**Checklist Section 3B**

**Other Planning Matters**

**This form is to be filed with the OLT Appeal Form (A1). If you completed Section 3B of the A1 form, you MUST also complete and submit this checklist with the required document(s).**

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| **Section 1** – Appeal Type (Please check all applicable boxes) | | | |
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| Please select the applicable type of matter | | | |
| **Subject of Appeals** |  | **Type of Appeal** | **Reference (Section)** |
| ***Planning Act* Matters** | | | |
| **Demolition Permits**  (Use O1 checklist) |  | Application for a demolition permit – refused by the municipality | 33(4) |
|  | Application for a demolition permit – council failed to make a decision within 30 days |
|  | Appeal conditions imposed | 33(10) |
|  | Application for relief from conditions – refused by the municipality | 33(15) |
|  | Application for relief from conditions – municipality failed to make a decision within 30 days |
| **Zoning By-law Amendment: Holding Symbol**  (Use O2 checklist) |  | Application to remove the ‘Holding’ symbol – failed to make a decision on the application within 90 days | 36(3) |
|  | Application to remove the ‘Holding’ symbol – refused by the municipality |
| ***Municipal Act* Matters** | | | |
| **Ward Boundary Petition**  (Use O3 checklist) |  | Application to divide or redivide the municipality into wards or dissolve the existing wards – Council failed to pass a by-law within 90 days | 223(4) |
| ***City of Toronto Act* Matters** | | | |
| **Ward Boundary Petition**  (Use O3 checklist) |  | Application to divide or redivide the municipality into wards or dissolve the existing wards – Council failed to pass a by-law within 90 days | 129(4) |
| ***Ontario Heritage Act* Matters** | | | |
| **Demolition or removal of a heritage designated structure**  (Use O4 checklist) |  | Application for demolition or removal of a heritage structure – refused by council | 34.1(1) |
|  | Appeal terms or conditions imposed |
| **Heritage Conservation District – alteration, erection, demolition or removal permit**  (Use O4 checklist) |  | Application for alteration, erection, demolition or removal of a building or structure within a heritage conservation district – refused by council | 42(6) |
|  | Appeal terms or conditions imposed |
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| **Other Matters** (Use O5 Checklist) | | | |

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| **Subject of Appeal** | | **Type of Appeal**  **(Act/Legislation Name)** | **Reference**  **(Section Number)** |
| **Example** | Motion for Complete Application | *Planning Act* | 34(10.5) |
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**Checklist (O1)**

**Demolition Permit**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application** | |
|  | A copy of the application for a demolition permit or a copy of the application for relief from conditions. |
| 1. **Decision (council’s refusal or non-decision)** | |
|  | 1. A copy of Council’s refusal or an affidavit or sworn declaration of certification of the refusal or certification of neglect to make a decision. |
|  | 1. A copy of the conditions which are the subject of an appeal or from which relief is being requested*.* |
| 1. **Plan/Sketch** | |
|  | A copy of any plans, sketches or drawing which are the subject of this appeal. |
| 1. **Report** | |
|  | A copy of any planning report considered by Council. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration, certifying that a copy of all material listed above, as well as a copy of the appeal form and checklist, have been sent to the clerk of the municipality having jurisdiction to approve the application and that the clerk has been informed of the filing of this appeal. |
| 1. **Fee** | |
|  | Tribunal fee made payable to the Minister of Finance. The appeal will not be processed without this fee. |
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| **Please provide any comments, additional information or details regarding the documents listed above** |
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**Checklist (O2)**

**Zoning By-law Amendment:**

**Holding Symbol**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application** | |
|  | A copy of the application to Council for removal of the ‘Holding’ symbol. Please ensure the date the application was filed with the municipality is shown on the application. |
| 1. **Decision (council’s refusal or non-decision)** | |
|  | 1. A certified copy of Council’s refusal or an affidavit or sworn declaration of certification of the refusal or certification of neglect to make a decision. |
| 1. **Explanatory Note** | |
|  | An explanation of the purpose and effect of the proposed amending by-law. |
| 1. **Zoning By-law** | |
|  | Copy of the proposed amending by-law that you seek to have Council enact. |
| 1. **Map** | |
|  | A map of the lands under appeal. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the council or planning board. |
| 1. **Oral/Written Submissions – if applicable** | |
|  | A copy of all written submissions received by Council, as well as a list of all individuals who made oral submissions to Council. |
| 1. **Other Information** | |
|  | An indication of the conformity of the proposed by-law with all applicable official plan provisions |
| 1. **Affidavit** | |
|  | Affidavit or sworn declaration certifying that a copy of all material listed above, as well as a copy of the appeal form and checklist, has been sent to the clerk of the municipality having jurisdiction to pass the amendment and that the clerk has been informed of the filing of this appeal. In addition, the affidavit must provide that the requirements of subsection 34(10.3) of the *Planning Act* have been met, i.e. the prescribed information and material noted in O. Regulation 545/06 of the Act as well as any fee under section 69 have been provided to council, and that the appeal is being filed at least 150 days after the fulfillment of the requirements noted therein. |

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| 1. **Fee** | |
|  | Tribunal fee made payable to the Minister of Finance. The appeal will not be processed without this fee. |
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| **Please provide any comments, additional information or details regarding the documents listed above** |
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**Checklist (O3)**

**Ward Boundary Petition**

*Municipal Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist | |
| 1. **Petition** | |
|  | A copy of the petition to council. |
| 1. **Explanatory Note** | |
|  | A description of the requested ward boundary changes. |
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| 1. **Map** | |
|  | 1. A map of the current ward structure. |
|  | 1. A description of the proposed ward structure labelled “Petitioner Proposal”. |
|  | 1. A map of the proposed ward structure, if available. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Reports** | |
|  | A copy of any report(s) considered by Council. |
| 1. **Oral/Written Submissions – if applicable** | |
|  | A copy of all written submissions received by Council, as well as a list of all individuals who made oral submissions to Council. |
| 1. **Other Information** | |
|  | Any other applicable information/documents. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration, certifying that copies of all material listed above, as well as a copy of the appeal form and checklist, have been sent to the clerk of the municipality having jurisdiction to approve the application and that the clerk has been informed of the filing of this appeal. |
| 1. **Fee** | |
|  | Tribunal fee made payable to the Minister of Finance. The appeal will not be processed without this fee. |
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| **Please provide any comments, additional information or details regarding the documents listed above** |
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**Checklist (O4)**

**Heritage Permits**

*Ontario Heritage Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application** | |
|  | A copy of the application to Council. |
| 1. **Decision** | |
|  | A copy of the decision of Council, including the terms or conditions imposed, if any. |
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| 1. **Plan/Sketch** | |
|  | A copy of any plans, drawings or agreements which are the subject of this appeal. |
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| 1. **Reports** | |
|  | A copy of any report(s) considered by Council. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Other Information** | |
|  | Any other applicable information/documents. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration, certifying that a copy of all material listed above, as well as a copy of the appeal form and checklist, have been sent to the clerk of the municipality having jurisdiction to approve the application and that the clerk ahs been informed of the filing of this appeal. |
| 1. **Fee** | |
|  | Tribunal fee made payable to the Minster of Finance. The appeal will not be processed without this fee. |
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| **Please provide any comments, additional information or details regarding the documents listed above** |
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**Checklist (O5)**

**Other Matters**

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application** | |
|  | 1. Original or certified copy of the application received by the municipality/approval authority, if applicable. |
|  | 1. Authorization, if application made by other than the owner. |
| 1. **Decision** | |
|  | A copy of the decision made by the Approval Authority. |
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| 1. **Plan/Sketch** | |
|  | A copy of any plans, maps, drawings or agreements which are the subject of this appeal or application. |
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| 1. **Reports** | |
|  | A copy of any report(s) considered by the Approval Authority. |
| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision, and/or received in relation to the matter, such as any written or oral submissions from the public relating to the planning matter. |
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| 1. **Other Information** | |
|  | Any other applicable information/documents. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration, certifying that a copy of all material listed above, as well as a copy of the appeal form and checklist, have been sent to the clerk of the municipality or approval authority having jurisdiction to approve the application and that the clerk or authority has been informed of the filing of this appeal. |
| 1. **Fee** | |
|  | Tribunal fee made payable to the Minister of Finance. The appeal will not be processed without this fee. |
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| **Please provide any comments, additional information or details regarding the documents listed above** |
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