:** Applications that involve large developments with significant community impact and/or multiple approval processes and usually require reporting to City Council. These would include Official Plan and Zoning By-law Amendment applications, Plans of Subdivision, Common Elements and Vacant Land Plan of Condominium applications, Condominium applications involving the conversion of rental housing to condominium and concurrently submitted Site Plan Control applications.
- Routine:** Applications that are smaller in scope and have issues that are not highly complex or controversial. These would include Part Lot Control applications, all of other types of Plan of Condominium applications and stand-alone Site Plan Control applications.
- Quick:** Applications that require limited circulation for comment and generally require standard approval conditions. This would include Site Plan Control applications for detached dwellings created by Consent

Review and approval target timelines established by STAR for each of the application streams is:

- Complex:** 9 months
- Routine:** 4 months
- Quick:** 3 months

Please note the use of the word "target" when outlining the timelines. Each planning application is different according to the specifics of the property, its location, the nature of the development and many other factors. Your application may be resolved in more or less time depending on the combination of these factors.

There is also some responsibility that falls to you to achieve the target timelines. The STAR process assumes you will undertake pre-application consultation and submit a complete application. Should you choose to proceed with an application that does not meet the submission requirements outlined in the Guide, the City will process your application to the greatest extent possible. However, the City's target timeline commitments for review of your application will only commence once a complete application submission is received.

STAR also assumes you will respond to requests for information or revisions to your proposal in a timely manner. Doing so will help us review your application faster.

This Guide indicates the likely streaming and timing of each type of planning application based on the criteria of the STAR process. However, you are strongly encouraged to discuss the specifics of

your proposal with the Planning Consultant and/or Planning staff in your local Community Planning Customer Service office prior to submission to obtain a more accurate determination.