



Instructions for Digital Submission of Planning Applications

The City of Orillia Planning Division requires all Development applications and Committee of Adjustment applications to be submitted in digital form to:

Planning@orillia.ca

For Larger File Submissions (over 150MB), use "[2big4email](#)" (see **Larger File Submissions**), the City's document sharing service. Please contact Planning Staff prior to using this service to be added as an authorized sender. The total file size limit is 2GB.

In an effort to further streamline the development applications process and reduce paper waste, Planning Staff will no longer be accepting hard copy (paper) applications and/or submissions.

In order to submit your application digitally, please follow the guidelines below.

General Requirements

- All planning related applications and supporting documents, including plans, drawings and reports, shall be submitted in a "Portable Document Format", also known as Adobe Acrobat or PDF.
- Files must be unsecured and not password protected.
- All documents within the entire application package must be capable of being opened without a need for a password and be enabled to print in high resolution. The submitted drawings must be clear and legible. For drawings that are more detailed, or complex and require large format drawings, please refer to the **Larger File Submissions** section in this guideline.
- All applications are available on the [City's website](#) as a fillable PDF. Signatures are to be scanned or digitally signed.

- All applications are to be commissioned, non-commissioned applications are considered incomplete and may be returned.
- Remote commissioning (notarization) of affidavits, oaths and statutory declarations is now legal in Ontario.
- Who can commission? Court Services, Service Ontario, a lawyer, notary public, judge, or paralegal (an additional fee may be charged for this service).
- Submissions with multiple pages or sets may be submitted as individual emails if the file size is too large.
- Electronically produced documents, plans and drawings (i.e. dwg, docx) must be converted into PDF format for submission.

Naming Digital Files

All digital files shall be properly named using the following file naming convention:

Year.Month.Day Address - File Name

For example:

2021.08.31 123 Any Street - Site Plan

PLEASE NOTE that file names are to be no longer than 50 characters, including spaces, and are not to include any characters except those shown above (period and hyphen).

Planning Application and Committee of Adjustment Application Submission

Applications must be submitted by e-mail to planning@orillia.ca. Attach all documents and plans to your e-mail and add the project address to the subject line of the e-mail.

If it is too large for one email, try sending documents in separate emails ensuring that the address is in the subject line and the message of 1 of 2, or 1 of 3, etc. Alternatively, applicants can use the City's document sharing service "[2big4email](#)" (see **Larger File Submissions**).

Larger File Submissions

In order to send via [2big4email](#), please first advise planning@orillia.ca for staff to add your email to the system.

To upload your file(s):

1. Enter your Email Address and Subject.
2. Enter your Message.
3. Enter a password (Optional).
* If entered, please provide the password to us by email as it will be required to download the file(s).
4. Enter a recipient email and click **Add**.
* Repeat step 4 for all recipients.
5. Click the **Next** button.
6. Select the file(s) to upload (total size capacity is 2GB).
7. Click **Add** for additional files.
8. Once all files have been added, click **Upload** to begin sending your file upload.

Payment of Fees

For digital submissions, application fees can be paid as noted below:

1. **Cheque** – payable to the “City of Orillia”, via mail or through the drop box at City Centre, 50 Andrew Street South, Orillia.
2. **Cash or Debit** – at the first floor Treasury Counter, City Centre.

If you wish to make payment by cash or debit, please give the Planning Division 24 hours' notice in order to provide instructions to Treasury to accept the fee.

We are striving to serve you better and are investigating options to provide electronic payment however, at this time we can only accept the above noted payment options.

PLEASE NOTE that your application will not be reviewed until we are in receipt of the applicable application fee. Once your payment has been processed, an electronic copy of the receipt will be emailed to you.

For more information, please contact planning@orillia.ca.