

Linking a development application to MyTownship

Development project teams can use their MyTownship accounts to access application details and communicate directly with Community Development staff.

When a development application is accepted, the **Authorized Agent** receives folder numbers and staff contacts for each reviewing department, including:

- Planning
- Development Engineering
- Green Infrastructure Services

The Authorized Agent is encouraged to share the relevant **Folder Numbers** and the **Access Code** (created at the time of application submission) with project team members such as:

- Property owners
- Engineering consultants
- Landscape architects
- Arborists
- QEPs

Sharing this information ensures that all qualified professionals can view application details as they are processed and communicate directly with Community Development staff for their discipline.

Getting started

STEP 1: Create or sign in to a MyTownship account

Visit tol.ca/MyTownship

- If you already have an account, **sign in**
- If you do not have an account, select **Sign up now** and follow the prompts
 - Check your email inbox to confirm and complete your account registration.

STEP 2: Obtain the required access information

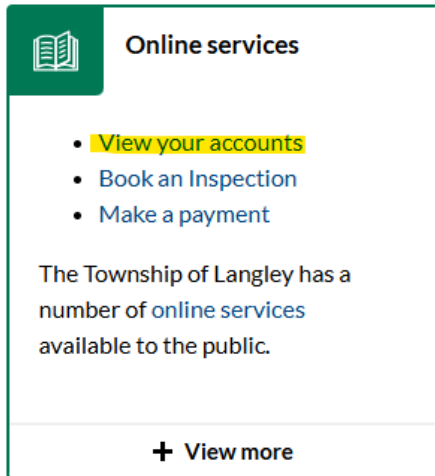
Ensure you have the **Folder Numbers** and **Access Code** needed to link to the project.

- This information is sent to the **Authorized Agent** in the Acknowledgement Letter once the application has been assigned to Community Development staff.

How to link a development application

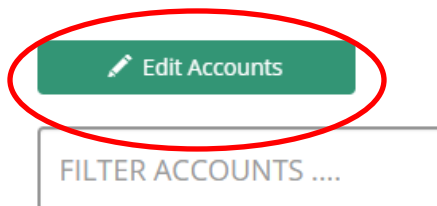
STEP 1:

On your MyTownship home page, locate the **Online services** box and select **View your accounts**



STEP 2:

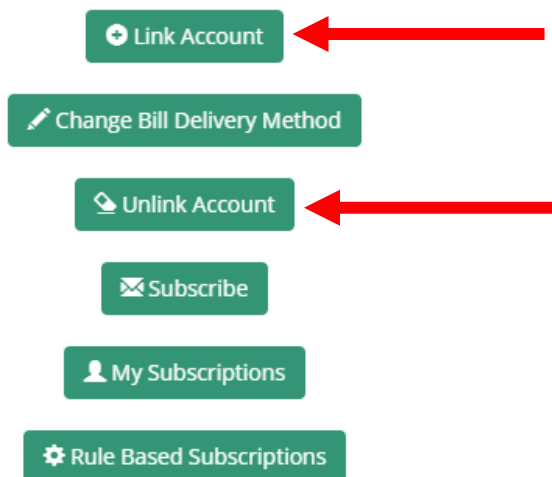
From your accounts page, select **Edit Accounts**



STEP 3:


From the list of options, select **Link Account**

- *Tip: This is also where you can select **Unlink Account** if you no longer need access.*



STEP 4:

Select **Link a Permit / Development Application**

 [+ Link a Permit / Development Application](#)

[+ Link a Dog Account](#)

[+ Link a Licensing Account](#)

[+ Link a Property Tax Account](#)

[+ Link a Utility Account](#)

STEP 5:

Enter the **Folder Number** and **Access Code** provided by the Authorized Agent, then click **Link**

Link a Permit

Please be sure to include the full permit application number including the letters, for example BP00000.

Folder Number*

Access Code*

[Link](#)

STEP 6:

A confirmation message will appear once the account has been linked successfully

Link Account - Confirmation

Your account has been linked.

To link another account, click the "Link Another Account" button. If you are ready to see your accounts, press the "My Accounts" button

[Link Another Account](#) [My Accounts](#)

STEP 7:

Return to your Accounts page - the development folder should now be listed and accessible.

NO ADDRESS Folder Number: DE102803 Application Date: Jan 20, 2026 Project:	DEVELOPMENT Issued Date: Status: RECEIVED	>
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