

Planning Application Checklist

Date provided: December 20, 2022

Submission Instructions

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

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

Digital Submission Requirements

- USB key must be compatible with windows (i.e. in Fat32 or NTFS format);
- CD, DVD or USB must only have the PDF files for the application, uncompressed (i.e. no zipped files) and no folders;
- Each Plan/Drawing must be grouped as one PDF file for each type, ie. Architectural, Civil, etc.;
- Plans/Drawings with multiple pages and sets must be combined into a single PDF file in the same order as the submitted paper document;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (See Naming Conventions below);
- Each information/study must be submitted as a separate PDF file, including the Project Data Sheet;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly and be flattened (i.e. no layers);
- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later; and
- Each PDF file submitted must not exceed 25MB and have no layers.

Naming Convention

- PDF file names must use underscores/abbreviations that describe the digital file and reference the subject property.

Examples:

- Architectural Plans_100main_st.pdf
- Civil & Utilities Plans_100main_st.pdf
- Survey Plans100main.pdf
- Parking_100main_st.pdf
- SunShadowStudy_100main_st.pdf
- SWMReport_100main_st.pdf

Refer to the [Development Guide](#) for more information regarding submission requirements.

Applications For

- | | |
|---|---|
| <input type="checkbox"/> Official Plan Amendment* (OPA)
<input checked="" type="checkbox"/> Zoning By-law Amendment* (ZBA)
<input type="checkbox"/> Draft Plan of Subdivision* (SUB)
<input type="checkbox"/> Site Plan Control (SPA)
<input type="checkbox"/> Part Lot Control Exemption (PLC) | <input type="checkbox"/> Draft Plan of Condominium (CDM)
<input type="checkbox"/> Leasehold
<input type="checkbox"/> Freehold
<input type="checkbox"/> Standard
<input type="checkbox"/> Phased
<input type="checkbox"/> Common Elements*
<input type="checkbox"/> Vacant Land* |
|---|---|

* These applications require the posting of a sign, go to [Planning Application Signs](#) for requirements.

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

Information/Studies Submitted with Application

1 digital copy, unless noted otherwise:

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

City Planning

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

- ☒ [Public Consultation Strategy Report](#) (OPA,ZBA, SUB,CDM [Vacant Land])
- ☒ [Simplified Report Graphics](#) (OPA,ZBA)
- ☒ [Sun/Shadow Study](#) (ZBA,SPA)
- [Toronto Green Standard](#) (ZBA,SUB,SPA)
 - ☒ Tier 1 (Mandatory)**
 - ☒ Tier 2,3 (Voluntary)***

**TGS Version 4 will be applied for all applications received on or after May 1st, 2022.

*** To enroll in Tier 2 or 3 contact Environmental Planning sustainablecity@toronto.ca

- ☒ [Checklists and Statistics Templates](#): TGS Version 4
- ☒ [Vibration Study](#) (ZBA,SUB,SPA)

Engineering & Construction Services

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

Urban Forestry Services

- ☒ [Arborist/Tree Preservation Report](#) (ZBA,SUB,CDM,SPA)

Plans Submitted with Application

1 digital copy, unless noted otherwise:

Survey Plans

- ✓ [Boundary Plan of Survey](#) (All Applications)
- ☐ [Draft Plan of Subdivision](#) (SUB)

Architectural Plans

- ☐ [1:50 scale Detailed Colour Building Elevations](#)
[greater than or equal to 5 Storey (SPA)]
- ✓ [Floor Plan\(s\)](#) (ZBA,SPA)
- ☐ [Roof Plan](#) (SPA)
- ✓ [Site and Building Elevations](#) (ZBA,SPA)
- ☐ [Subdivision Concept Plan](#) (SUB)

Civil & Utilities Plans

- ☐ [Construction Management Plan](#) (SPA)
- ✓ [Public Utilities Plan](#) (ZBA,SUB,SPA)

Landscape & Lighting Plans

- ✓ [Concept Site and Landscape Plan](#) (OPA,ZBA)
- ☐ [Lighting Plan](#) (SPA)
- ✓ [Tree Preservation Plan](#) (ZBA,SUB,SPA)

Additional Information Required

- ☐ [Electromagnetic Field \(EMF\) Management Plan](#)
(OPA,ZBA,SUB)

Survey Plans

- ☐ [Draft Plan of Condominium](#) (CDM)
- ✓ [Topographic Survey](#) (All Applications)

- ✓ [Context Plan](#) (All Applications)
- ✓ [Perspective Drawing](#) (4000m² or greater)
- ✓ [Site Plan](#) (OPA,ZBA,SPA)
- ✓ [Site and Building Sections](#) (ZBA,SPA)
- ✓ [Underground Garage Plan\(s\)](#) (ZBA,SPA)

- ☐ [Erosion/Sediment Control Plan](#) (SPA)
- ☐ [Site Grading Plan](#) (SUB,SPA)

- ☐ [Landscape and Planting Plan](#) (SPA)
- ✓ [Soil Volume Plan](#) (ZBA,SUB,SPA)

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

- [City of Toronto Urban Design Guidelines](#)
- [Development Infrastructure Policy and Standards \(DIPS\)](#)
- [District/Area based Urban Design Guidelines](#)
- [Green Roof By-law \(SPA only\)](#)
- [Housing Related Requirements](#)

Advisory Comments

City Owned Property

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

Municipal Numbering

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

From: [Melanie Schneider](#)
To: [Elsa Fancello](#)
Cc: [Kate Cooper](#); ["Claire Ricker"](#); [Dan Nicholson](#)
Subject: FW: PAC Request for 2400-2440 Dundas St W, 22 227853 STE 4 PAC
Date: January 11, 2023 2:22:10 PM

Good morning Elsa,

Please see below for your information. Looks like an HIA will not be required for this proposal. I will be adding this correspondence to our records to support the PAC checklist you have already received.

Regards,

Melanie Schneider (she/her)

Planner

Community Planning

Toronto and East York District

Phone: 416-397-7569



From: Ragini Dayal
Sent: January 10, 2023 4:47 PM
To: Melanie Schneider <Melanie.Schneider@toronto.ca>
Cc: Anne Fisher <Anne.Fisher@toronto.ca>
Subject: RE: Request for staff assignment: PAC Request for 2400-2440 Dundas St W, 22 227853 STE 4 PAC

Hi Melanie,

Just back from holidays this week and following up with email.

I've been advised to let you know that Heritage Planning will not be commenting on the application for these properties.

Regards.

Ragini

From: [Melanie Schneider](#)
To: ["Richard Valenzona"](#); [Claire Ricker](#)
Cc: [Andrea Vetere](#); [Julie Bogdanowicz](#)
Subject: RE: 2400-2440 Dundas Street West PAC Checklist 22 227853 STE 4 PAC
Date: March 10, 2023 4:36:00 PM

This email was sent from outside your organisation, exercise caution before clicking links or opening attachments.

Hi Richard,

As long as the content of the cover letter can be replicated as its own section within the Planning Rationale, I am fine with proceeding in that format. I've added Julie to the chain in case she has additional feedback on the request.

Thank you,

Melanie Schneider (she/her)
Planner
Community Planning
Toronto and East York District
Phone: 416-397-7569



From: Richard Valenzona [mailto:rvalenzona@bousfields.ca]
Sent: March 10, 2023 3:16 PM
To: Melanie Schneider <Melanie.Schneider@toronto.ca>; Claire Ricker <cricker@bousfields.ca>
Cc: Andrea Vetere <avetere@bousfields.ca>
Subject: [External Sender] RE: 2400-2440 Dundas Street West PAC Checklist 22 227853 STE 4 PAC

Good afternoon Melanie,

Happy Friday! I have a question regarding the Shadow Study terms of reference. Instead of preparing a formal cover letter, would it be possible to satisfy that requirement through a section in our Planning and Urban Design Rationale report?

Richard Valenzona

Associate
BES MLA OALA Associate



Bousfields Inc.

T. 416-947-9744 x. 286 W. www.bousfields.ca
F. 416 947 0781

Office Update: Bousfields has transitioned to a hybrid work model.

Gregg Lintern

Chief Planner & Executive Director
City Planning Division

December 16, 2022

To: Melanie Schneider, Planner, Community Planning, Toronto East York District

From: Julie Bogdanowicz, M.Arch OAA Architect & Urban Designer
Urban Design Toronto East York District
Email: Julie.Bogdanowicz@toronto.ca

Re: **2400 Dundas – PAC UD Comments**

Urban Design has reviewed the PAC package dated November 2022 and offers the following preliminary comments.

POLICIES

- OPA 591
- Bloor Dundas Avenue Study

GENERAL

1. The location of proposal does not meet rail setback requirements. All comments are contingent on the report being acceptable. Can the crash wall be located along the property line? It appears set back by 2m. The appearance of the crash wall will be critical as it will be highly visible.

BLOOR ST STUDY EMPHASIS

2. Retail is encouraged.
3. Protecting Neighbourhoods from impact, getting the scale right.
4. Consider views from Chelsea Ave, the site is a view terminus.
5. Warehouse precinct, Opportunity site 7 (midrise)
6. Maintaining a good relationship with the heritage to the north. The row of warehouses to the north figure prominently in the Avenue Study.

SITE PLANNING

7. Avenue Study anticipates a POPS, trail along corridor. This does not appear feasible on this narrow, triangular site. As such we are supportive of the POPS along Dundas St.
8. Can the development be phased? Keep the grocery store and the GO station access during Phase 1?
9. Frontage along Dundas/POPS:
 - a. Frontage would benefit from additional retail/commercial/cafes to animate the POPS. Live-work often turns into just live, no work.

Gregg Lintern

Chief Planner & Executive Director
City Planning Division

- b. The escalator figures prominently along the elevation. This is acceptable if the frontage is lined with retail, as the elevations demonstrate.
 - c. On the south tower consider adding retail to the frontage. Office might not be an ideal use in a main street context.
 - d. Consider relocating the cultural spaces to line both sides of the driveway. Consider micro units, like Mirvish Village.
 - e. We strongly encourage the removal of the curb cut at the north. The appearance of the loading space opening next to the heritage buildings is not a positive relationship.
 - f. Can the lobbies on Dundas St be minimized? Consider one lobby for both north towers, this would reduce redundancy.
 - g. Can the south tower lobby be relocated so that it is more visible from Dundas?
10. Consider lay-bys at the driveway (the lane will be heavily used for PUDO). Consider removing the turning lanes to minimize the curb cut on Dundas.
11. Uses along the Mx laneway. Less back of house, bicycling parking underground. Can loading all be on the north side? Move garbage underground....
12. Consider moving office all to the south building.

BUILT FORM

13. Height:
- a. Transition from the tower to the south which is 27 storeys.
 - b. Provide a section that illustrates a 45 degree angular plane from the Neighbourhood.
14. Confirm tower separation to south is 25m? What are the tower floor plates?
15. Provide a minimum setback of 6m from curb, with the exception of where the building meets the main street heritage fabric to the north.
16. Podium: the 2-3 storey height is appropriate, can the 5 storey portion be reduced?
17. Amenity: are the minimum requirements met? Consider a grouping of amenity space in one tower, as an "amenity club" and providing access for all residents. A modest amenity space would be required for all buildings. The club would need to be delivered in the first phase.
18. In the south tower, consider removing the residential amenity "window" which break the monolithic expression of the tree bark.
19. At the north tower, there is no base building below the garden. Can this be pushed back? If not a large canopy might be required for westerly winds.

Gregg Lintern

Chief Planner & Executive Director
City Planning Division

LANDSCAPE

20. Can the trees be located along the curb? Utility locations are to be determined. Discussion with Transportation Services is required if an easement is required for the sidewalk.
21. A large number of trees will be delivered over the POPS. Can the slab be waterproofed from underside so that the trees will not have to be removed in 30 years, in order to waterproof from above.
22. Pet relief areas will be required at each entrance. A pet washing area and dog-run should also be provided.
23. A low-impact approach to stormwater management should to be provided in the right-of-way and is strongly encouraged on the private site. The street and sidewalk should drain into landscape beds. This approach improves water quality which conventional storage does not. This method may help minimize the size of the storage tanks in the underground. The irrigation also results in larger, healthier trees.

PLANNING FOR CHILDREN – GROWING UP GUIDELINES

24. Provide a critical mass of large units primarily located in lower portions of the building, clustered with other large units, ideally overlooking outdoor areas.
25. Consider allowing for future flexibility through a column structure or thoughtfully located shear walls that could allow for the combination of smaller units over time.
26. Provide interior layouts for the amenity areas. A minimum of 25% of the indoor amenity spaces should be secured in the ZBL as "multi-purpose" space. This space should function for all building residents and include: flexible space that can be used for communal gathering and that includes a full kitchen; homework room with wifi for teens located in a visible area; rooms for toddler play that can be used for fitness or crafts in the evening, etc. These rooms should include generous storage space for moveable furniture.
27. The outdoor amenity space should include areas that can be usable by children for gathering, flexible play and communal meals. If the outdoor amenity space is large, consider a dedicated play area.
28. Encourage the social life of the building through social spaces in the lobby and corridors.
29. The lobby should include a washroom as well as storage space for items like strollers or a shared wheeled toy library.
30. Provide a workshop space for messy activities and bike repair. This can be achieved in conjunction with a wash-up room for dog grooming and stroller washing.
31. The unit mix and unit size should include a minimum of 15% two bedrooms at 90m² (969sf); and 10% 3 bedrooms at 106m² (1140sf). Provide a chart to describe unit sizes.