E-File Process Map: For Approval Authorities

For appeals received by paper or email

Case Parties Tab

(add parties here before creating your case)

New Case Tab

OR

Approval Authority Cases Tab

Select "New Cases"

For appeals received by e-file

Approval Authority Dashboard Tab

- Appeals Pending Review
- Appeals Reviewed

Case Type

(Act and Section)

Related Appeals

(if applicable)

Subject Property Location

Contact Information

- Appellant
- Appellant's Representative
- Approval Authority
- Representative

Case Details

Case Specific Information

Documents

Checklist and Upload Documents

Summary & Submit

(Review inputted data and Submit to Tribunal)

Create Related Cases

(if applicable)

Copy data and documents from a previously submitted case to create a related case (e.g., copy data from a zoning by-law case and create an official plan case)

Submission Successful

You will receive a case confirmation email with attached PDF of the completed form you submitted.

Visit your **Approval Authority Cases** Tab at any time

Includes options for:

- New Cases
- In Progress Cases
- Submitted Cases