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September 26, 2025

**Re: Pre-Application Consultation Comments**  
Pre-Application No.: 25 221109 STE 04 PAC  
21 Windermere Avenue  
Ward 4 – Parkdale-High Park

Proposal: A mixed-use development by the Toronto Community Housing Corporation that includes a 35 storey tower and a U-shaped building comprised of 5- and 8- storey wings and a 20 storey component. The development includes small scale commercial and community uses at grade, as well as open space areas, a POPS, and above grade parking. A total of 763 affordable rental units are proposed, including 154 replacement rental units.

Development Review and relevant commenting partners have reviewed the following materials submitted in respect of the above Pre-Application Consultation Meeting request received on September 15, 2025:

Name of Plan/Document	Prepared by	Date
Concept Site Plan	KPMB Architects	September 5, 2025
Concept Elevations/Renderings	KPMB Architects	September 5, 2025
Survey	J.D. Barnes	June 20, 2025
Post Meeting Report: Swansea-Wide Tenant Meeting #1	Bousfields Inc.	August 18, 2025

The materials submitted above form the PAC Documents referred to in these Comments. These 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 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 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 General and the Additional Information Comment section that are included in the document. Key Comments speak to flags that have an impact on the design or layout of the site.

### Community Planning

1. Under 5.5.1(c)(ii) of the Official Plan, applicants are strongly encouraged to consult with the Ward Councillor and community, prior to formal submission of a planning application to the City. Effective consultation at the outset of the development review process supports good city-building outcomes in several ways, including supporting collaborative and productive working relationships between the applicant and City staff, improving application quality, and reducing overall time to decision on an application.

### Development Engineering

1. High level system information indicates that there may be a sewer capacity constraint in the downstream system. The Applicant is required to undertake and submit, to the satisfaction of the City, capacity analyses to confirm the adequacy of the system to support the proposed development.

### Parks Development

1. Upon preliminary review of the PAC documents, this proposal is designated a Toronto Builds Project per [City Council Decision 2025.PH21.4](#), and as such, the project may exempt from the parkland dedication requirement, Chapter 415, Article III of the Toronto Municipal Code.
2. The City reserves the right to change the type of dedication and amount, based on materials provided in the future, formal submissions.

### Transportation Planning

1. No relevant information provided for key comments.

### Transportation Review

1. Delineate and identify on all applicable plans, a 12.44-metre-wide strip of land narrowing down to 0.00 at the south limit of 21 Windermere Avenue, save and except Part 1 on RD-196, along The Queensway frontage of this property, as “lands to be conveyed to the City” for a nominal sum, free and clear of any obstructions and encumbrances at, above, and below grade to satisfy the Official Plan requirement of a 45.0 metre right-of-way. The submitted plans include a conveyance for a strip of land between 3.898 and 5.849 metres in width.
2. Review the City’s updated [Transportation Impact Study \(TIS\) Terms of Reference](#) to confirm

study requirements including required chapters and materials. Please contact Transportation Review to confirm the scope of work prior to commencing the full study.

## **Urban Forestry**

1. No key comments at this time.

## **Urban Design**

1. No key comments at this time.

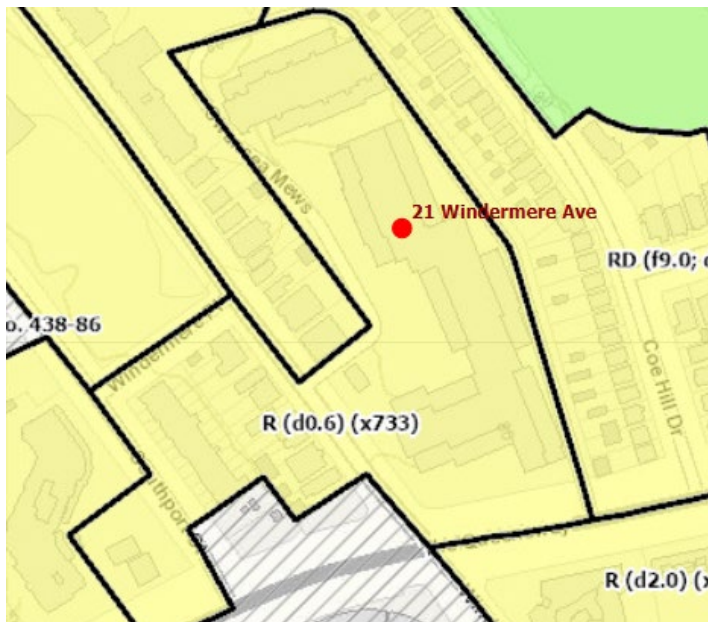
## General Comments

### Community Planning

Official Plan Map: Designated 'Neighbourhood Area'



Zoning By-law 569-2013: R (d0.6) (x733)

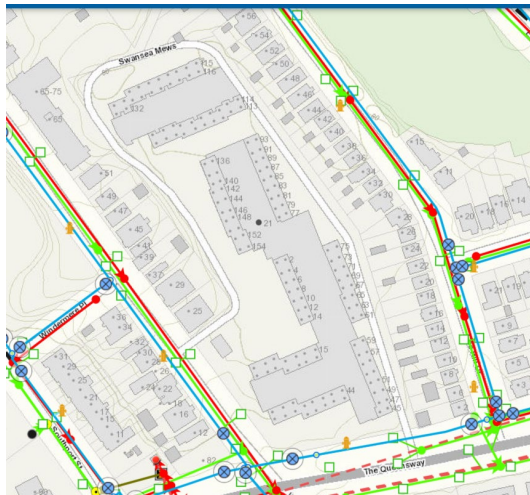


1. The subject property is within the [Swansea Secondary Plan](#) area.

2. The applicant is required to submit an Energy Strategy (Net Zero Emissions Strategy) Report to identify and evaluate opportunities related to energy demand and emissions reduction and resilience. This report shall include technically and financially viable solutions to be further explored and considered for implementation at the Site Plan Application stage. Refer to the [Energy Strategy \(Net Zero Emissions Strategy\) Terms of Reference](#) for report requirements.

## Development Engineering

1. Based on unconfirmed City records, along Windermere Avenue there is the following City infrastructure:
  - a. 150 mm watermain
  - b. 300 mm sanitary sewer(s)
  - c. 525 mm storm sewer(s)



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.

The development will be required to comply with the City's Servicing Requirements for Different Built-Forms. Based on the information provided, the following will be required:

- Each tower to have its own set of water, sanitary & storm service connections to municipal systems
- Each tower to have its own SWM facility. Shared SWM facility if not reasonable to separate, provided:
  - i. each tower/podium to have its own stormwater collection pipe system; and
  - ii. each collection pipe system to have its own monitoring system installed

Staff will review this application on the understanding it will comprise a single parcel of land, under one owner, upon completion. If any party, including the applicant or any subsequent owner, submits an application for severance, part-lot control, subdivision, condominium approval or any other form of land division for this development not in accordance with this assumption, different servicing connections, including all associated stormwater management facilities and any necessary revised plans and studies, may be required by the City at the sole cost to that applicant.

The existing municipal infrastructure must be considered when designing tiebacks, shoring, and piling systems. Any tiebacks, shoring, and piling systems that encroach into the right-of-way will require a Construction Permit from Transportation Services. As part of the Transportation Services permit review, these proposed systems are subject to a technical review and in some circumstances may not be permitted. If there is a conflict between infrastructure and tiebacks, shoring, and/or piling systems, the design of the tiebacks, shoring, and/or piling system must be revised to protect municipal infrastructure to the satisfaction of the City.

2. City records indicate that the subject lands are located within Basement Flooding Protection Program study area #49 which consists of a completed existing condition InfoWorks hydraulic model for the relevant sewershed. The InfoWorks model can be made available upon request to Development Engineering.

## **Environmental Planning**

1. A Species at Risk (SAR) Screening assessment should be completed - this is to include any existing trees (e.g., Butternut) and assessment of any existing structures. This can be a condition of approval or could be done earlier.
2. No outlet(s) or overland flow directed to the adjacent natural features and areas.
3. The sun/shade study should be evaluated to ensure the proposal does not include any significant shadow effects on the West Pond. There is risk to natural features with reductions in sun (alteration of growing conditions, thermal alterations, etc.).
  - a. If there is higher risk of significant decreases in sun on the adjacent features, then consideration should be given to the impact of those changes on existing features and their composition.
3. Toronto Green Standards:
  - a. Bird friendly building design - based on proximity of the proposed development to the Lake Ontario shoreline and the proximity to both West Pond and Grenadier Pond, bird friendly design should be considered a requirement. There is an elevated risk of bird strike and mortality for development (particularly any consideration of towers) on the site.
  - b. Consideration should be given to an integrating or utilizing native (preferred) and non-invasive species which offer biodiversity benefits within the urban context of the site.

## **Heritage Planning**

The applicant should review and be familiar with the City's Heritage Planning requirements prior to making an application to the City under the *Planning Act* or the *City of Toronto Act, 2006*. For additional information, please visit [www.toronto.ca/heritage-preservation](http://www.toronto.ca/heritage-preservation) or contact the assigned review team member identified previously.

1. The site is in an area of archaeological potential. A minimum Stage 1 archaeological assessment must be completed prior to the submission of an application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and/or Site Plan Control.

## **Parks Development**

1. No general comments at this time.

## **Strategic Initiatives, Policy & Analysis – Policy**

1. 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.
2. The proposal includes redevelopment of social housing properties. Refer to [Section 3.2.1, Policy 7](#) of the Official Plan.

## **Solid Waste Management Services**

1. A portion of the real property where a development is or will be proposed, lies within 500 metres of a closed municipal landfill. Therefore the owner of the real property (the "Owner") shall retain a qualified person (as that term is defined in Ontario Regulation 153/04) (the "Qualified Person") to conduct a subsurface investigation for the possible presence of methane gas at the property;

The investigation shall provide coverage across the property, and shall be carried out such that the possible presence of methane gas can be adequately assessed.

Solid Waste is requesting that this be done as part of the current application.

Once the investigation is complete then:

- a. A gas investigation report shall be provided to the City along with a certified letter that is signed and stamped by a qualified person. The letter will state whether or not the investigation indicates that methane gas was detected at or above 1% volume in air, at any (subsurface) location on the property.

Depending on the results of the subsurface investigation, Solid Waste may request further conditions.

## **Zoning Comments – north tower**

1. Revised drawings must indicate that all access driveways to be used by the collection vehicle will have maximum gradient of 8%, have a minimum vertical clearance of 4.4

metres throughout, a minimum width of 4.5 metres throughout and be 6 metres wide at point of ingress and egress.

2. Revised drawings must indicate that all overhead doors will have a minimum vertical clearance of 4.4 metres, and a minimum width of 4 metres.
3. Revised drawings must indicate and annotate that the staging pad is located at the front of the Type G loading space will be at least 66.2 square metres, has an unencumbered vertical clearance of 6.1 metres. Vertical clearance notation is missing.
4. Revised drawings must show an additional 3.34 square metre, at a minimum for the storage of household hazardous waste.

### **Zoning Comments – south tower**

5. Solid Waste supports removing the Type G loading space in the south tower and consolidating waste loading to the north tower.
6. Revised drawings must show an additional 3.28 square metre, at a minimum for the storage of household hazardous waste.

### **Transportation Planning**

1. No general comments at this time.

### **Transportation Review**

1. In accordance with Zoning By-law No. 569-2013, as amended by Zoning By-law No. 223-2025, for Parking Zone B, the proposed site is required to provide a minimum of zero (0) resident spaces, 35 visitor spaces, and zero (0) non-resident (retail/community use) parking spaces. Up to a maximum of 621 resident spaces and 96 non-resident (retail/community use) spaces are permitted. As per the submitted plans, approximately 280 parking spaces are provided within two (2) levels of parking. As such, the proposed parking supply can meet the above-noted minimum and maximum requirements, however, additional labelling is required to delineate the spaces by type. In addition, the dimensions of all parking spaces, including setbacks from obstructions, if any, must be labelled in accordance with Zoning By-law No. 569-2013.
2. In accordance with Chapter 200.15 of Zoning By-law No. 569-2013 (as amended by By-law No. 223-2025) and By-law No. 579-2017, the proposed site is required to provide a minimum of 20 accessible parking spaces. The plans will be required to be revised to provide/label a minimum of 20 accessible spaces, with minimum acceptable dimensions, as per Zoning By-law No. 569-2013.
3. The proposed access driveway is provided via Windermere Avenue, which is acceptable to Transportation Review. As per the submitted plans, the width is 6.4 metres, which is acceptable, however, the width should be consistent with the curb radii removed and the driveway constructed in accordance with the T-310.050-1 design standard.
4. Label all drive aisle widths, including ramps, in accordance with Zoning By-law No. 569-2013. In addition, label all ramp slopes and transition areas (grade/length) in accordance with the

City's design standards.

5. In accordance with Zoning By-law No. 569-2013, Chapter 200.5.1.10(14) and the Toronto Green Standards Ver. 4.0, electric vehicle (EV) infrastructure must be provided (via Level 2 charging or higher) for 100 percent of the resident parking spaces and 25 percent of visitor/non-residential parking spaces. Based on the parking details, this requirement cannot be determined at this time, however it will be required by Transportation Review.
6. In accordance with Chapter 230 of Zoning By-law No. 569-2013, as amended by By-law No. 223-2025 for Bicycle Zone 1, the proposed development is required to provide a minimum of 596 long-term and 133 short-term bicycle parking spaces. In addition, a minimum of five (5) percent of the long-term bicycle parking supply (a minimum of 30 spaces) must be provided as oversized bicycle parking. In all, label the type (e.g. long-term/short-term, oversized), dimensions, and locations of the proposed bicycle parking spaces, along with other required on-site provisions (e.g. bicycle repair stations).
7. 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 (and 2.5 metres adjacent to oversized bicycle parking spaces) 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.
8. 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.
9. Based on the proposed driveway access from Windermere Avenue, which includes a pick-up/drop-off driveway loop on-site. As such, Transportation Review notes that short-term vehicular activity will be accommodated on-site, which is acceptable.
10. In accordance with Chapter 220 of Zoning By-law No. 569-2013, the proposed north building requires a minimum of one (1) Type G loading space, while the south building requires one (1) Type G and one (1) Type B loading space. Given the mixed-use nature of the southern building, Transportation Review can support the sharing of loading spaces. The plans include two (2) Type G loading spaces, which satisfy the above-noted minimum requirements. The proposed loading spaces must be provided and labelled with acceptable minimum dimensions (including a 4.4 metre vertical clearance for drive aisle access). In addition, acceptable vehicle maneuvering diagrams (VMDs) will be required for the proposed loading spaces, demonstrating vehicles entering the site, accessing the loading spaces, and exiting into the public right-of-way in a forward motion.
11. Provide a Transportation Demand Management (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.
12. 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 2.4, and 3.2. All relevant plans must be clearly

labelled with the number, type, dimensions and location of the required infrastructure.

13. Provide public boulevard designs according to the following dimensions, 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. Minimum 2.1 metres wide pedestrian clearways along The Queensway and Windermere Avenue; and
  - e. Additional setback area for a marketing zone, if desired.
14. Provide/label minimum 2.1-metre-wide pedestrian clearways (delineated by concrete sidewalk) along The Queensway and Windermere Avenue 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 applicable site and landscape plans.

## Urban Design

1. The site organization/layout is generally acceptable for the proposed development. Several urban design issues/concerns should be addressed to further improve the overall site organization/layout. These issues/concerns include the following:
  - a. The proposed 20-storey north tower has a separation distance to the west property line of 7.5 metres. Staff foresee the possibility of mid-rise buildings along Windermere Avenue, which may create a subpar separation distance between such a building and the 20-storey tower currently proposed. Staff would accept a minimum 10.0 metre tower setback with no projections between the tower and the west property line.
  - b. The current arrangement of building entrance for both the north and south buildings are oriented to face the inner vehicular courtyard. In general, the location is acceptable, however from a pedestrian perspective, it would be more desirable to locate the main building entrances to the west of the loading area (south building) and the parking entrance (north building). By relocating both building entrances, pedestrians may have fewer conflicts with vehicles; have entrances closer to the Windermere Avenue frontage; and improved visibility from the street.
  - c. Consider consolidating the Type-G loading into the north building to improve the functionality of the south base building. Additional loading requirements may still be required for the south building.
  - d. For the south building, it would be desirable to have a secondary building entrance on Windermere Avenue or on The Queensway to improve access to the streetcar platform on The Queensway.
  - e. The ground floor setback due to the required road widening will require an interim design solution to ensure that the streetscape is desirable for residents and visitors

to the building and commercial uses at grade. Please provide an interim concept design for the open space along the Queensway.

- f. Please provide more information on the pedestrian circulation of the site from the north to the south. For example, will there be a path of travel from the north open space to the south along the east side of the property.
  - g. On the north block, the bicycle parking room is adjacent to the open space and does not seem to have an active frontage facing the open space. It is recommended that an amenity space (indoor or outdoor) should be located adjacent to the open space to create more animation along the frontage.
  - h. It is unclear how the south building will access the car parking located in the north building. It may be desirable to include a covered walkway with weather protection to connect the two buildings.
  - i. For the open space area, a unifying element or focal point should be considered to create a sense of place for the community. The element/focal point can be a covered amenity area, seating area, community gathering place, or other landscape feature or resident amenity.
2. A pedestrian level wind study will be required. A phase 2 CFD model is required at this time for the first submission. A wind tunnel study will be required to accompany the application at a later date agreeable to the City Staff. Refer to the [Pedestrian Level Wind Study Terms of Reference Guide](#).
  3. Refer to all applicable City guidelines including the [Growing-up Urban Design Guidelines](#) and [Pet-Friendly Urban Design Guidelines](#).

## Urban Forestry

1. **Submission Requirements:** For the initial submission to be deemed complete by Urban Forestry, the following materials will be required (refer to the [City of Toronto's Application Support Material: Terms of Reference](#) for details):
  1. Arborist Report and Tree Protection Plan,
  2. Concept Site and Landscape Plan,
  3. Topographic survey that includes the locations of all existing trees on or within 6.0m of the development site, and
  4. Soil Volume Plan (with minimum QLB utility data, see below).
2. **Existing Trees:** There appear to be existing by-law regulated trees on or within 6.0m of the development site. Urban Forestry may require the preservation of these trees throughout and after construction and expects all reasonable efforts to be made to retain healthy existing trees where possible. All by-law regulated trees to be preserved must be protected in accordance with the relevant [Tree By-law](#) and the City of Toronto's [Tree Protection Policy and Specifications for Construction Near Trees](#).
3. **Tree Permit Application:** Urban Forestry will require the submission of a complete [Application to Injure or Remove Trees](#) and associated application fees (as applicable) for all by-law regulated trees where injury or removal cannot be avoided. Please note that the tree

permit application fees may be waived for the not-for-profit portion of this development under City of Toronto Municipal Code Chapter 813-7.B.(1) and 813-14.B.(1). The applicant is advised that the submission of an application does not guarantee that a tree permit will be issued. As part of the review process, Urban Forestry will independently assess the condition of the trees and the reason for their proposed removal against the provisions of the applicable by-law. The applicant may be required to submit revised plans and Urban Forestry may be required to notify the community, (co-)owner(s) of boundary/neighbour trees, consult with the ward councillor, and/or report to Community Council. The applicant is advised that by-law regulated trees may not be injured or removed until a Permit to Injure or Destroy a Tree has been issued by Urban Forestry, a Building or Demolition Permit has been obtained, and the construction which warrants tree injury/removal has commenced. The applicant is advised that, prior to finalization of the Site Plan Control review process, Urban Forestry may require payment of a refundable Tree Protection Guarantee for injury of City-owned trees, a non-refundable Tree Loss Payment for removal of City-owned trees, a refundable Tree Planting Security Deposit to ensure the planting and survival of new City trees, and/or a non-refundable cash-in-lieu payment for any required replacement trees that are not being provided. Final amounts and payment instructions will be provided upon issuance of Notice of Approval Conditions.

4. **Street Tree Planting Required:** Large-growing shade trees and sufficient soil volumes must be proposed within the Windermere Avenue road allowance to satisfy the [Toronto Green Standard](#) and, if any by-law regulated street trees are permitted for removal, the [Street Tree By-Law](#) compensation planting requirement. Based on the submission materials, there appears to be sufficient space for four (4) new street trees to be planted within the Windermere Avenue road allowance at the north end of the frontage where space between the municipal sidewalk and the property line permits. If any road widenings conveyances are required, please maximize tree planting within these areas as well.
5. **On-Site Tree Planting Required:** Large-growing shade trees and sufficient soil volumes must be proposed on site to satisfy the [Toronto Green Standard](#) and, if any by-law regulated private trees are permitted for removal, the [Private Tree By-Law](#) compensation requirements. Based on the submission materials, there appears to be sufficient space for many new trees to be planted on site. Please maximize tree planting on site, including trees lining frontages where space does not permit tree planting in the road allowance.
6. **Tree Planting Standards:** All new tree planting on site and within City-owned road allowances must comply with applicable City [Specifications](#), [Details](#), and [Toronto Green Standard Ecology & Biodiversity](#) requirements, and [Tree By-law](#) compensation requirements, including size, species, planting area dimensions, spacing, soil volume and depth, growing medium composition, continuous soil trench/soil cell assembly, and related green infrastructure.
7. **Utility Information:** To ensure that new street tree planting does not conflict with existing public utilities, provide accurate locations of all above- and below-grade existing utilities to remain, including main lines and lateral connections. Begin by confirming the presence of existing utilities with a Quality Level B (QL-B, as per the American Society of Civil Engineers Standard 38) investigation (i.e. sub-surface survey, a.k.a. "locates"). Please provide this information as soon as possible (preferably in advance of the first submission) so that utility investigations do not hold up the planning approvals. Urban Forestry is willing to review the QL-B data when it is available to determine next steps. Where new tree planting and soil volumes are proposed near existing utilities, a subsequent QL-A investigation may be

required, depending on the results of the QL-B investigation. QL-A data provides precise horizontal and vertical utility locations obtained by exposure (i.e. “daylighting”) using minimally intrusive excavation techniques. Cite the data quality level provided for existing utilities, as certified by the professional stamp of an engineer.

8. **Utility Clearances:** It is critical that appropriate horizontal and vertical clearances be maintained between all underground public utilities (main lines and lateral connections) and trees and/or soil volumes for tree planting within the public right-of-way. The minimum required horizontal clearance from Toronto Water-owned plants is 1.0 m as measured from the outside edge of the plant to the edge of soil volume for tree planting. The minimum required horizontal clearance from Enbridge-owned plants is 0.6 m (with use of a root barrier) as measured from the outside edge of the plant to either the edge of soil cells or the tree root ball (refer to [Enbridge's Third-Party Requirements](#)). Clearances from plants owned by other utility providers may be found in [Appendix O](#) of the [City of Toronto Municipal Consent Requirements](#). Please design to these standards and clearly dimension clearances on relevant plans and sections.
9. **TPUCC Approval:** Depending on the results of the utility investigations, approval of the proposed street tree planting by the [Toronto Public Utilities Coordinating Committee \(TPUCC\)](#) may be required as proof of the absence of conflicts between the proposed street trees/continuous soil trenches and proposed and existing utilities (as confirmed by utility investigation). Urban Forestry expects that all efforts will be undertaken early in the planning process to resolve utility-tree conflicts so that the tree planting requirements are met. If a utility conflict prevents the implementation of the proposed street tree planting, Urban Forestry may not issue a tree removal permit for any existing City-owned street trees.

## Toronto Transit Commission (TTC)

Anas Ingar, Transportation Planner at [Anas.Ingar@ttc.ca](mailto:Anas.Ingar@ttc.ca)

1. While a pick-up/drop-off with a 10-metre radius is preferred to accommodate Wheel-Trans service, we recognize that this is not practical on all sites. Operators are discouraged from reversing their vehicle due to safety concerns. However, we are satisfied if a Wheel-Trans vehicle can enter and exit the site with a 6-foot (~1.8m) correction (reverse movement). If Wheel-Trans access is to be accommodated on-site, a vehicle maneuvering diagram should be provided for a 7-metre Promaster vehicle.
2. Where it is not possible to accommodate this vehicle on-site, the applicant can accommodate service on-street, provided that the on-street pick-up/drop-off location:
  - is not on an arterial roadway (unless it is in a layby);
  - includes a hard surface 2.1 metres wide and 2.4 metres deep connected to (or part of) the sidewalk to accommodate side-door loading;
  - is within 70 metres of an accessible building entrance; and
  - has a clear line of sight to the accessible building entrance (this is to ensure that operators do not leave their vehicle and passengers unattended).

## Pre-Application Consultation (PAC) Review Team

Reviewer Division	Contact	Email Address	Phone Number
Community Planning	Doris Ho	Doris.Ho@toronto.ca	416-338-1264
Development Engineering	Miguel Ibrahim	Miguel.Ibrahim@toronto.ca	416-338-7942
Parks Development	Tom Rowlinson	Tom.Rowlinson@toronto.ca	416-338-8728
Transportation Review	Robert Lee	Robert.Lee@toronto.ca	416-338-5379
Urban Design	Joseph Luk	Joseph.Luk@toronto.ca	416-392-0759
Urban Forestry	Drew Graham	Drew.Graham@toronto.ca	416-396-7349
Solid Waste Management	Matthew Agnew	Matthew.Agnew@toronto.ca	416-338-1884
Housing Policy (SIPA)	Jamilla Mohamud	Jamilla.Mohamud2@toronto.ca	416-338-2002
Environmental Planning	Joshua Wise	Joshua.Wise@toronto.ca	416-392-4787

## Meeting Details

**Meeting date: September 24, 2025**

Attendee Role	Attendee Name	Email Address
Toronto Community Housing	Holly Carrie-Mattimoe	holly.carrie-mattimoe@torontohousing.ca
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Urban Design	Joseph Luk	Joseph.Luk@toronto.ca
Urban Forestry	Drew Graham	Drew.Graham@toronto.ca
Solid Waste Management	Matthew Agnew	Matthew.Agnew@toronto.ca
Housing Development Office	Laila MacDougall-Milne	Laila.MacDougall-Milne@toronto.ca

# Application Checklist

September 26, 2025

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)

<b>X</b>	Official Plan Amendment (OPA)		Draft Plan of Subdivision (SUB)
<b>X</b>	Zoning By-law Amendment (ZBA)		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.

## Information and Materials to be Submitted with Application

The information and materials that are always required as part of a complete application are identified with a black circle (●). The information and materials that may be required as part of a complete application if your proposal is subject to the triggers listed in the City's [Application Support Materials: Terms of Reference](#) are identified with a white circle (○). Additional information and materials may be required as part of a complete application for lands subject to [Secondary Plans](#) and [Site and Area Specific Policies](#).

One (1) digital copy, unless noted otherwise.

Please indicate all the information and materials applicable for the submission of a Complete Application by completing the first column.

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
Y	<a href="#">Completed Application Form</a>	●	●	●	●
Y	<a href="#">Project Data Sheet</a>	●	●	●	●
Y	<a href="#">1:50 Scaled Detailed Colour Building Elevations</a>				○
	<b>Will be required:</b>				
	- Developments of 5 storeys or higher				
	<a href="#">Accessibility Design Standards Checklist</a>			○	○
	Refer to the City of Toronto Accessibility Design Guidelines.				
	<a href="#">Aeronautical Report</a>	○	○		○
	<b>Will be required:</b>				
	- Properties located within the flight paths of St. Michael's Hospital, The Hospital for Sick Children, Toronto Pearson Airport, and Billy Bishop Airport				
	<a href="#">Air Quality and Odour Study</a>		○	○	○
	<b>May be required:</b>				
	- For developments that include a sensitive land use and is in within 1000 metres of any industrial land use				
	- Refer to <a href="#">D-1-3 Land Use Compatibility: Definitions</a> for classification of sensitive land use and industrial land use				

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
Y	<a href="#">Arborist Report</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Properties containing existing regulated trees and/or regulated trees that are located within six metres of all property lines (or all trees within 12 metres from all proposed disturbance areas for sites regulated by the <a href="#">Ravine and Natural Feature Protection By-law, Municipal Code Chapter 658</a>)</li> </ul>		○	○	○
Y	<a href="#">Archaeological Assessment</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- If the property is on the <a href="#">City's database</a> of lands containing archaeological resource potential</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- If the property is identified on the City's <a href="#">Inventory of Heritage Properties</a> as part of the Heritage Impact Assessment process</li> </ul>	○	○	○	○
	<a href="#">Architecture Control Guidelines</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- For developments of large sites</li> </ul>			○	
	<a href="#">Block Context Plan</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Sites within a policy area, such as Secondary Plan, Precinct Plan Context Plan or Area Specific Policy, where a layout of the public realm, building massing, heights, densities or massing of the proposal provides changes to the planned context;</li> <li>- Sites proposing a change in land-use or sites that have multiple land uses</li> <li>- Properties with multiple landowners</li> <li>- Large sites over 1 hectare</li> <li>- Sites with two or more buildings, on-site park dedication, and/or a new public street(s)</li> <li>- Sites with a context of large open spaces and few public streets and parks including "Tower in the Park"</li> <li>- Apartment Neighbourhood sites and mixed use shopping centres</li> <li>- Sites adjacent to heritage or natural features, ravines, woodlots, the waterfront or public parks</li> <li>- Sites with proposed new, alterations to or adjacent to a higher order transit station</li> <li>- Sites where the development potential on adjacent properties may be impacted by or could be integrated into the proposed site</li> </ul>	○	○	○	○
Y	<a href="#">Boundary Plan of Survey</a>	●	●	●	●

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
	<a href="#">Community Services and Facilities Studies</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Developments containing 150 to 200 or more residential units</li> <li>- The application is of a significant scale which may potentially impact the adequacy of community services and facilities, and require the provision of new, expanded, or improved community services and facilities</li> <li>- The development is located in an area with few existing community services and facilities</li> <li>- Little information is known about the capacity of existing community services and facilities in the area of the proposed development</li> <li>- The application results in the development of a new neighbourhood where little or no residential development currently exists</li> <li>- The development is, or is part of, a “large site” (being generally greater than 5 hectares)</li> </ul>	○	○	○	
	<a href="#">Compatibility/Mitigation Study</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Developments with sensitive land uses, including residential uses, where permitted or proposed outside of and adjacent to or near to Employment Areas or within the influence area of major facilities</li> </ul>	○	○		○
Y	<a href="#">Computer Generated Building Mass Model</a>	●	●		●
Y	<a href="#">Concept Site and Landscape Plan</a> Refer to the Terms of Reference.	○	●		
Y	<a href="#">Conceptual Grading Plan</a>		●		
Y	<a href="#">Conceptual Servicing Plan</a>	●	●		
Y	<a href="#">Contaminated Site Assessment</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Any portion of the property to be conveyed to the City</li> <li>- Below-grade easements for new municipal infrastructure</li> </ul>	● ●	● ●	○	○
	<a href="#">Cultural Heritage Evaluation Report</a> <b>Will be required as part of a Heritage Impact Assessment for:</b> <ul style="list-style-type: none"> <li>- Developments that include a property that is listed under Section 27 of the Ontario Heritage Act on the City of Toronto’s Heritage Register</li> <li>- Developments that are designated under Section 29 of the Ontario Heritage Act prior to 2006</li> </ul> <b>Strongly Encouraged:</b> <ul style="list-style-type: none"> <li>- Developments that include a property that is not on the City’s Heritage Register, but that is believed to have cultural heritage value as identified by the community, City staff, professional site assessments, planning studies or local Councillor</li> <li>- Properties that include a building or structure that is 40 years or older</li> </ul>	○	○	○	
Y	<a href="#">Context Plan</a>	●	●	●	●
Y	<a href="#">Draft Official Plan Amendment</a>	●			

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
	<a href="#">Draft Plan of Subdivision</a>			●	
Y	<a href="#">Draft Zoning By-law Amendment</a>		●		
	<a href="#">Electromagnetic Field (EMF) Management Plan</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- For residential, school or day nursery uses where the subject site is within or abuts a hydro corridor</li> <li>- All new high-voltage transmissions lines or increases in the capacity of existing transmission lines in the City of Toronto</li> </ul>	○	○	○	○
	<a href="#">Energy Modelling Guidelines</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Part 3 buildings under the Ontario Building Code with a gross floor area of greater than 2000 square metres</li> </ul>				○
	<a href="#">Energy Strategy (Net Zero Emissions Strategy)</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- New residential, non-residential and/or mixed-use developments</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Industrial developments with a total gross floor area of 20,000 square metres or more, or within a <a href="#">Community Energy Plan approved by Council</a></li> </ul>	○	○	○	
	<a href="#">Environmental Impact Study</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Developments likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study</li> </ul>	○	○	○	○
	<a href="#">Erosion/Sediment Control Plan</a>				●
Y	<a href="#">Floor Plans</a>		●		●
Y	<a href="#">Geotechnical Study/Hydrological Review</a> Refer to the Terms of Reference.		●	○	○
	<a href="#">Heritage Impact Assessment (HIA)</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments containing one or more properties that are listed and/or designated on the City of Toronto's <a href="#">Inventory of Heritage Properties</a></li> <li>- Developments adjacent to a property on the Heritage Register</li> </ul>	○	○	○	○
Y	<a href="#">Housing Issues Report</a> [Also required as part of <a href="#">Rental Housing Demolition and Conversion Application</a> ] <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Development proposes to demolish, intensify, convert or sever existing rental housing sites, or develop sites greater than five hectares with new residential uses</li> </ul>	○	○		
	<a href="#">Landscape and Planting Plan</a>				●
	<a href="#">Lighting Plan</a>				●

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
Y	<a href="#">Methane Gas Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Sites on or within 500 metres (or within previously determined area of influence) of a known or suspected closed (former) municipal landfill in accordance with the Official Plan Policy 3.4.23</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<a href="#">Natural Heritage Impact Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- For any proposed undertaking on lands within the natural heritage system that are particularly sensitive as shown on Map 12 of the Official Plan (see OP Policy 3.4.13)</li> <li>- Prior to permitting development in or on lands adjacent to certain provincially significant natural heritage features as defined by the Ministry of Natural Resources (e.g., wetlands, areas of natural and scientific interest) and the City of Toronto (e.g., significant woodlands and valley lands) (see OP Policy 3.4.14)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Y	<a href="#">Noise Impact Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments adjacent to or nearby Employment Areas</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Where uses, such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses, such as residences, educational and health facilities</li> </ul>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Y	<a href="#">Pedestrian Level Wind Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Projects with two or more buildings that are six storeys or 20 metres in height or taller</li> <li>- Projects with a building that is six storeys or 2 metres in height or taller and is located on the waterfront, adjacent to parks and ravines, other open spaces, cultural and natural heritage areas, schools, playgrounds and outdoor recreational spaces, and other areas deemed pedestrian sensitive</li> </ul>		<input type="radio"/>		<input type="radio"/>
	<a href="#">Perspective Drawing</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments 4,000 square metres or larger</li> </ul>				<input type="radio"/>
Y	<a href="#">Planning Rationale</a>	●	●	●	
Y	<a href="#">Public Consultation Strategy Report</a> Refer to the Terms of Reference.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<a href="#">Rail Safety and Risk Mitigation Report</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Proposal introduces a new or intensified land use within 30 metres of a rail facility</li> </ul>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Y	<a href="#">Roof Plan</a>		●		●
Y	<a href="#">Servicing Report</a>	●	●	●	●

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
Y	<a href="#">Simplified Graphics Report</a>	●	●		
Y	<a href="#">Site and Building Elevations</a>		●		●
Y	<a href="#">Site and Building Sections</a>		●		●
	<a href="#">Site Grading Plan</a>				●
Y	<a href="#">Site Plan</a>		●		●
	<a href="#">Site Servicing Plan</a>				●
Y	<a href="#">Soil Volume Plan</a> (complete with min. Quality Level B utility data) Refer to the Terms of Reference.		○	○	○
Y	<a href="#">Stormwater Management Report</a>		●	●	●
	<a href="#">Subdivision Concept Plan</a>			●	
Y	<a href="#">Sun/Shadow Study</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Developments over six storeys or 2 metres in height</li> <li>- Developments less than 20 metres, where additional height is applied for near shadow sensitive areas (such as parks and open spaces, schoolyards, cemeteries, etc.)</li> </ul>		○		
Y	<a href="#">Topographical Survey</a> Refer to the Terms of Reference.	○	●	●	●
Y	<a href="#">Toronto Green Standard</a> (Tier 1) <a href="#">TGS Version 4</a> is applicable to all development applications deemed complete on or after May 1st, 2022. If applicable, submit the Checklists and Statistics Template relevant to your proposal. Voluntary: To enroll in Tier 2 or 3, contact Environmental Planning at <a href="mailto:sustainablecity@toronto.ca">sustainablecity@toronto.ca</a> .		●	●	●
Y	<a href="#">Transportation Impact Study</a> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Refer to Table 1 in the Terms of Reference</li> </ul>	●	●	○	○
Y	<a href="#">Tree Protection Plan</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- For properties containing existing regulated trees and/or regulated trees that are located within six metres of all property lines (or all trees within 12 metres from all proposed disturbance areas for sites regulated by the <a href="#">Ravine and Natural Feature Protection By-law, Municipal Code Chapter 658</a>)</li> </ul>		○	○	○
Y	<a href="#">Underground Garage Plan</a>		●		●
	<a href="#">Urban Design Guidelines</a> Refer to the Terms of Reference.		○	○	○
Y	<a href="#">Utility Plan</a> Refer to the Terms of Reference.		●	○	●

Y / NA	Information and Materials	OPA	ZBA	SUB	SPC
	<a href="#">Vibration Study</a> <b>Will be required:</b> <ul style="list-style-type: none"> <li>- Developments adjacent to or nearby Employment Areas</li> </ul> <b>May be required:</b> <ul style="list-style-type: none"> <li>- Where uses, such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses, such as residences, educational and health facilities</li> </ul>		○	○	○

**Advisory Comments**

In addition to the comments provided within this document, please refer to the [Development Guide](#) for advisory comments related to the City’s policy framework.

**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,

Doris Ho

Senior Planner  
Community Planning, Toronto & East York District

## Appendix A: 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)

### Development Engineering

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 Review**

Transportation Review 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.