City of Vaughan Online Planning Portal
Applicant User Manual for Development Application Submissions

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How do I submit a Development Application to the Development Planning Department?

You need to be a registered user to apply for an application. Click on the City of Vaughan Planning Portal link and "**Sign up now**" (**B**). You will receive a confirmation email with a verification code to be entered for final registration. If you are a returning user, enter your e-mail address and password and select "**Sign in**" (**A**). See Figure 1.

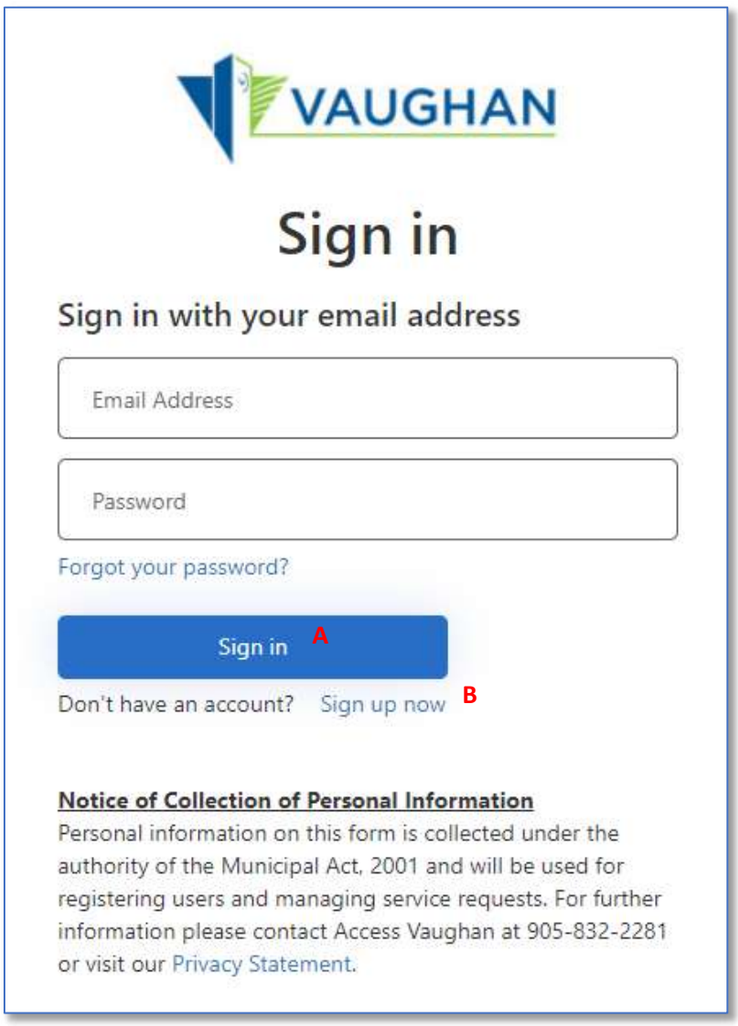


Figure 1

- Once signed-in, navigate to the "**My Profile**" tab on the Planning Portal homepage: this is to update the applicant's profile. See Figure 2.

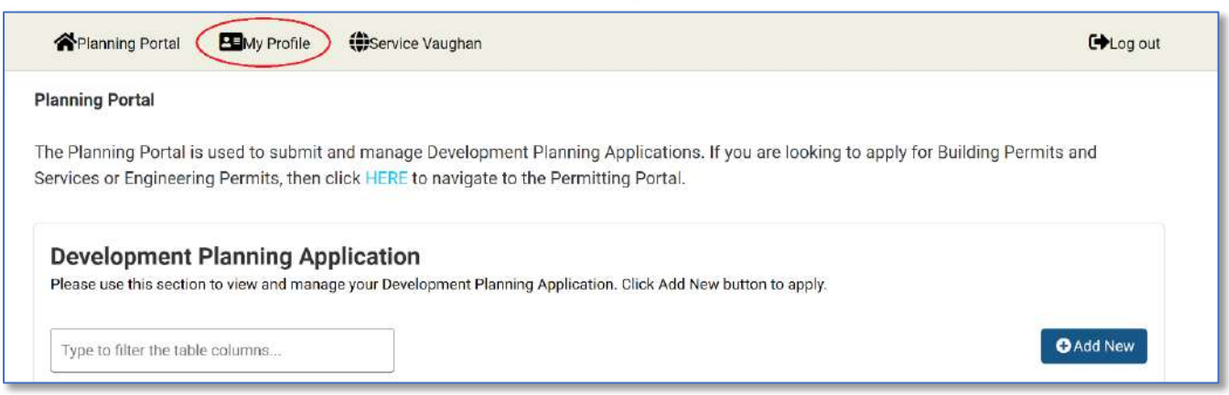


Figure 2

- In the “**My Profile**” (**A**) screen, complete your contact information in full, then click on the button “**Update Profile**” (**B**) at the bottom of the screen and navigate back to the “**Planning Portal”** homepage at the upper left of the screen. See Figure 3.

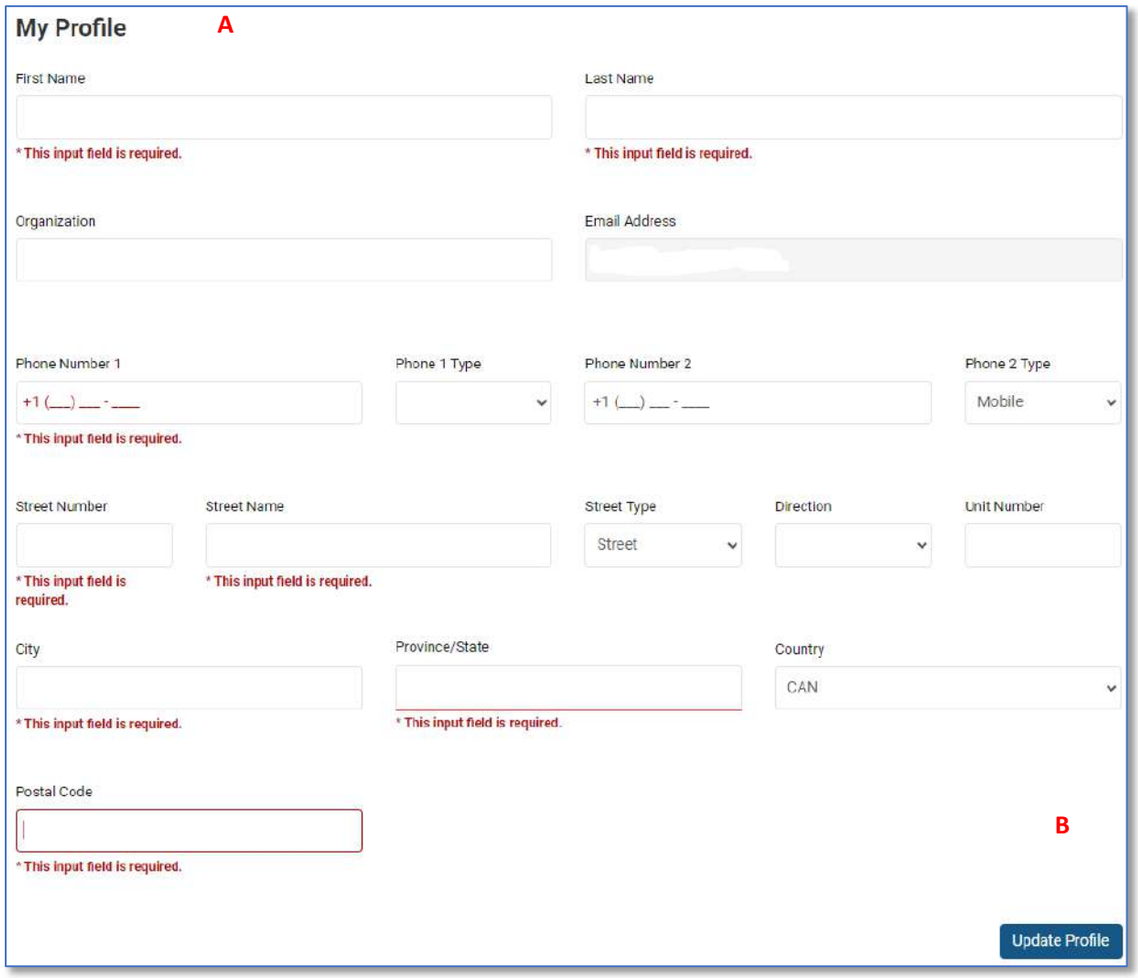


Figure 3

- To submit a Development Application through the **Planning Portal** (**A**), click on “**Add New**” (**C**) button under the “**Development Planning Application**” (**B**) section. See Figure 4.

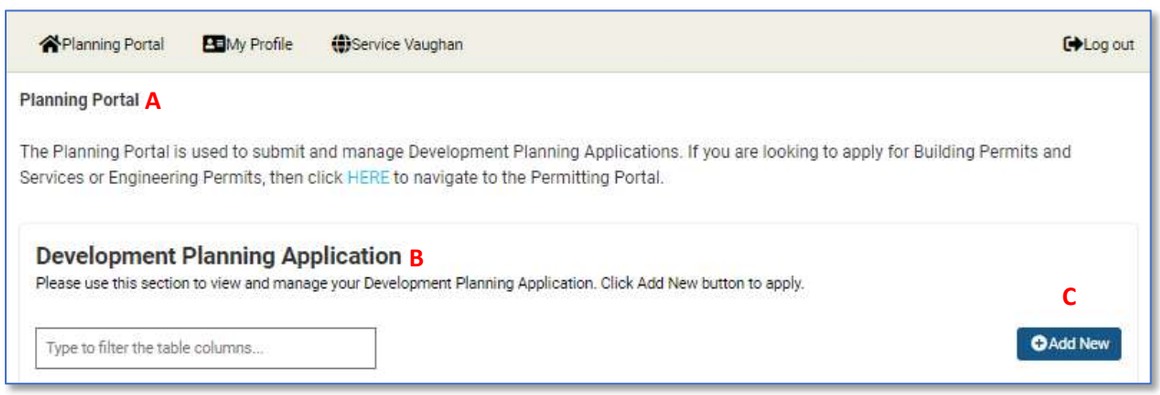


Figure 4

New Application Submission Process: Steps 1 to 6

STEP 1 – Select Type

- Select "Development Planning Application" from the dropdown list under **"Application Type"** (**A**). See Figure 5.
- Scroll down the vertical bar (right side of the web browser) and input **Application Description** in (**B**). See Figure 6.
- Click on **"Continue" (C)** button to next step. See Figure 6.

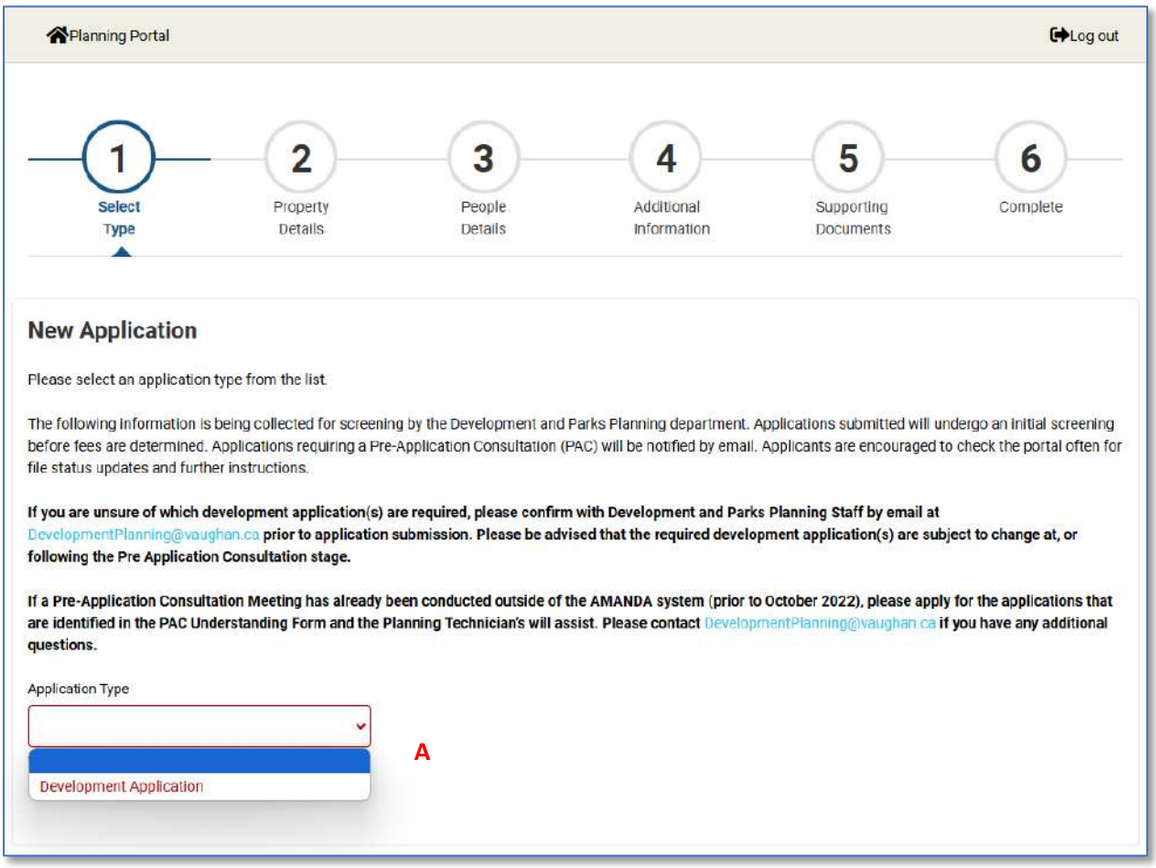


Figure 5

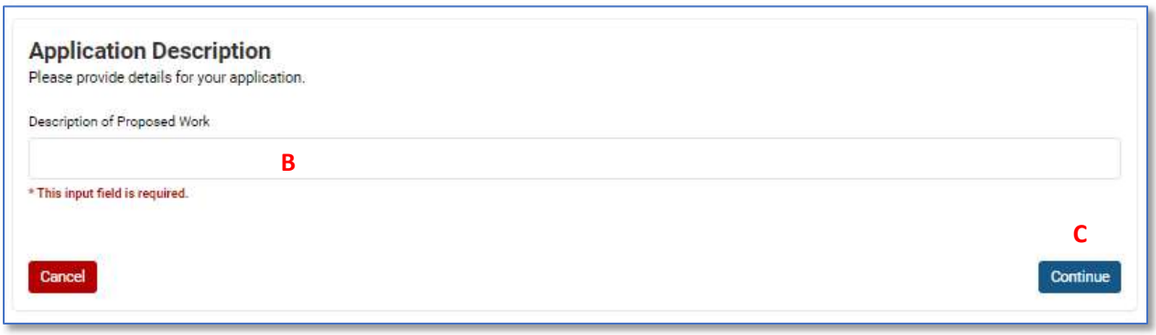


Figure 6

STEP 2 – Property Details

- Type in the address of the property under "**Existing Subject Lands Address**" (**A**). Please verify that each address element is placed correctly. If the subject lands do not have an address, please contact gisplanning@vaughan.ca to submit a new address request. See Figure 7.

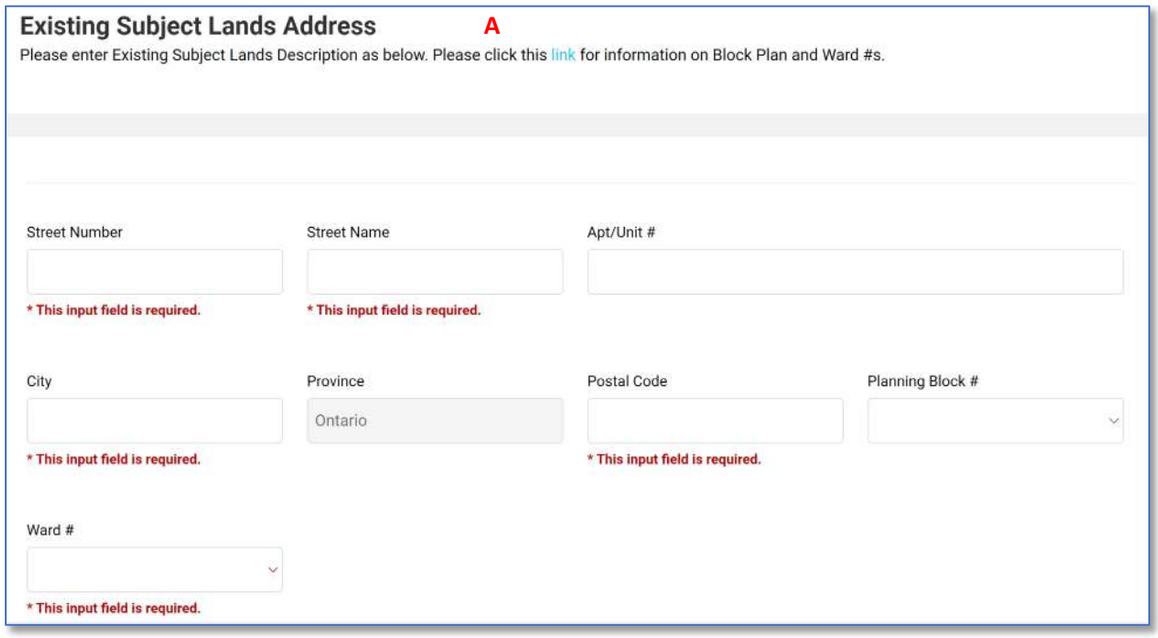


Figure 7

Scroll down the vertical bar (right side of the web browser) to "**Existing Subject Lands Description**" (**A**) section. The calendar button can be used for Date selection (**B**). All required* information marked as (**C**, **D**). If there is no data for the required information, ***NA*** or ***0*** could be input into the textbox. See Figure 8.

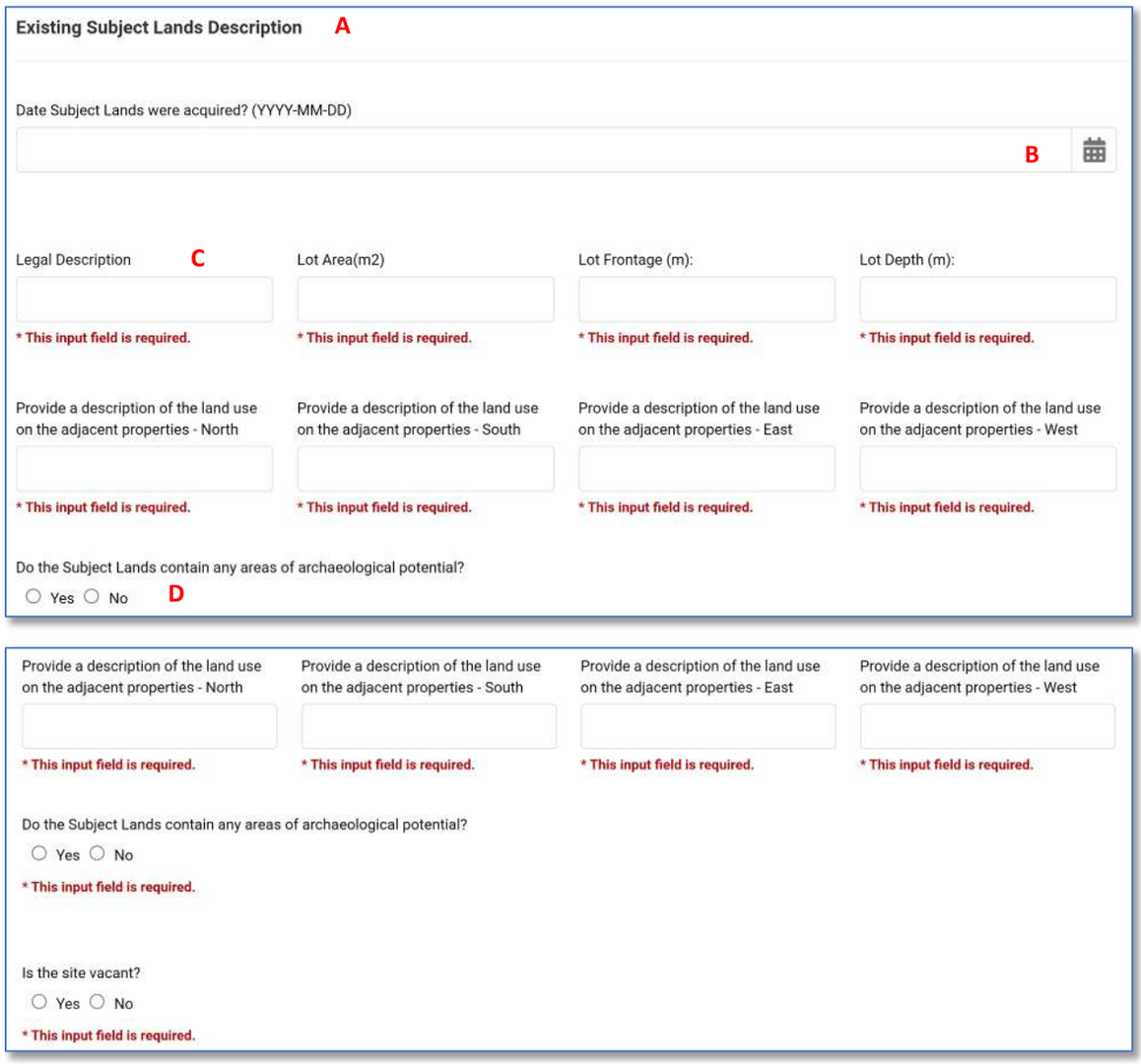


Figure 8

- Scroll down the vertical bar to "**Existing Subject Lands Details**" section and input required information. See Figure 9.

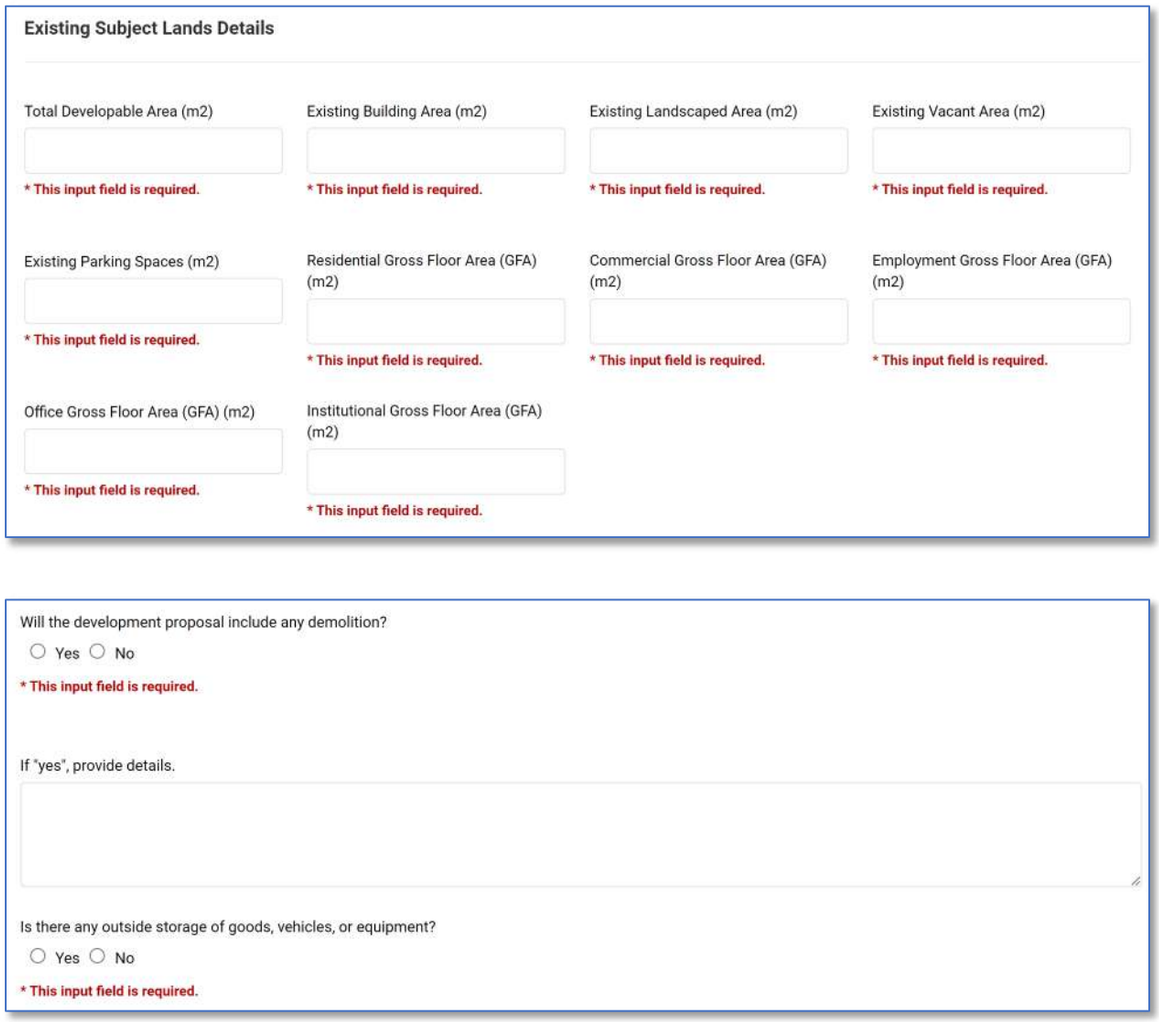


Figure 9

Click on "**Continue**" button (**B**) to next step; Or click on "**Save for Later**" (**A**) to stop at current step and save all input information. The interface will be back to the **Planning Portal** homepage. See Figure 10.

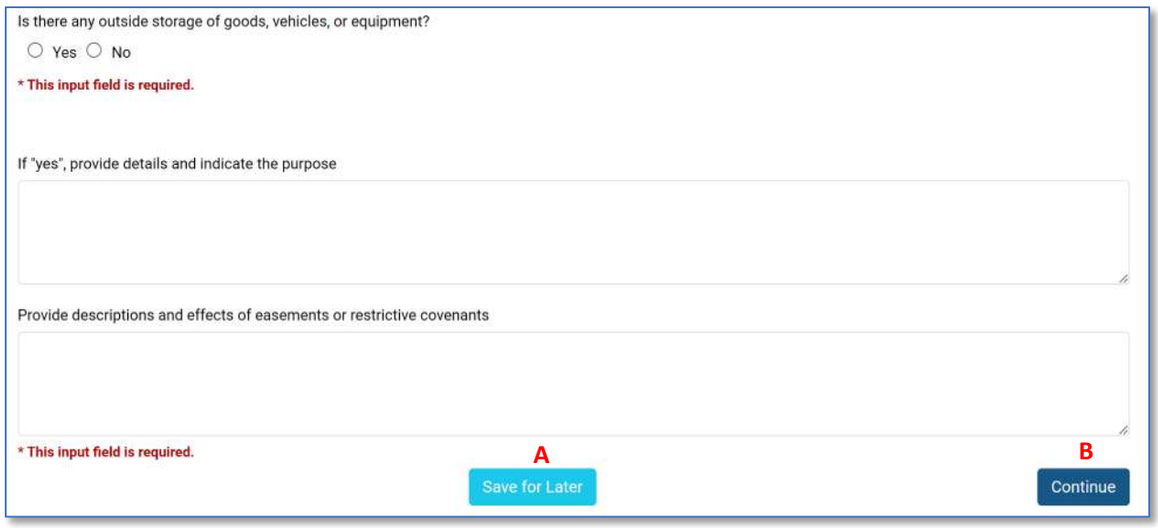


Figure 10

STEP 3 – People Details

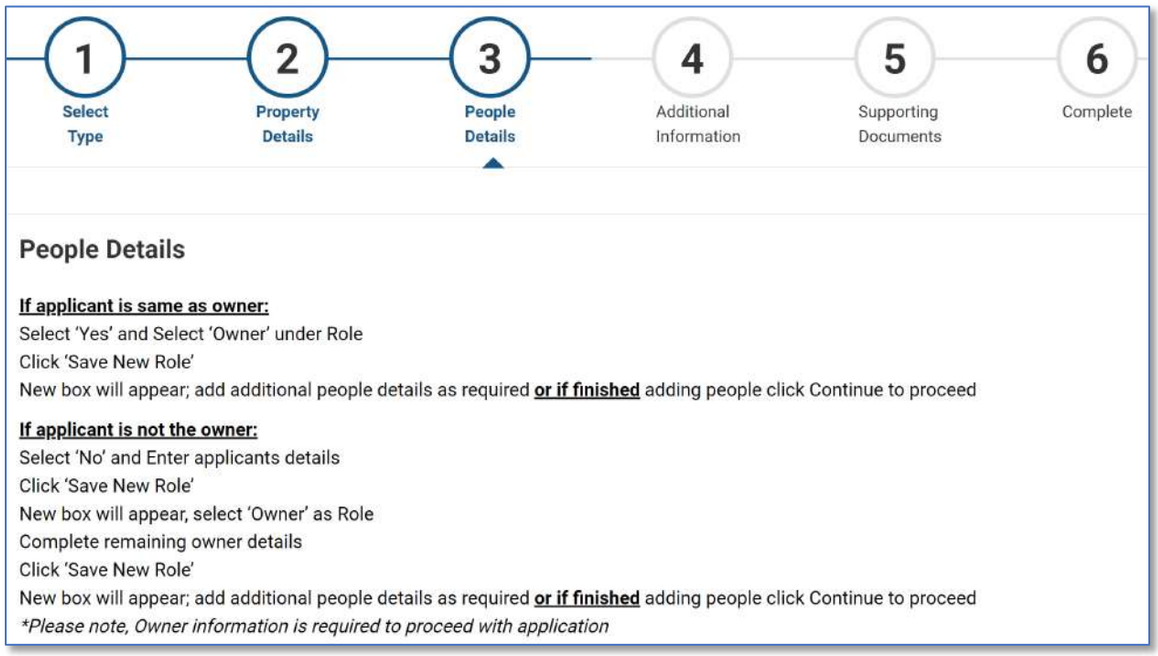


Figure 11

- There are five (5) types of contact information in the ***People Type*** dropdown list:
  - Applicant
  - Owner
  - Agent/Consultant
  - Architect
  - Builder
- Select the applicable contact from the options provided in the dropdown list.

- To proceed past this section, you must create at least one contact by filling out all required* information (see Figure 12). Please follow below steps:
  1. Input all required information to create a new contact. To save the information, click the "***Save the New Role***" (**B**) button
  2. To return to the previous page, click the "***Back***" (**A**) button
  3. To advance to the next step, click the "***Continue***" (**C**) button
  4. To save your information and return to the ***Planning Portal*** homepage, click "***Save for Later***" (**D**)

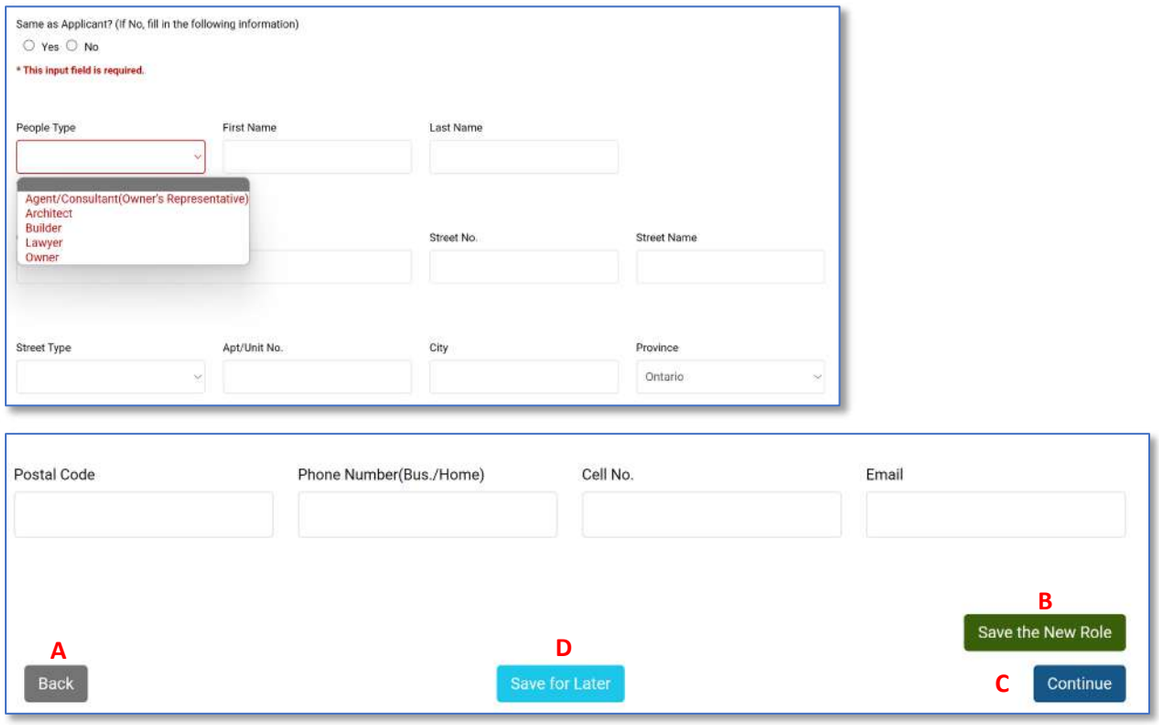


Figure 12

STEP 4 – Additional Information

- Under "**Required Development Applications**" section, select the Development Application type by clicking on each Radio button
- Development Applications identified with a "**[PAC]**" are strongly encouraged to proceed with a Pre-Application Consultation Meeting prior to the submission of the Development Application. See Figures 13-1 to 13-5.
    - Please note that Zoning By-law Amendments requesting removal of the Holding Symbol "(H)" do not require a PAC.



Figure 13-1



Figure 13-2

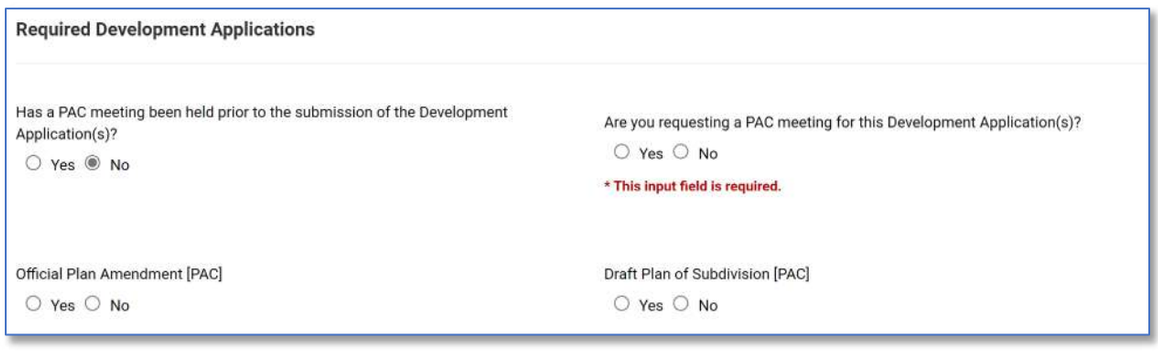


Figure 13-3

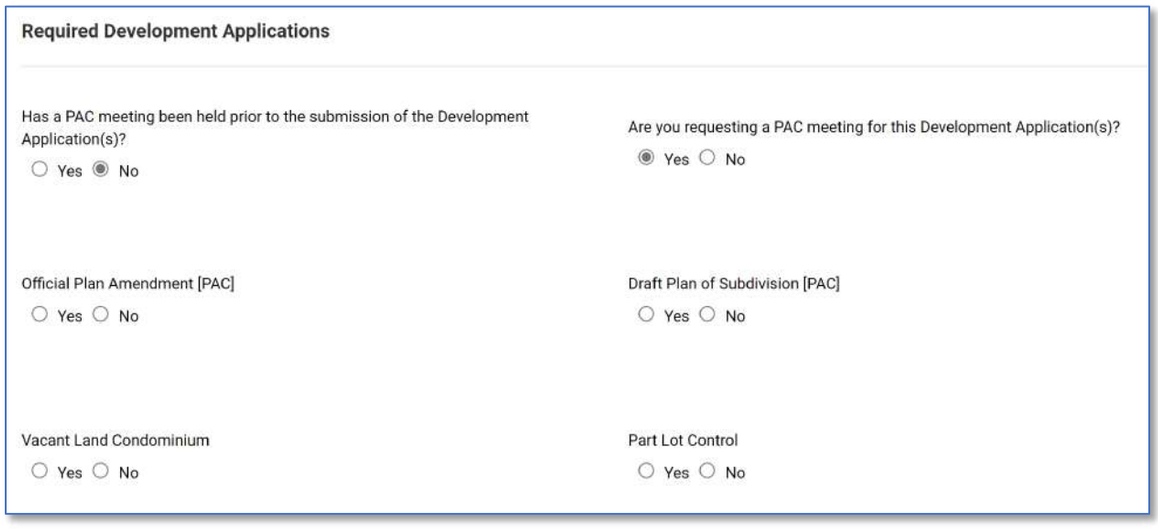


Figure 13-4

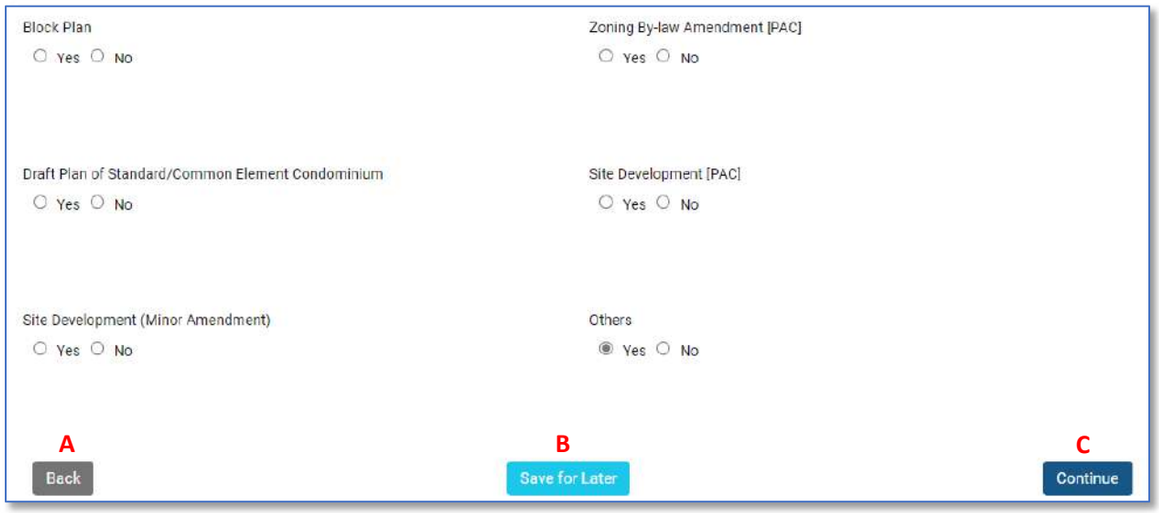


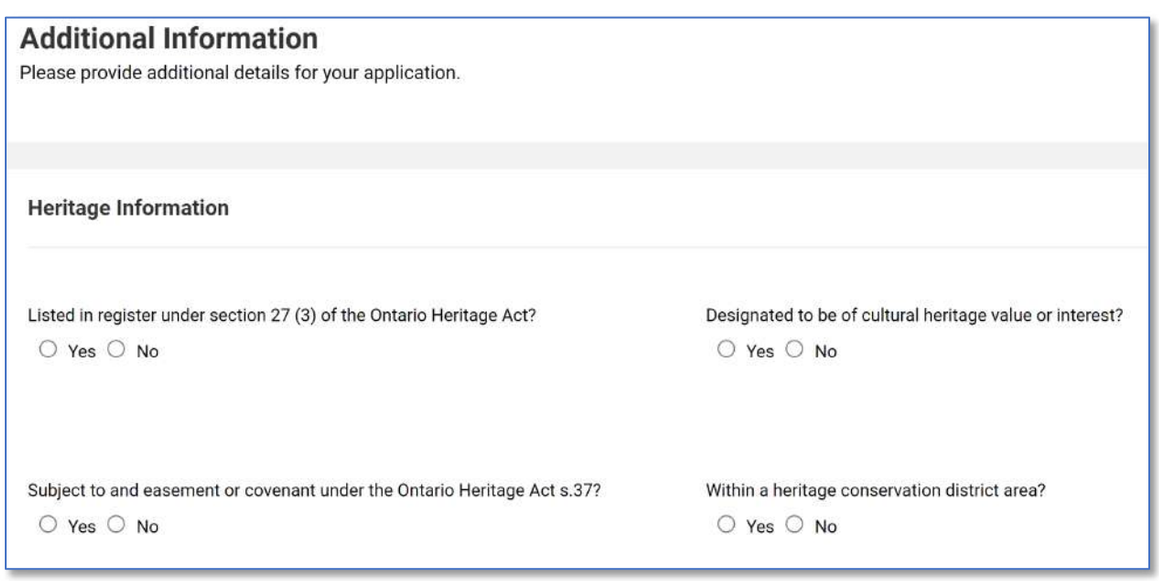
Figure 13-5

- To go back to previous page, click on "**Back**" (**A**) button
- To save input information and back to **Planning Portal** homepage, click on "**Save for Later**" (**B**) button
- To move forward to next page, click on "**Continue**" (**C**) button. See Figure 14.



Figure 14

- Continue to input all required* ***Additional Information*** for ***Heritage Information***, ***Provincial Policies***, and ***Official Plan*** by selecting from the options listed on the Radio buttons, choosing the applicable response from the drop-down menus, and inserting additional details where prompted. See Figure 15.



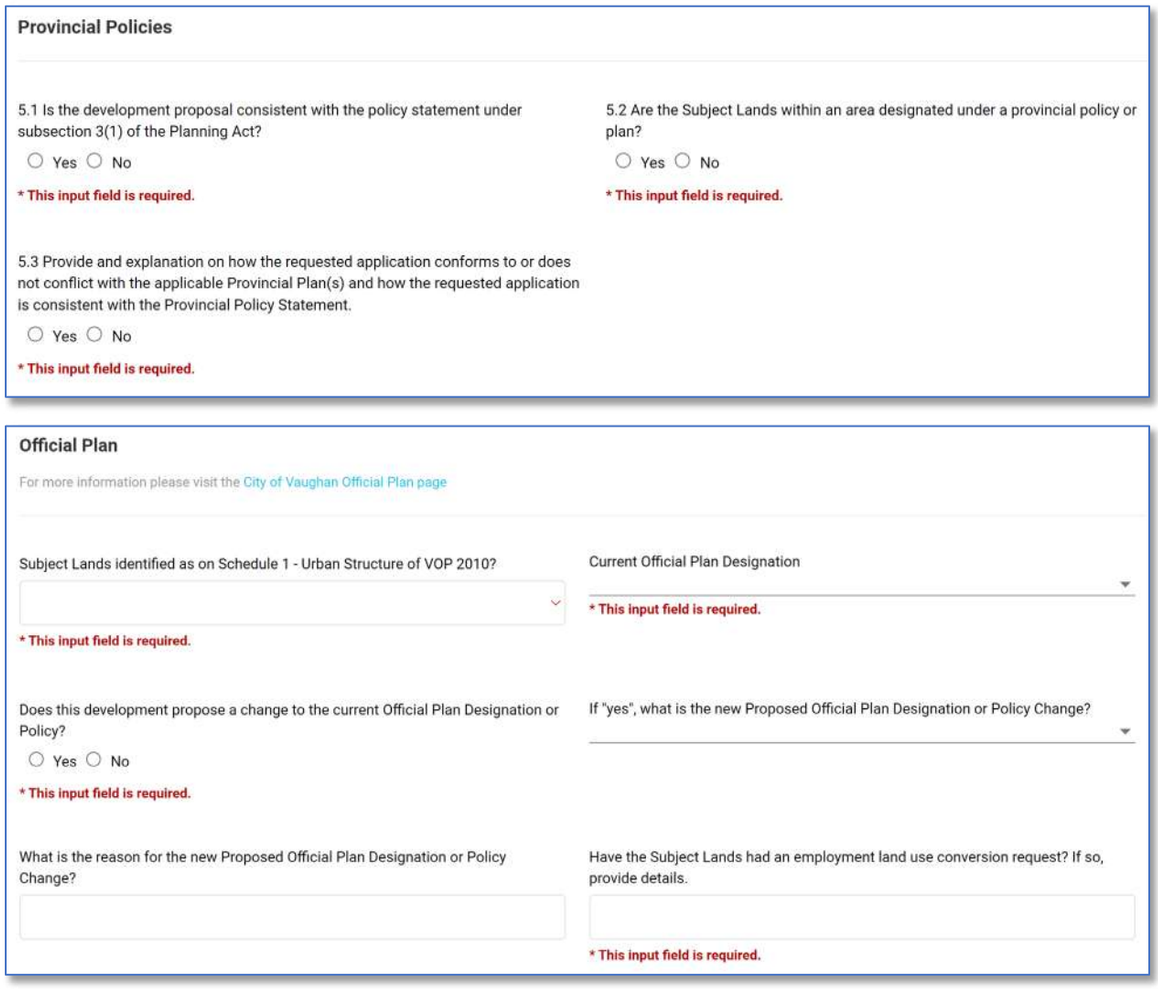
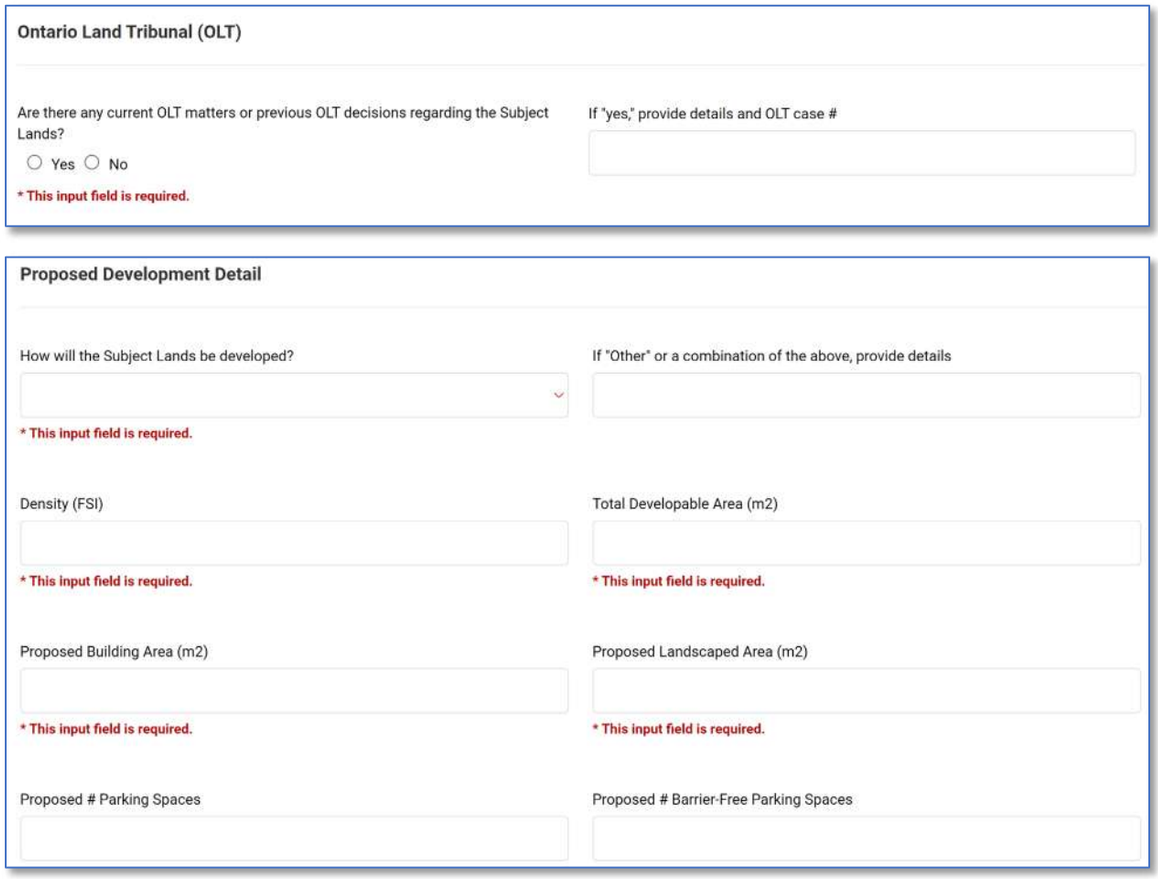


Figure 15

- Continue to input all required* Additional Information for ***Ontario Land Tribunal***, and ***Proposed Development Details*** by clicking on the Radio Buttons, selecting the applicable response from the drop-down menus, and inserting additional details where prompted. See Figure 16.




Proposed # Parking Spaces
* This input field is required.
Proposed # Barrier-Free Parking Spaces
* This input field is required.
Proposed Total Residential Units
* This input field is required.
Proposed Detached Residential Blocks
* This input field is required.
Proposed Semi-detached Residential Blocks
* This input field is required.
Proposed Multiple Attached Residential Blocks
* This input field is required.
Proposed Apartment Residential Blocks
* This input field is required.
Proposed # Units
* This input field is required.


Proposed Apartment Residential Blocks
* This input field is required.
Proposed # Units
* This input field is required.
Proposed Height (m)
* This input field is required.
Proposed # Storeys
* This input field is required.
Proposed Parks and Open Space Area (m2)
* This input field is required.
Proposed # of Roads and Road Widening
* This input field is required.
Lot Coverage (%)
* This input field is required.
Total Gross Floor Area (GFA) (m2)
* This input field is required.


Residential Gross Floor Area (GFA) (m2)
* This input field is required.
Commercial Gross Floor Area (GFA) (m2)
* This input field is required.
Employment Gross Floor Area (GFA) (m2)
* This input field is required.
Office Gross Floor Area (GFA) (m2)
* This input field is required.
Industrial Gross Floor Area (GFA) (m2)
* This input field is required.
Institutional Gross Floor Area (GFA) (m2)
* This input field is required.
Retail/Warehouse Gross Floor Area (GFA) (m2)
* This input field is required.
POPS (privately owned public spaces) (m2)
* This input field is required.

Figure 16

- Continue to input all required* Additional Information for ***Site Screening Questionnaire*** by inserting additional details where prompted. See Figure 17.

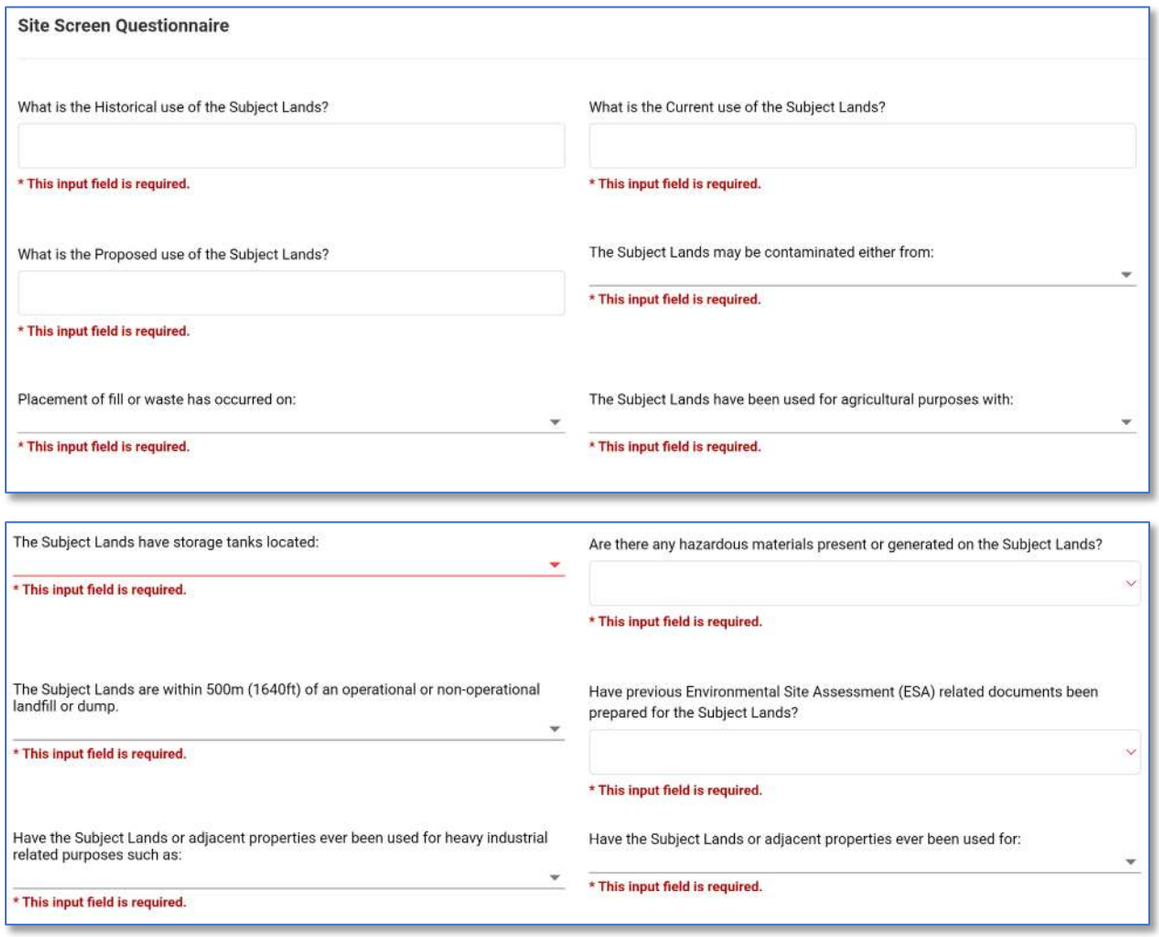


Figure 17

- Continue to input all required* ***Additional Information*** for ***Zoning Bylaw 001-2021*** by selecting the applicable response from the drop-down menus and inserting additional details where prompted. See Figure 18.

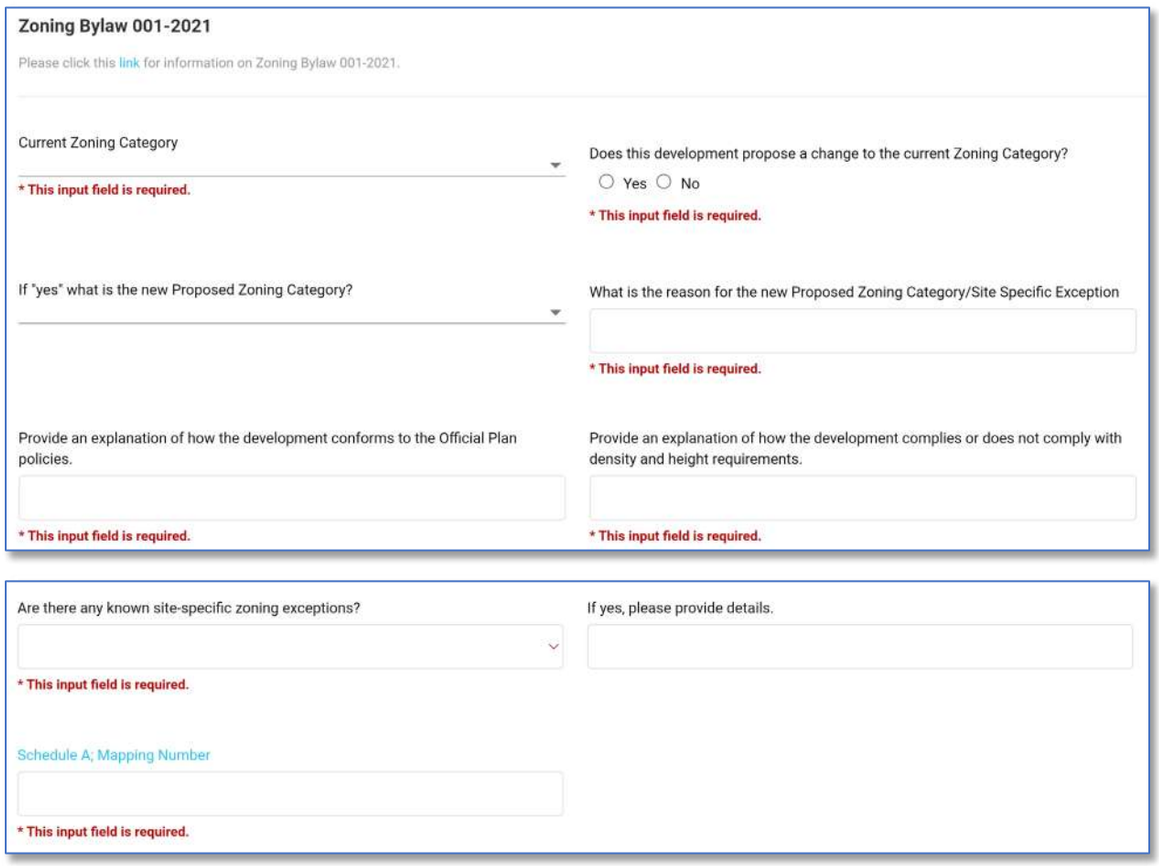


Figure 18

- Continue to input all required* Information for **Zoning Bylaw 1-88** by clicking on the Radio Buttons, selecting the applicable response from the drop-down menus, and inserting additional details where prompted. See Figure 19.

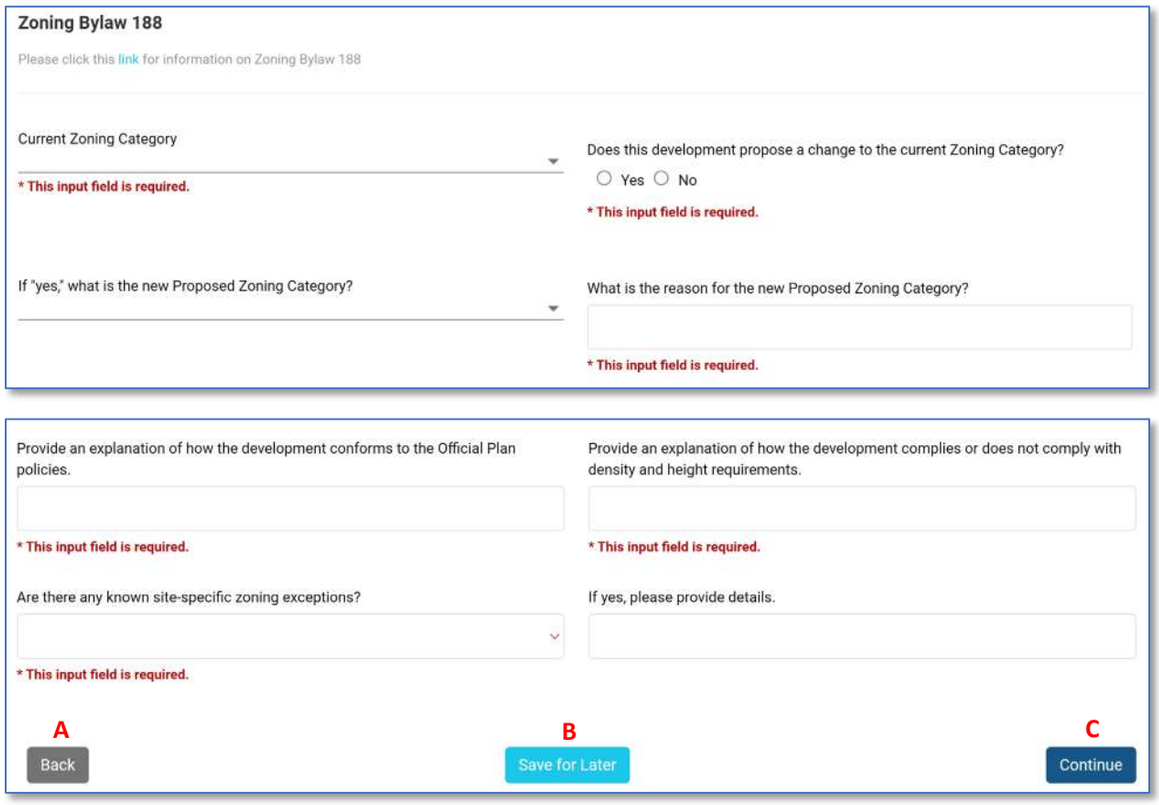
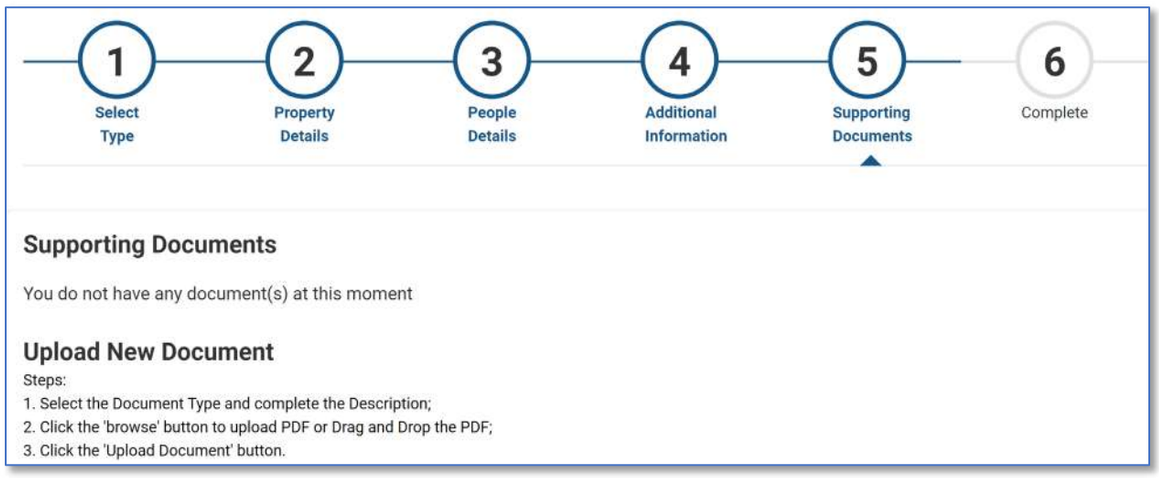


Figure 19

- To go back to previous page, click on "**Back**" (**A**) button
- To save input information and back to **Planning Portal** homepage, click on "**Save for Later**" (**B**) button
- To move forward to next page, click on "**Continue**" (**C**) button. See Figure 19.

STEP 5 – Supporting Documents

- To upload a new document, Follow the steps listed below under the "Upload a new document" section. See Figure 20.



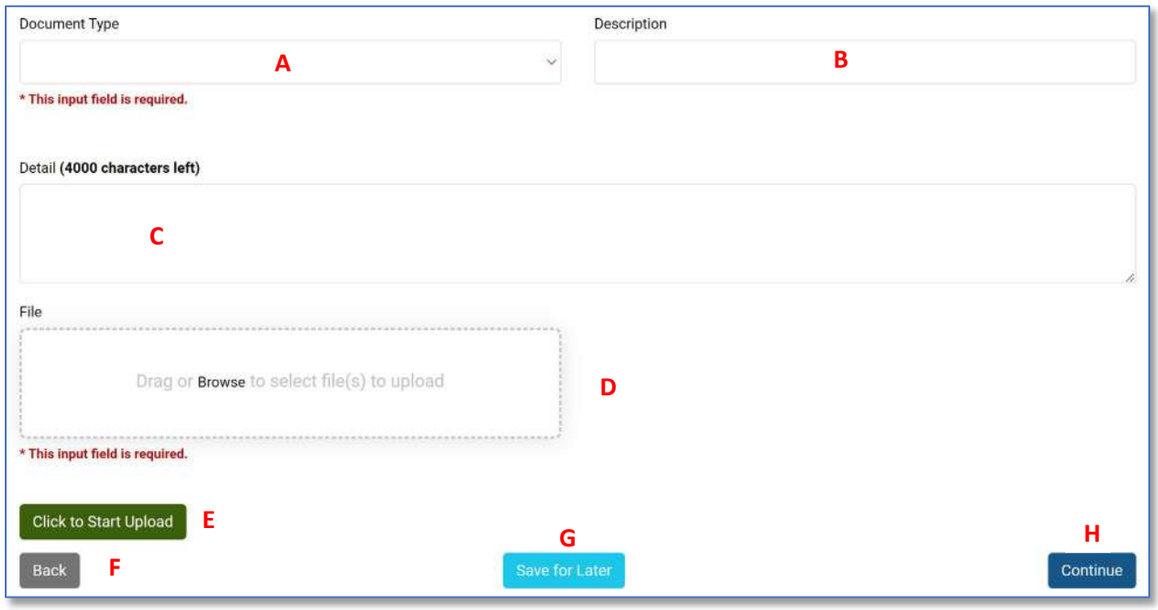


Figure 20

a. Click on the dropdown list to select proper "**Document Type**" (**A**). Applicants should select the applicable submission # as the Document Type when submitting materials through the Portal. All uploading documents should follow the required Document Naming Convention. See Figure 21.

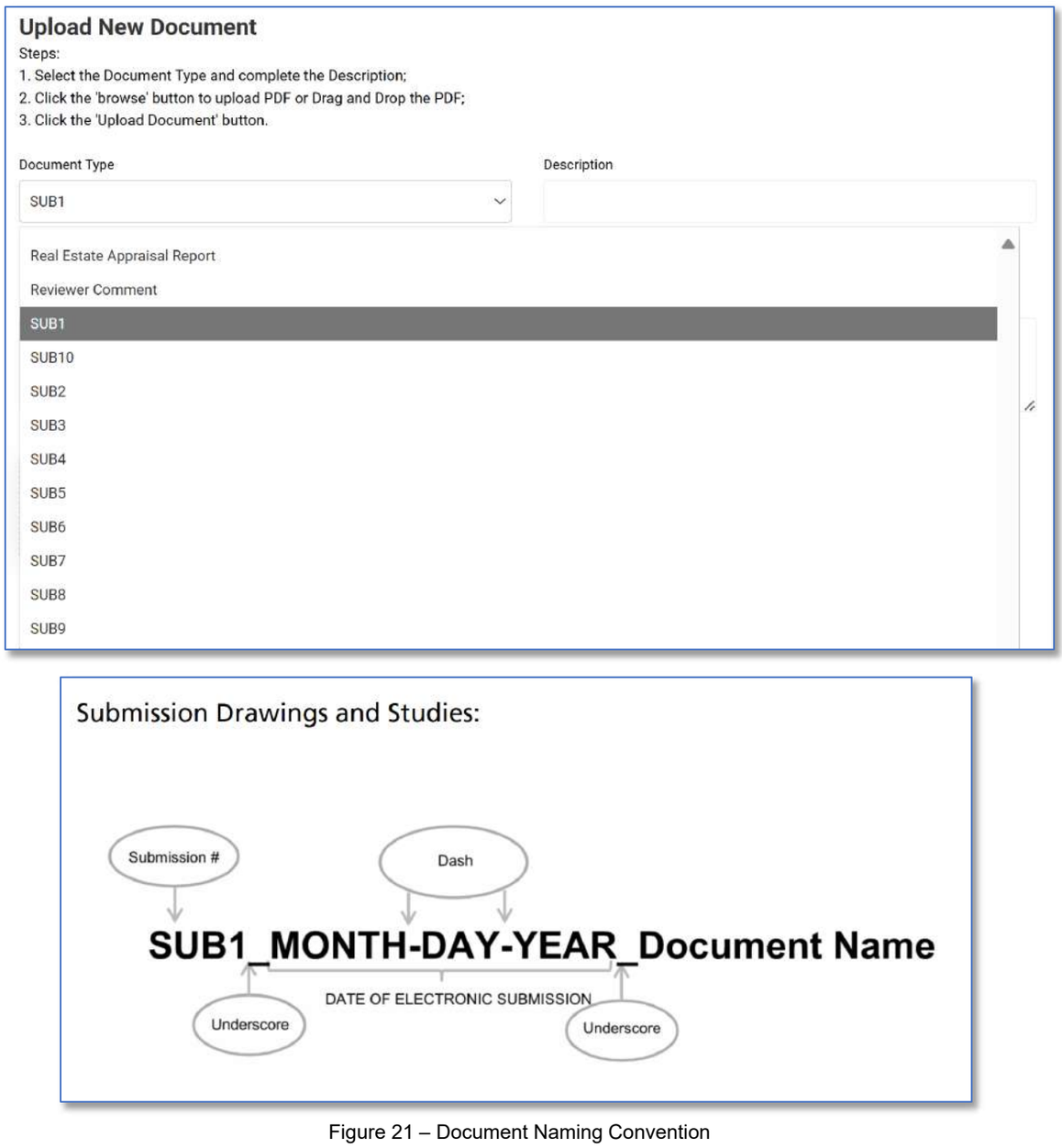


Figure 21 – Document Naming Convention

b. Input information for “***Description***” (**B**). If input information is not listed in the “***Document Type***” dropdown list, please select “***Other Document***” and input description in this textbox.
c. Input detail information for “***Detail***” (**C**)
d. Click on “***Browse***” to locate the files (**D**) and follow “***Upload New Document***” to upload documents (**E**)
e. To move back to previous step, click on “***Back***” (**F**)
f. To move forward to next step, click on “**Continue**” (**H**)
g. Click on “***Yes***” to move forward to next step (Figure 22)

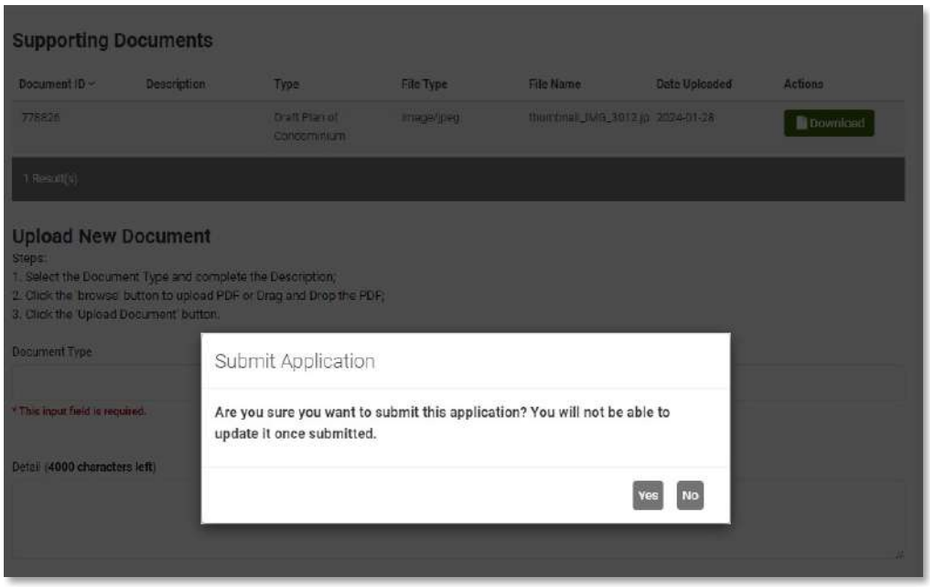


Figure 22

STEP 6 – Complete