



Occupancy Permit Application & Address Assignment Updates
CP Seminar Presentation – November 3, 2022

Agenda



1. Occupancy Permit Application Digital Submissions
2. Partial Occupancy Permit Requirements
3. Address Assignment Bulletin Overview
4. Density Bonus Zone Fee Payment Process

Occupancy Permit Application



- Occupancy Permit Application Updated
- Clerks are using ConsignO to verify CP stamps
- Any new applications that are scanned or submitted without a digital CP stamp will not be accepted.
- To avoid delays, please communicate this requirement to your teams.

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Partial Occupancy Permit Applications



- Clearly identify the areas that you're requesting be approved for Occupancy.
 1. Provide specific information about the areas/levels/sections that you would like approved for occupancy through the Partial Occupancy Permit.
 2. Provide specific information about the areas/levels/sections excluded from partial occupancy.
- It is not acceptable to only list what is excluded from the occupancy permit.
- To avoid delays, please communicate this requirement to your teams.

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Example - BAD:



The following areas are **EXCLUDED** from the first phase of occupancy:

- P1 end of trip facilities
- Laneway Level Pocket Park & Port Cochere
- Level 1 North and east exterior plazas
- Level 3 washrooms
- Level 17 North Exterior Terrace
- Level 36 pre-function area
- Level 37

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Example - GOOD:



We would like to request partial occupancy approval for:

- All Parking Levels (P1 to P4) – **excluding** the P1 end of trip facilities.
- Level 1 – **excluding** the North and east exterior plazas
- Level 2
- Level 3 – **excluding** the washrooms
- Levels 5 to 16
- Level 17 – **excluding** the North Exterior Terrace
- Levels 18 to 35

*Level 4 is excluded entirely from this partial occupancy request.

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Address Assignment Bulletin Highlights



- Goals:
 - Provide more transparency into our process
 - Help make addressing more predictable
 - Provide applicants the information they need to efficiently work through the Address Review process
- Highlights:
 - Shed a light on the guidelines used to determine building numbers and assign addresses
 - Outlined minimum drawing requirements for Stage 1 BP submittals
 - Note: This information would be very helpful at the DP stage and enable earlier address assignment.
 - Broke down address assignment principles for specific building types

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What is Density Bonusing?



- Zoning tool used to permit developers to build additional floor area, in exchange for amenities and affordable housing needed by the community.
- Specific zones have been designated as Density Bonus Zones (DBZ), and developers can pay a fee to add additional floor area to their project in these areas.

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Streamlining DBZ Payment Process



- In the past, Project Coordinators have communicated payment requirements and coordinating the payment for DBZ fees.
- DBZ fees are owed prior to BP issuance (Stage 1) – akin to DCLs and DCCs.
- Moving forward, DBZ fee amounts and payment instructions will be provided by DCL Coordinators at the same time as DCL and DCC amounts.
- We will collect the DBZ, DCL and DCC at the same time as well.

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