

City of Vaughan Online Planning Portal

Applicant User Manual for Development Application Submissions

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.

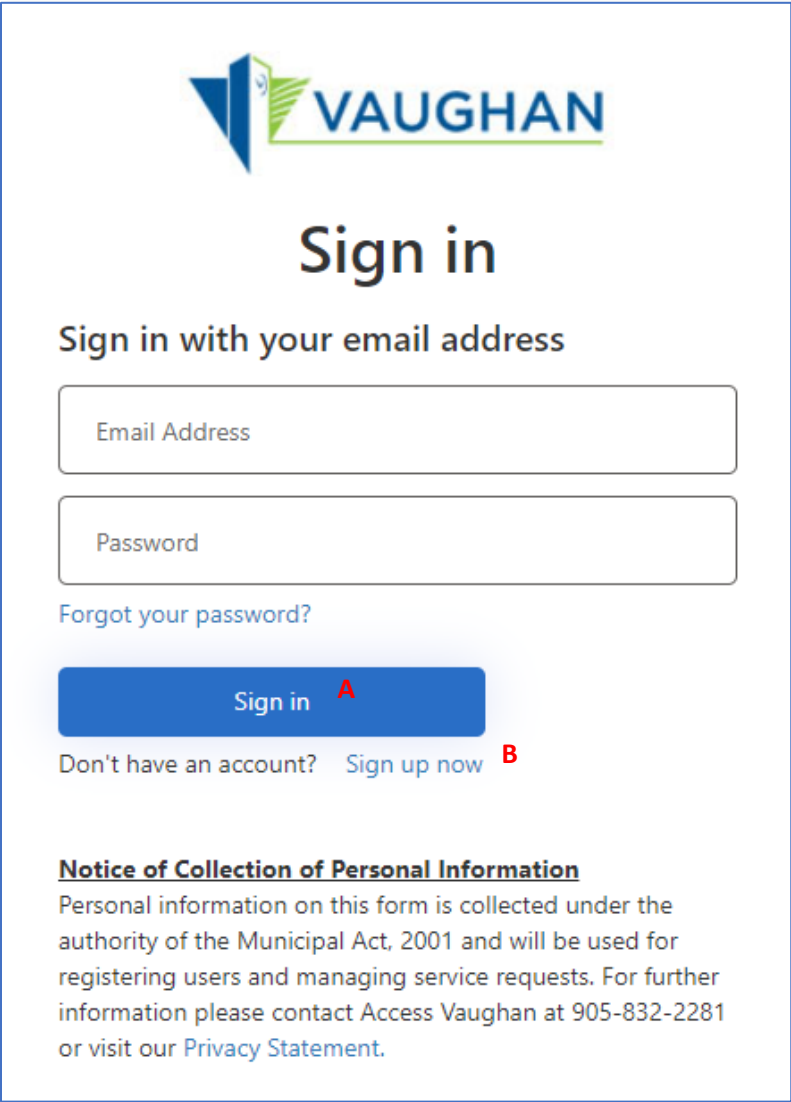
The image shows the 'Sign in' page of the City of Vaughan Online Planning Portal. At the top is the City of Vaughan logo. Below it, the text 'Sign in' is prominently displayed. Underneath, it says 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link 'Forgot your password?'. A blue 'Sign in' button is present, with a red 'A' next to it. Below the button, it says 'Don't have an account? Sign up now' with a red 'B' next to 'Sign up now'. At the bottom, there is a 'Notice of Collection of Personal Information' section with text about data collection under the Municipal Act, 2001, and a link to the 'Privacy Statement'.

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.

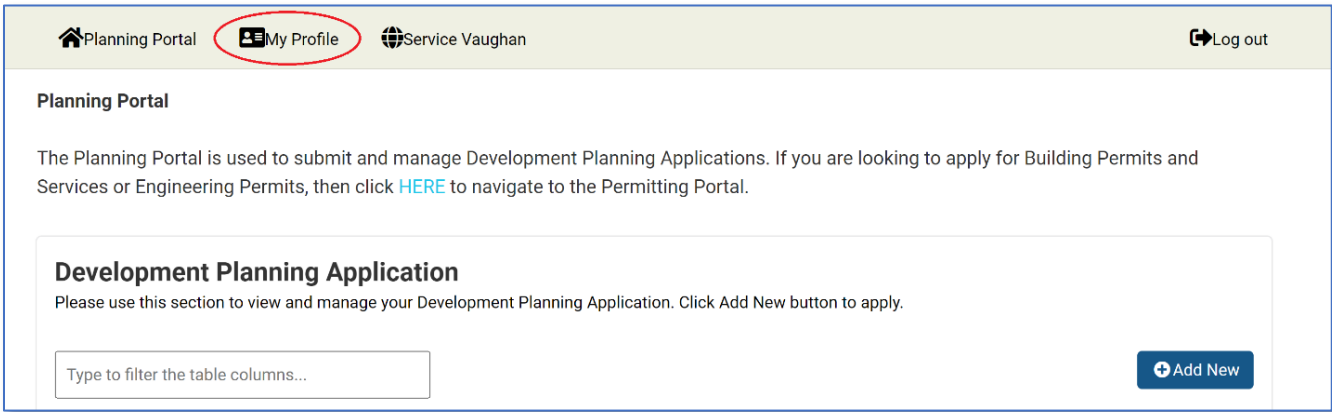
The image shows the Planning Portal homepage after a user is signed in. The top navigation bar includes 'Planning Portal', 'My Profile' (which is circled in red), and 'Service Vaughan'. There is a 'Log out' button on the right. The main content area has a heading 'Planning Portal' followed by a paragraph explaining its purpose. Below this is a section titled 'Development Planning Application' with instructions to view and manage applications and a button to 'Add New'. At the bottom of this section is a search bar with the placeholder text 'Type to filter the table columns...'.

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.

My ProfileA

First Name

* This input field is required.

Last Name

* This input field is required.

Organization

Email Address

Phone Number 1

+1 () -

* This input field is required.

Phone 1 Type

Phone Number 2

+1 () -

Phone 2 Type

Mobile

Street Number

* This input field is required.

Street Name

* This input field is required.

Street Type

Street

Direction

Unit Number

City

* This input field is required.

Province/State

* This input field is required.

Country

CAN

Postal Code

* This input field is required.

B

Update Profile

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.

Planning Portal

My Profile

Service Vaughan

Log out

Planning PortalA

The Planning Portal is used to submit and manage Development Planning Applications. If you are looking to apply for Building Permits and Services or Engineering Permits, then click [HERE](#) to navigate to the Permitting Portal.

Development Planning ApplicationB

Please use this section to view and manage your Development Planning Application. Click Add New button to apply.

Type to filter the table columns...

C

Add New

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.

Planning Portal Log out

1 Select Type 2 Property Details 3 People Details 4 Additional Information 5 Supporting Documents 6 Complete

New Application

Please select an application type from the list.

The following information is being collected for screening by the Development and Parks Planning department. Applications submitted will undergo an initial screening before fees are determined. Applications requiring a Pre-Application Consultation (PAC) will be notified by email. Applicants are encouraged to check the portal often for file status updates and further instructions.

If you are unsure of which development application(s) are required, please confirm with Development and Parks Planning Staff by email at DevelopmentPlanning@vaughan.ca prior to application submission. Please be advised that the required development application(s) are subject to change at, or following the Pre Application Consultation stage.

If a Pre-Application Consultation Meeting has already been conducted outside of the AMANDA system (prior to October 2022), please apply for the applications that are identified in the PAC Understanding Form and the Planning Technician's will assist. Please contact DevelopmentPlanning@vaughan.ca if you have any additional questions.

Application Type

Development Application

A

Figure 5

Application Description

Please provide details for your application.

Description of Proposed Work

* This input field is required.

Cancel Continue

B C

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.

Existing Subject Lands AddressA

Please enter Existing Subject Lands Description as below. Please click this link for information on Block Plan and Ward #s.

Street Number

* This input field is required.

Street Name

* This input field is required.

Apt/Unit #

City

* This input field is required.

Province

Ontario

Postal Code

* This input field is required.

Planning Block #

Ward #

* This input field is required.

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.

Existing Subject Lands DescriptionA

Date Subject Lands were acquired? (YYYY-MM-DD)

B

Legal DescriptionC

* This input field is required.

Lot Area(m2)

* This input field is required.

Lot Frontage (m):

* This input field is required.

Lot Depth (m):

* This input field is required.

Provide a description of the land use on the adjacent properties - North

* This input field is required.

Provide a description of the land use on the adjacent properties - South

* This input field is required.

Provide a description of the land use on the adjacent properties - East

* This input field is required.

Provide a description of the land use on the adjacent properties - West

* This input field is required.

Do the Subject Lands contain any areas of archaeological potential?

Yes

No

D

Provide a description of the land use on the adjacent properties - North

* This input field is required.

Provide a description of the land use on the adjacent properties - South

* This input field is required.

Provide a description of the land use on the adjacent properties - East

* This input field is required.

Provide a description of the land use on the adjacent properties - West

* This input field is required.

Do the Subject Lands contain any areas of archaeological potential?

Yes

No

* This input field is required.

Is the site vacant?

Yes

No

* This input field is required.

Figure 8

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

Existing Subject Lands Details

Total Developable Area (m2)

* This input field is required.

Existing Building Area (m2)

* This input field is required.

Existing Landscaped Area (m2)

* This input field is required.

Existing Vacant Area (m2)

* This input field is required.

Existing Parking Spaces (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.

Institutional Gross Floor Area (GFA) (m2)

* This input field is required.

Will the development proposal include any demolition?

Yes

No

* This input field is required.

If "yes", provide details.

Is there any outside storage of goods, vehicles, or equipment?

Yes

No

* This input field is required.

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.

Is there any outside storage of goods, vehicles, or equipment?

Yes

No

* This input field is required.

If "yes", provide details and indicate the purpose

Provide descriptions and effects of easements or restrictive covenants

* This input field is required.

A

Save for Later

B

Continue

Figure 10

STEP 3 – People Details

1

Select Type

2

Property Details

3

People Details

4

Additional Information

5

Supporting Documents

6

Complete

People Details

If applicant is same as owner:
Select 'Yes' and Select 'Owner' under Role
Click 'Save New Role'
New box will appear; add additional people details as required **or if finished** adding people click Continue to proceed

If applicant is not the owner:
Select 'No' and Enter applicants details
Click 'Save New Role'
New box will appear, select 'Owner' as Role
Complete remaining owner details
Click 'Save New Role'
New box will appear; add additional people details as required **or if finished** adding people click Continue to proceed

**Please note, Owner information is required to proceed with application*

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**)

Same as Applicant? (If No, fill in the following information)
☐ Yes ☐ No
*** This input field is required.**

People Type

Agent/Consultant(Owner's Representative)
Architect
Builder
Lawyer
Owner

First Name

Last Name

Street No.

Street Name

Street Type

Apt/Unit No.

City

Province
Ontario

Postal Code

Phone Number(Bus./Home)

Cell No.

Email

A
Back

D
Save for Later

B
Save the New Role

C
Continue

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.

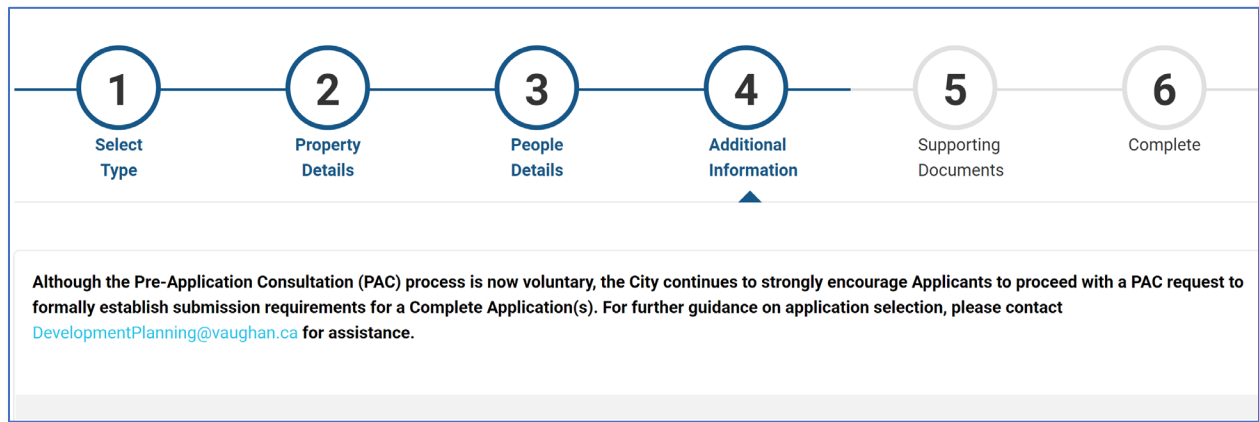


Figure 13-1

Required Development Applications

Has a PAC meeting been held prior to the submission of the Development Application(s)?
☒ Yes ☐ No

Please provide PAC #

* This input field is required.

Official Plan Amendment [PAC]
☐ Yes ☐ No

Draft Plan of Subdivision [PAC]
☐ Yes ☐ No

Figure 13-2

Required Development Applications

Has a PAC meeting been held prior to the submission of the Development Application(s)?
☐ Yes ☒ No

Are you requesting a PAC meeting for this Development Application(s)?
☐ Yes ☐ No

* This input field is required.

Official Plan Amendment [PAC]
☐ Yes ☐ No

Draft Plan of Subdivision [PAC]
☐ Yes ☐ No

Figure 13-3

Required Development Applications

Has a PAC meeting been held prior to the submission of the Development Application(s)?
☐ Yes ☒ No

Are you requesting a PAC meeting for this Development Application(s)?
☒ Yes ☐ No

Official Plan Amendment [PAC]
☐ Yes ☐ No

Draft Plan of Subdivision [PAC]
☐ Yes ☐ No

Vacant Land Condominium
☐ Yes ☐ No

Part Lot Control
☐ Yes ☐ No

Figure 13-4

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Block Plan

☐ Yes ☐ No

Zoning By-law Amendment [PAC]

☐ Yes ☐ No

Draft Plan of Standard/Common Element Condominium

☐ Yes ☐ No

Site Development [PAC]

☐ Yes ☐ No

Site Development (Minor Amendment)

☐ Yes ☐ No

Others

☒ Yes ☐ No

A

Back

B

Save for Later

C

Continue

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.

Draft Plan of Standard/Common Element Condominium

☐ Yes ☐ No

Site Development [PAC]

☐ Yes ☐ No

Site Development (Minor Amendment)

☐ Yes ☐ No

Others

☐ Yes ☐ No

A

Back

B

Save for Later

C

Continue

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.

Additional Information

Please provide additional details for your application.

Heritage Information

Listed in register under section 27 (3) of the Ontario Heritage Act?

☐ Yes ☐ No

Designated to be of cultural heritage value or interest?

☐ Yes ☐ No

Subject to and easement or covenant under the Ontario Heritage Act s.37?

☐ Yes ☐ No

Within a heritage conservation district area?

☐ Yes ☐ No

Provincial Policies

5.1 Is the development proposal consistent with the policy statement under subsection 3(1) of the Planning Act?

Yes

No

* This input field is required.

5.2 Are the Subject Lands within an area designated under a provincial policy or plan?

Yes

No

* This input field is required.

5.3 Provide an explanation on how the requested application conforms to or does not conflict with the applicable Provincial Plan(s) and how the requested application is consistent with the Provincial Policy Statement.

Yes

No

* This input field is required.

Official Plan

For more information please visit the [City of Vaughan Official Plan page](#)

Subject Lands identified as on Schedule 1 - Urban Structure of VOP 2010?

* This input field is required.

Current Official Plan Designation

* This input field is required.

Does this development propose a change to the current Official Plan Designation or Policy?

Yes

No

* This input field is required.

If "yes", what is the new Proposed Official Plan Designation or Policy Change?

What is the reason for the new Proposed Official Plan Designation or Policy Change?

Have the Subject Lands had an employment land use conversion request? If so, provide details.

* This input field is required.

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.

Ontario Land Tribunal (OLT)

Are there any current OLT matters or previous OLT decisions regarding the Subject Lands?

Yes

No

* This input field is required.

If "yes," provide details and OLT case #

Proposed Development Detail

How will the Subject Lands be developed?

* This input field is required.

If "Other" or a combination of the above, provide details

Density (FSI)

* This input field is required.

Total Developable Area (m2)

* This input field is required.

Proposed Building Area (m2)

* This input field is required.

Proposed Landscaped Area (m2)

* This input field is required.

Proposed # Parking Spaces

Proposed # Barrier-Free Parking Spaces

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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.

Site Screen Questionnaire

What is the Historical use of the Subject Lands?

* This input field is required.

What is the Current use of the Subject Lands?

* This input field is required.

What is the Proposed use of the Subject Lands?

* This input field is required.

The Subject Lands may be contaminated either from:

* This input field is required.

Placement of fill or waste has occurred on:

* This input field is required.

The Subject Lands have been used for agricultural purposes with:

* This input field is required.

The Subject Lands have storage tanks located:

* This input field is required.

Are there any hazardous materials present or generated on the Subject Lands?

* This input field is required.

The Subject Lands are within 500m (1640ft) of an operational or non-operational landfill or dump.

* This input field is required.

Have previous Environmental Site Assessment (ESA) related documents been prepared for the Subject Lands?

* This input field is required.

Have the Subject Lands or adjacent properties ever been used for heavy industrial related purposes such as:

* This input field is required.

Have the Subject Lands or adjacent properties ever been used for:

* This input field is required.

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.

Zoning Bylaw 001-2021

Please click this [link](#) for information on Zoning Bylaw 001-2021.

Current Zoning Category

* This input field is required.

Does this development propose a change to the current Zoning Category?

☐ Yes
 ☐ No

* This input field is required.

If "yes" what is the new Proposed Zoning Category?

What is the reason for the new Proposed Zoning Category/Site Specific Exception

* This input field is required.

Provide an explanation of how the development conforms to the Official Plan policies.

* This input field is required.

Provide an explanation of how the development complies or does not comply with density and height requirements.

* This input field is required.

Are there any known site-specific zoning exceptions?

* This input field is required.

If yes, please provide details.

Schedule A; Mapping Number

* This input field is required.

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.

Zoning Bylaw 188

Please click this [link](#) for information on Zoning Bylaw 188

Current Zoning Category

* This input field is required.

Does this development propose a change to the current Zoning Category?

☐ Yes
 ☐ No

* This input field is required.

If "yes," what is the new Proposed Zoning Category?

What is the reason for the new Proposed Zoning Category?

* This input field is required.

Provide an explanation of how the development conforms to the Official Plan policies.

* This input field is required.

Provide an explanation of how the development complies or does not comply with density and height requirements.

* This input field is required.

Are there any known site-specific zoning exceptions?

* This input field is required.

If yes, please provide details.

A

B

C

Back

Save for Later

Continue

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.

1 Select Type

2 Property Details

3 People Details

4 Additional Information

5 Supporting Documents

6 Complete

Document Type

A

Description

B

* This input field is required.

Detail (4000 characters left)

C

File

Drag or Browse to select file(s) to upload

D

* This input field is required.

Click to Start Upload

E

Back

F

Save for Later

G

Continue

H

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.

Upload New Document

Steps:
1. Select the Document Type and complete the Description;
2. Click the 'browse' button to upload PDF or Drag and Drop the PDF;
3. Click the 'Upload Document' button.

Document Type

SUB1

Description

Real Estate Appraisal Report

Reviewer Comment

SUB1

SUB10

SUB2

SUB3

SUB4

SUB5

SUB6

SUB7

SUB8

SUB9

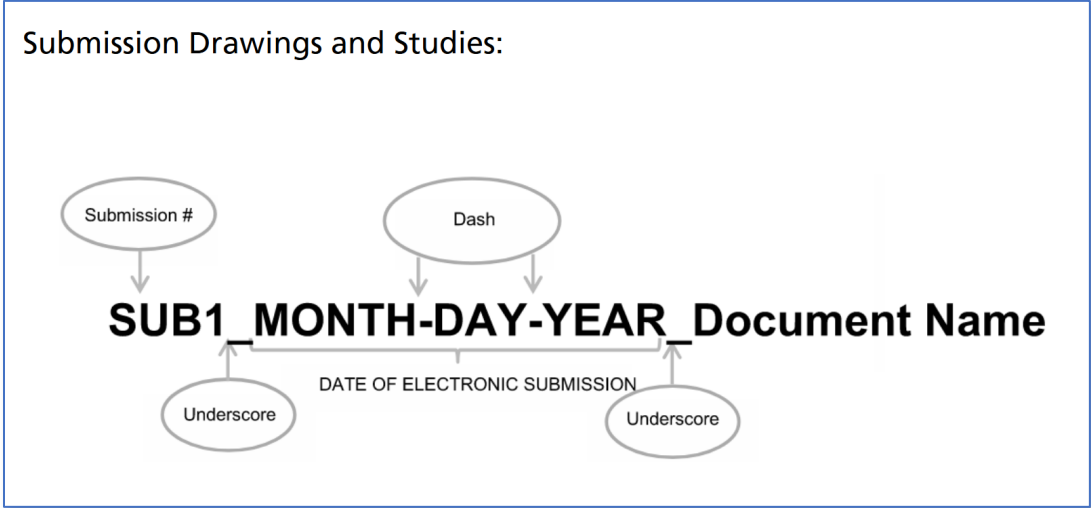


Figure 21 – Document Naming Convention

- 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)

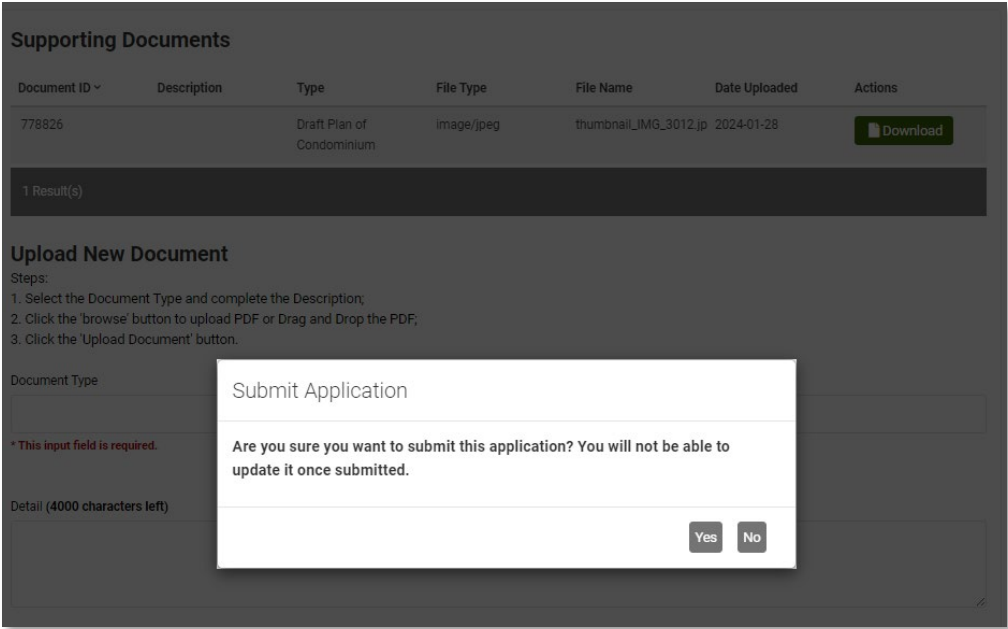


Figure 22

STEP 6 – Complete