

Development Application Guide

How to apply online for development applications

Beginning February 1, 2026, development applications are to be submitted online through a [MyTownship](#) account.

What is MyTownship?

MyTownship is the Township's online service platform. With a MyTownship account, you can apply for and access:

- development applications
- building permit applications
- additional Township online services

What you need to apply

An **Authorized Agent** should submit the application. To make a development application, they will need:

1. A MyTownship account.
2. A fully completed [Development Application Form](#), signed by all property owners and the Authorized Agent.
 - *E-signatures are permitted. To use an e-signature, download the application form and open it in Adobe.*
3. All required items pertaining to the application, as described on the [Development Application Requirements](#) list.

How to apply

STEP 1: Prepare your application documents

Ensure all required forms and documents are complete and ready to upload.

STEP 2: Start your application

Visit the [Development Applications](#) webpage and select **submit an application**.

STEP 3: Log in and complete the application

Sign in to your MyTownship account and fill in all required fields:

a) Agent Information

- Enter the Authorized Agent's details. This person will be the primary contact for the Township throughout the application process.

Note: The Agent's name and contact information will be publicly available on the [Development Activity Portal](#).

b) Subject Properties

- Follow the on-screen instructions to add all properties included in the application.
- Begin by entering the house number only; matching addresses will appear automatically.
- Use Canada Post abbreviations (e.g., AVE, ST, CRT).

c) Application Details

- Create an **Access Code** for your application. Once your application is accepted, you may share this code with your project team so they can view the application in their own MyTownship accounts and communicate with Township staff for their specific discipline.
- Refer to the [Linking an application to MyTownship](#) guide for instructions on how to link folders to a MyTownship account.

Note: Your initial development application is automatically linked to your MyTownship account when it is submitted. However, any additional folders created after the application has been accepted must be linked manually.

Details about these subsequent folders - including the Folder Numbers and Access Code - will be provided in the Acknowledgement Letter sent once the application has been assigned to Community Development staff.

- Provide a brief description of your application.

d) Upload your development application package

- Each required item has its own upload field.
- Use the [Development Application Requirements](#) list to ensure you include all necessary documents.

e) Review your application

- Carefully check all information for accuracy.
- If changes are needed, click the **Edit** button in the relevant section.

f) Acknowledgements

- Review each acknowledgement item and check the boxes to confirm agreement.

g) Submit your application

- After submission, your application will be assigned a Development Application (DA) number.
- You can access your DA folder anytime through your MyTownship account.