

Electronic Submission Requirements: Planning Applications



April 2020



6311 Old Church Road
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www.caledon.ca

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Introduction

The Planning and Development Division processes various planning requests and applications. To support the request forms and application forms, other material is often required which may include both drawings/plans and documents (reports/letters).

This document outlines the requirements of an electronic submission to support these planning requests and applications.

These requirements will not only allow for easy identification and management of submission material but will also allow for efficient review and mark-up.

Preparing Your Planning Request or Application

Planning staff will work with you to identify the appropriate request or application form to be completed and will assist you in identifying the material required to support the request or application.

In most cases, attending a [Preliminary Meeting](#) or [Pre-Consultation \(DART\) Meeting](#) will be suggested and in many cases, will be required. These meetings are important to identify the submission requirements.

Before proceeding to the Town's website to complete an online form, all supporting material must be prepared in accordance with these requirements and available electronically to be uploaded as part of the completion of your form.

To determine what planning request or application is required, please contact Planning staff at planning@caledon.ca or 905.584.2272 x. 7338.



The Request or Application Form

Planning request or application forms are available on the Town's website in a variety of ways:

- **Online Application Form:** This is the preferred method. In completing an online form, a copy of the form is automatically emailed to both the applicant and Planning staff upon submission of the form.
- **Fillable PDF Form:** As an alternative, a fillable PDF form can be completed, saved and uploaded as part of the application submission.
- **Printable PDF Form:** For any printable form, the applicant/owner will print and complete the form, then scan and upload the form as part of the application submission.

Where an application form requires the form to be commissioned, the applicant/owner is required to print the form, take it to an appropriate agent for commissioning, and then submit the form by email to the Town at planning@caledon.ca, citing the application number and property address. An application will not be deemed 'complete' until the commissioned form is received.

Drawings/Plans

The following requirements apply to all drawings and plans:

- All files are to be unsecured (allowing for mark-ups) and not password protected.
- Each drawing/plan sheet shall be uploaded as a separate file.
- Each drawing/plan shall be saved in landscape orientation.
- Each drawing/plan shall be on a standard sheet/page size.
 - The maximum page size is an ARCH E (36"x48" or 914.4mm x 1219.2mm).
 - Include drawing scale and scale bar.
 - The scale and page size of the drawings/plans on the PDF must match the scale and page size of the full-sized plans/drawings on paper.
- *Preliminary Meetings, Zoning Certificate, Legal-Non-Conforming, Committee of Adjustment (Minor Variance, Consent, Validation Certificate), Oak Ridges Moraine Site Plan Applications:* Every effort should be made to submit electronic drawings/plans which are not scanned. Where drawings are scanned:
 - Plans/drawings must be at a resolution that is easily legible on screen, and the pages must not be skewed. A minimum of 300 dpi is usually acceptable. For plans/drawings containing fine lines and detail, 600 dpi resolution is required.
 - Do not reduce the scanned document size.
 - Scanning documents in full colour is only necessary if it contains photographs.



- *Draft Plan of Subdivision/Condominium, Official Plan Amendment, Zoning By-law Amendment, Exemption from Part Lot Control, and Site Plan Applications:* All drawings are to be drawn to a standard scale and cannot be scanned.
- *Draft Plan of Subdivision/Condominium, Official Plan Amendment, Zoning By-law Amendment, Exemption from Part Lot Control, and Site Plan Applications:* Only vector PDF files are accepted for drawings to be reviewed. If converting files from CAD to PDF, it is recommended that the CAD drawings are converted to vector PDF by using the AutoDesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver”.
- All PDF drawings/plans must be flattened into a single layer. *NOTE: All digital submission documents (i.e. CAD and GIS formats, are to follow the layers as required by the Digital Submission Standards, found in Appendices 2 and 3 of this document).
- All PDF drawings/plans are to be in grayscale. If a drawing/plan is required in colour to support the application, an accompanying grayscale drawing/plan is required.
- When generating files from the CAD file source, ensure that the orientation matches how the drawings were originally rendered.
- All drawings/plans are to have no comments. Text placed on the PDF as a comment must be flattened or removed. When rendering drawings to PDF, options for saving text as comments must not be selected

Documents (Reports/Letters)

The following requirements apply to all documents (reports, letters, etc.):

- All files are to be unsecured (allowing for mark-ups) and not password protected.
- Each document shall be uploaded as a separate file.
- Each document shall be saved in portrait orientation.
- Documents may be submitted in the following file formats (with the exception of those noted below): PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP.
 - *Draft Plan of Subdivision/Condominium, Official Plan Amendment, Zoning By-law Amendment, Exemption from Part Lot Control, and Site Plan Applications:* All documents must be submitted in PDF (unless otherwise required by a Pre-Consultation (DART) Meeting Form). All documents are to be searchable PDF files.
- All documents are to have no comments. Text placed on the PDF as a comment must be flattened or removed. When rendering drawings to PDF, options for saving text as comments must not be selected



To efficiently manage the request/application submission material, the Town has developed specific standards for naming drawings/plans and documents (reports/letters). These standards are important to streamline the submission and review process associated with planning applications. Consistent file naming is essential.

Drawings/Plans

The following requirements apply to file names for all drawings and plans:

- Each drawing/plan is to have a file name created as follows:

A1.1 – Site Plan – MM.DD.YYYY

Where A1.1 is the Sheet Number, Site Plan is the Drawing Name and MM.DD.YYYY is the date of the drawing

- The file name shall be as short as possible, exceeding no more than 60 characters in length.
- Each “Sheet Number” and “Drawing Name” shall remain the same for all revisions.

Documents (Reports/Letters)

The following requirements apply to all documents (reports, letters, etc.):

- Each document is to have a file name created as follows:

Functional Servicing Report – MM.DD.YYYY

Where Functional Servicing Report is the name of the document, and MM.DD.YYYY is the date of the document.

- The file name shall be as short as possible, exceeding no more than 60 characters in length.



New Applications

Any new applications are to be submitted by the appropriate online planning request or application form available on the Town’s website .

Depending on the total file size of all submission material, the Town will either accept submission material by uploading the files to the online form, or by submitting files to an ftp site.

- Each ftp folder is to be a separate planning request/application. Separate requests/applications cannot be combined into one ftp folder.
- Where files are submitted to an ftp site, the files are to be directly uploaded to the site and not divided within further subdivided folders.

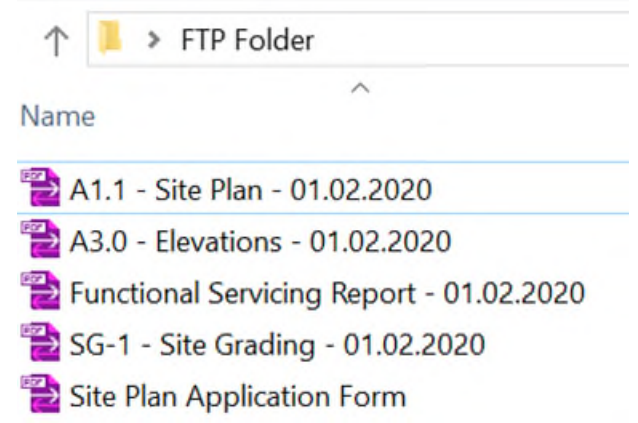
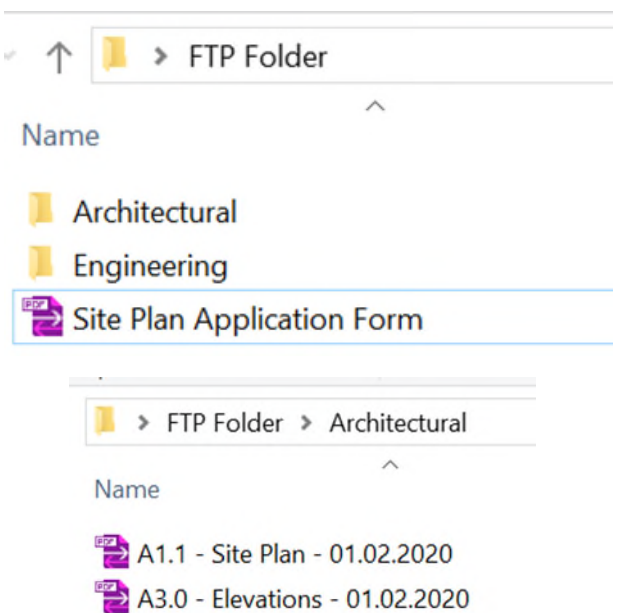
Acceptable	Not Acceptable
<p>↑ FTP Folder</p> <p>Name ^</p> <ul style="list-style-type: none"> A1.1 - Site Plan - 01.02.2020 A3.0 - Elevations - 01.02.2020 Functional Servicing Report - 01.02.2020 SG-1 - Site Grading - 01.02.2020 Site Plan Application Form 	<p>✓ ↑ FTP Folder</p> <p>Name ^</p> <ul style="list-style-type: none"> Architectural Engineering Site Plan Application Form <p>FTP Folder > Architectural</p> <p>Name ^</p> <ul style="list-style-type: none"> A1.1 - Site Plan - 01.02.2020 A3.0 - Elevations - 01.02.2020



Revised Submission

All revised submissions associated with planning requests or applications (where file numbers have been issued), shall be submitted as follows:

- Depending on the total file size of all submission material, the Town will either accept the submission by uploading the files to the online form, or by submitting files to an ftp site.
- Each ftp folder is to be a separate planning request/application. Separate requests/applications cannot be combined into one ftp folder.
- Where files are submitted to an ftp site, they are to be directly uploaded to the site and not divided within further subdivided folders.

Acceptable	Not Acceptable
 <p>↑ FTP Folder</p> <p>Name</p> <ul style="list-style-type: none"> A1.1 - Site Plan - 01.02.2020 A3.0 - Elevations - 01.02.2020 Functional Servicing Report - 01.02.2020 SG-1 - Site Grading - 01.02.2020 Site Plan Application Form 	 <p>↑ FTP Folder</p> <p>Name</p> <ul style="list-style-type: none"> Architectural Engineering Site Plan Application Form <p>FTP Folder > Architectural</p> <p>Name</p> <ul style="list-style-type: none"> A1.1 - Site Plan - 01.02.2020 A3.0 - Elevations - 01.02.2020



Through the planning application review process, the Town and external agencies will provide written comments and may also provide plans/reports with various mark-ups.

Mark-ups are location-based comments made by reviewers directly on the drawing/plan/document. The mark-ups will be included on a separate layer on the drawing/plan/document, will be colour-coded by discipline (a legend will be included) and will be flattened for security purposes.

Any approval stamps and redlines will also be included on a separate layer and will be flattened for security purposes.

Any mark-ups will be provided to you as part of the process by your assigned Planning staff representative.



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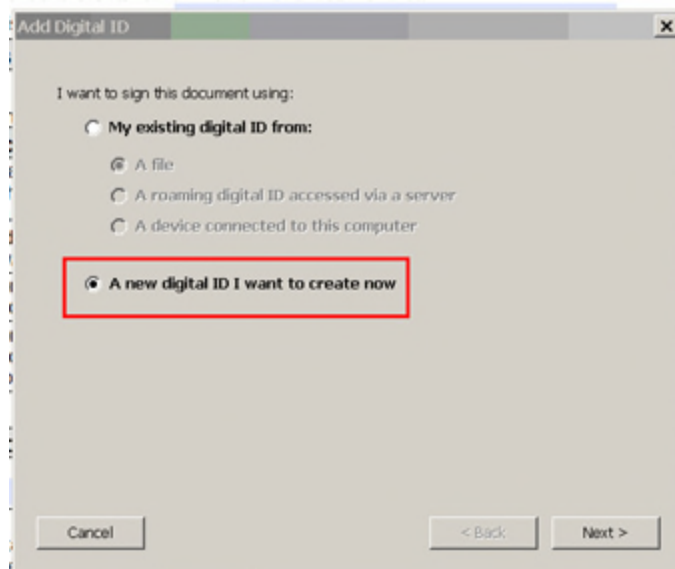
Follow the instructions below to create a digital signature for the first time.

To electronically sign a document, you will need:

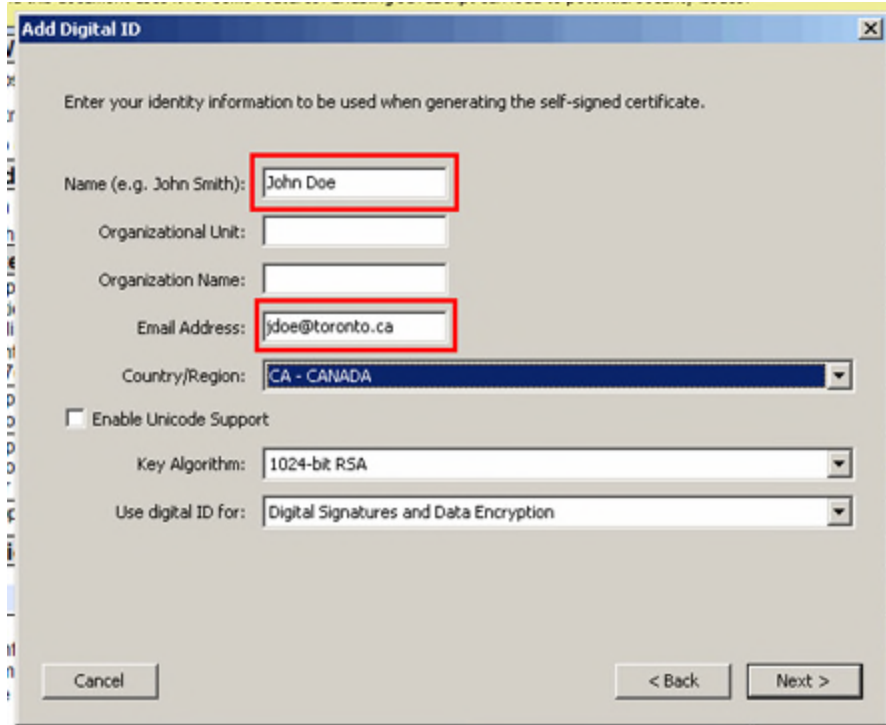
1. An electronic copy of the form you want to sign.
 - Please visit the Town's website to obtain a PDF fillable form you can sign.
2. A free version of Adobe Reader X for forms that need multiple electronic signatures.

Step-By-Step Guide to Using an Electronic Signature for the First Time

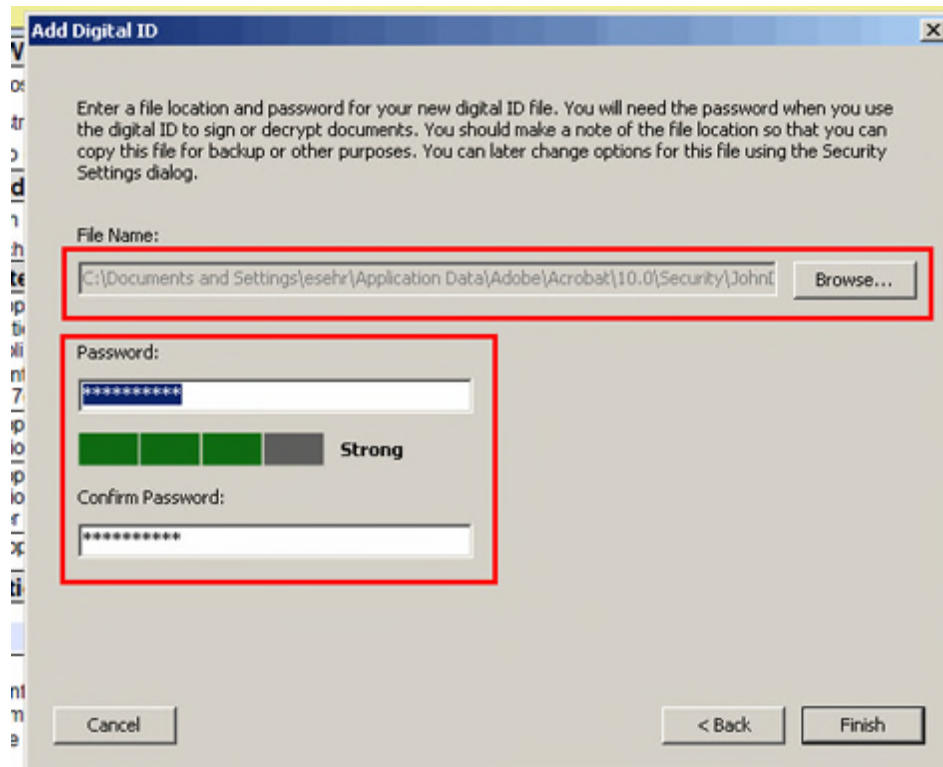
1. Visit the forms page and save a copy of the form you require on to your computer.
2. Once the form has been completed, click in the signature field. Make sure you are viewing the form in Adobe Reader X.
3. You will be prompted to create a Digital ID. The Digital ID is used to create a secure signature.



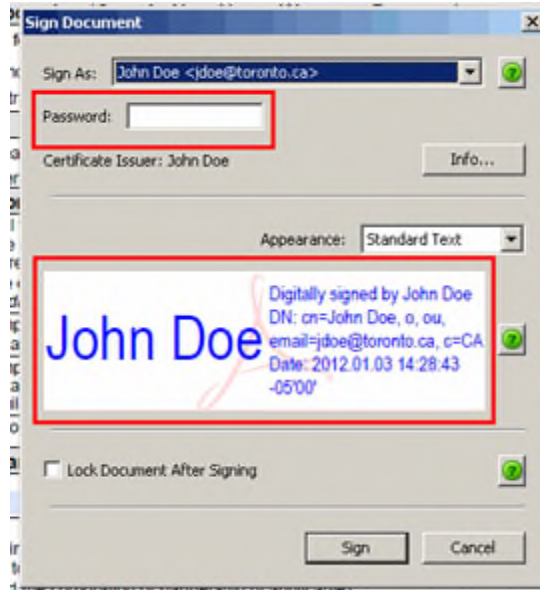
4. You will be asked to enter your identity information. You can add as much detail as you like, but an email address is mandatory. Once you've filled in your information, select "Next >"



- 5. Save your Digital ID and give your signature a password. Every time you use your signature you will need to input a password. Select "Finish".



6. Enter your password and click “sign” to apply your signature to the document.



7. Save the signed document. Your document has been signed electronically and is ready to be uploaded as part of a submission.

I. Declaration of applicant	
I, <u>John Doe</u>	certify that:
<small>(print name)</small>	
<ol style="list-style-type: none">1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.2. I have authority to bind the corporation or partnership (if applicable).	
<u>January 3, 2012</u>	<u>John Doe</u> <small>Digitally signed by John Doe DN: cn=John Doe, o, ou, email=jdoe@toronto.ca, c=CA Date: 2012.01.03 14:28:43 -0500</small>
Date	Signature of applicant



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The Town of Caledon requires the applicant submit a digital submission at each initial submission, subsequent revised submission as well as at the time of draft approval of the plan, grading permissions, servicing permissions and registration. The submissions may be provided as a draft plan of subdivision, draft plan of condominium, draft M-plan or draft PCP-plan.

Digital Submission Requirements

- Each submission must contain:
 1. One digital CAD file of the plan, submitted in AutoCAD DWG (2D) format. No reference files are to be used.
 2. One digital PDF of the plan, preferably in 24" x 36" (Architectural D size) representing an exact copy of the paper submission.
- Submissions are to be submitted via email to the Lead Planner, municipalnumbers@caledon.ca and gis@caledon.ca or on a USB key.
- The subject line of any email submission is to read as follows:
"Digital Submission of Draft Plan of [Subdivision or Condominium] – File No.: [File Number] – [Application Name]".
- The body of any email submission must include a description of the contents included in the email.

Submission Formatting

- **Consistency:**
 - Please note that for drawings submitted in AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent and continue throughout all stages of submission.
- **Georeferencing:**
 - The digital drawing must be georeferenced. The standard coordinate system for the Town is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83).
 - The map units for all features in the file must be in metric, set to metres and to scale (1:1).
 - The plan must be specifically formatted to be clear and legible, preferably in 24" x 36" (Architectural D size) landscape print format. It should be proportionately scaled by the applicant to fit their plan.
- **Layers/Levels:**
 - Weights and colours are at the discretion of the applicant.
 - Use common line types and fonts (TrueType Fonts). Colour palettes, font types or reference files are to be submitted along with the digital drawings.
 - Where applicable, all line work must be closed, creating polygons, meaning that all lines that meet must be snapped together.
 - Lot depth, frontage, area and lot number must all be within the boundaries of each lot.
 - GIS_ANY_OTHER_FEATURE (i.e. GIS_WOODLOT) naming convention must be used to identify any other significant features not identified within the Level Structure table below, but included within the drawing submission.



Appendix 2: Digital Submission Standards (Subdivisions, Condominiums, Part Lot Control)

- o Applicable layers/levels must be as set out in the Level Structure table below:

Level/Layer Name	Description	Element Type
GIS_BUILDING	Proposed building and/or structure envelope	Line or Polygon
GIS_CONTEXT	Surrounding context to subject land	Line
GIS_CURB	Proposed curb	Line
GIS_EDGE-WATER	Edge of water (pond/watercourse)	Line or Polygon
GIS_EX_BUILDING	Existing building and/or structure	Line or Polygon
GIS_EX_CURB	Existing curb	Line
GIS_EX_LOT_BLOCK	Existing lot and block line	Line
GIS_EX_STREET	Existing street (centreline) within or surrounding subject plan	Line
GIS_FIRE_ROUTE	Proposed fire route	Line
GIS_FLOODLINE	Flood line extent	Line
GIS_KEY_MAP	Key map showing location etc.	Line and Text
GIS_LEGAL_LINE	Any relevant background legal line, lot, concession, registered or reference plan, or easement line	Line
GIS_LOT_BLOCK	Proposed lot or block line	Line
GIS_OPEN_SPACE	Natural Heritage System, proposed open space or vista	Line
GIS_PARK	Proposed park	Line or Polygon
GIS_PARKING_LOT	Proposed parking lot	Line
GIS_PATHWAY	Proposed pathway or walkway	Line
GIS_PLANVIEW	Multistory building (design/floor plan)	Line
GIS_ROW	Proposed right-of-way parcel boundary line	Line
GIS_SIDEWALK	Proposed sidewalk	Line
GIS_STORMWATER_MGMT	Proposed storm water management pond or channel	Line or Polygon



Appendix 2: Digital Submission Standards (Subdivisions, Condominiums, Part Lot Control)

Level/Layer Name	Description	Element Type
GIS_STREET	Proposed street (centreline) in subject plan	Line
GIS_STREET_TREE	Proposed street tree	Point
GIS_SUBDIVISION_PHASE	Subdivision phasing boundary - show all proposed phases of subdivision or plan	Line or Polygon
GIS_SUBJECT_LAND	Legal property boundary of the subject plan	Line
GIS_TITLE_BLOCK	Title block line work (scale as needed)	Line
GIS_VALLEYLAND	Extent of valleyland	Line or Polygon
GIS_WETLAND	Locally and/or provincially significant wetland	Line or Polygon
GIS_WOODLAND	Woodland	Line or Polygon
GIS_TX_BUILDING	Proposed building and/or structure text	Text
GIS_TX_CONTEXT	Surrounding context to subject land text	Text
GIS_TX_CURB	Proposed curb text	Text
GIS_TX_EDGE-WATER	Edge of water (pond/watercourse) text	Text
GIS_TX_EX_BUILDING	Existing buildings text	Text
GIS_TX_EX_CURB	Existing curb text	Text
GIS_TX_EX_LOT_BLOCK	Existing lot and block text	Text
GIS_TX_EX_STREET	Existing street (centreline) labels within or surrounding subject plan	Text
GIS_TX_FIRE_ROUTE	Proposed fire route text	Text
GIS_TX_FLOODLINE	Flood line extent text	Text
GIS_TX_LEGAL_LINE	Any relevant background legal line, lot, concession, registered & reference plan, or easement text	Text
GIS_TX_LOT_BLOCK	Proposed lot or block text	Text
GIS_TX_LOT_DIMENSION	Lot dimensions, radii (excluding lot frontage and lot depth and lot area)	Text
GIS_TX_LOT_FRONTAGE	Lot Frontage	Text



Appendix 2: Digital Submission Standards (Subdivisions, Condominiums, Part Lot Control)

Level/Layer Name	Description	Element Type
GIS_TX_LOT_DEPTH	Lot Depth	Text
GIS_TX_LOT_AREA	Lot Area	Text
GIS_TX_OPEN_SPACE	Natural Heritage System, proposed open space or vista text	Text
GIS_TX_PARK	Proposed park text	Text
GIS_TX_PARKING_LOT	Proposed parking lot text	Text
GIS_TX_PATHWAY	Proposed pathway or walkway text	Text
GIS_TX_PLANVIEW	Multistory building (design/floor plan) text	Text
GIS_TX_ROW	Right-of-way parcel boundary line text	Text
GIS_TX_SIDEWALK	Proposed sidewalk text	Text
GIS_TX_STORMWATER_MGMT	Text for storm water management ponds, channels, structures, etc.	Text
GIS_TX_STREET	Proposed street (centreline) labels in subject plan	Text
GIS_TX_SUBDIVISION_PHASE	Subdivision phasing text	Text
GIS_TX_SUBJECT_LAND	Text related to legal property boundary of the subject plan (bearings, distances)	Text
GIS_TX_TITLE_BLOCK	Title block line text	Text
GIS_TX_VALLEYLAND	Valleyland text	Text
GIS_TX_WETLAND	Locally and/or provincially significant wetland text	Text
GIS_TX_WOODLAND	Woodland text	Text



The Town of Caledon requires the applicant submit a digital submission at each of the following: initial submission, subsequent revised submission and prior to the amendment proceeding to Council. Prior to an application being deemed 'complete' and prior to recommendation report being brought forward to Planning and Development Committee and Council, the proposed amendment must meet the submission standards.

Digital Submission Requirements

- Each submission must contain:
 1. One digital CAD file of the plan, submitted in AutoCAD DWG (2D) format. No reference files are to be used.
Note: A separate AutoCAD DWG should be submitted for structural envelopes.
 2. One digital PDF of the plan, preferably in 8 ½" x 14" representing an exact copy of the paper submission.
- Submissions are to be submitted via email to the Lead Planner.

Submission Formatting

- **Consistency:**
 - Please note that for drawings submitted in AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent and continue throughout all stages of submission.
- **Georeferencing:**
 - The digital drawing must be georeferenced. The standard coordinate system for the Town is North American Datum (NAD) 1983 Zone 17, WKID 26917. Refer to <https://spatialreference.org/ref/epsg/nad83-utm-zone-17n/> for more information.
 - The map units for all features in the file must be in metric, set to metres and to scale (1:1).
 - The plan must be specifically formatted to be clear and legible, preferably in 8 ½" x 14" format. It should be proportionately scaled by the applicant to fit their plan.
- **Layers/Levels:**
 - Weights and colours are at the discretion of the applicant.
 - Use common line types and fonts (TrueType Fonts). Colour palettes, font types or reference files are to be submitted along with the digital drawings.
 - Where applicable, all line work must be closed, creating polygons, meaning that all lines that meet must be snapped together.
 - Lot depth, frontage, area and lot number must all be within the boundaries of each lot.
 - Where structure envelopes are proposed, all measurements must be indicated for each edge of the envelope and for the distance from the envelope to each of the front, rear and side yards (as applicable).
 - Natural areas or other features should be depicted and have clear and consistent line types.
 - Zone/designation polygons should not overlap and there should be no gaps within a zone/designation layer.
 - All zone/designation boundaries should snap to the centerline of the street.
 - GIS_ANY_OTHER_FEATURE (i.e. GIS_WOODLOT) naming convention must be used to identify any other significant features not identified within the Level Structure table below, but included within the drawing submission.



- o Applicable layers/levels must be as set out in the Level Structure table below:

Level/Layer Name	Description	Element Type
GIS_CONTEXT	Surrounding context to subject land	Line
GIS_EX_LOT_BLOCK	Existing lot and block line	Line
GIS_EX_STREET	Existing street (centreline) within or surrounding subject plan	Line
GIS_FLOODLINE	Flood line extent	Line
GIS_KEY_MAP	Key map showing location etc.	Line and Text
GIS_LEGAL_LINE	Any relevant background legal line, lot, concession, registered or reference plan, or easement line	Line
GIS_LOT_BLOCK	Proposed lot or block line	Line
GIS_NATURAL_AREA	Proposed natural area boundaries	Polygon
GIS_OP	Proposed official plan designation boundaries	Polygon
GIS_OPEN_SPACE	Natural Heritage System, proposed open space or vista	Line
GIS_ROW	Proposed right-of-way parcel boundary line	Line
GIS_STREET	Proposed street (centreline) in subject plan	Line
GIS_STRUCTURE_ENVELOPE	Proposed structure envelope boundaries	Polygon
GIS_SUBJECT_LAND	Legal property boundary of the subject plan	Line
GIS_TITLE_BLOCK	Title block line work (scale as needed)	Line
GIS_VALLEYLAND	Extent of valleyland	Line or Polygon
GIS_WETLAND	Locally and/or provincially significant wetland	Line or Polygon
GIS_WOODLAND	Woodland	Line or Polygon
GIS_ZONE	Zone boundaries	Polygon
GIS_TX_EDGE-WATER	Edge of water (pond/watercourse) text	Text



Level/Layer Name	Description	Element Type
GIS_TX_EX_BUILDING	Existing buildings text	Text
GIS_TX_EX_CURB	Existing curb text	Text
GIS_TX_EX_LOT_BLOCK	Existing lot and block text	Text
GIS_TX_EX_STREET	Existing street (centreline) labels within or surrounding subject plan	Text
GIS_TX_FLOODLINE	Flood line extent text	Text
GIS_TX_LEGAL_LINE	Any relevant background legal line, lot, concession, registered & reference plan, or easement text	Text
GIS_TX_LOT_BLOCK	Proposed lot or block text	Text
GIS_TX_LOT_DIMENSION	Lot dimensions, radii (excluding lot frontage and lot depth and lot area)	Text
GIS_TX_LOT_FRONTAGE	Lot Frontage	Text
GIS_TX_LOT_DEPTH	Lot Depth	Text
GIS_TX_LOT_AREA	Lot Area	Text
GIS_TX_NATURAL_AREA	Proposed natural area text and dimensions	Text
GIS_TX_OP	Proposed official plan designation text and dimensions	Text
GIS_TX_OPEN_SPACE	Natural Heritage System, proposed open space or vista text	Text
GIS_TX_ROW	Right-of-way parcel boundary line text	Text
GIS_TX_STREET	Proposed street (centreline) labels in subject plan	Text
GIS_TX_STRUCTURE_ENVELOPE	Proposed structure envelope text and dimensions	Text
GIS_TX_SUBJECT_LAND	Text related to legal property boundary of the subject plan (bearings, distances)	Text
GIS_TX_TITLE_BLOCK	Title block line text	Text
GIS_TX_VALLEYLAND	Valleyland text	Text
GIS_TX_WETLAND	Locally and/or provincially significant wetland text	Text



Appendix 3: Digital Submission Standards (Official Plan and Zoning By-law Amendments)

Level/Layer Name	Description	Element Type
GIS_TX_WOODLAND	Woodland text	Text
GIS_TX_ZONE	Proposed zone boundary text and dimensions	Text



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