

Guide to Using the Planning FTP Site

Upon the Town accepting online planning application submissions, due to the size of some submission material, the Town will require the applicant to utilize the Town's Planning FTP site.

This document provides step-by-step instructions on how to use the Planning FTP site to both submit material to the Town and also receive marked-up/approved drawings from the Town.

All material being uploaded to the Planning FTP site must meet the [Electronic Submission Requirements for Planning Applications](#).

If you have any questions regarding this document, please contact the Lead Planner, Planning Technician or Secretary-Treasurer to the Committee of Adjustment at 905.584.2272 x. 7338 or planning@caledon.ca.

When Access to the Planning FTP Site is Needed

When an electronic submission supporting a planning application is larger than 20 mb (total), the online form will direct the applicant to submit material using the Planning FTP site.

For this reason, smaller planning requests and applications will not likely require the Planning FTP site, while larger planning applications will.

- For smaller planning requests and applications, the material be uploaded directly into the form.
- For larger planning applications, the applicant will be asked to confirm if the material is larger than 20 mb, which will require the material be uploaded to the Planning FTP site.

Planning FTP Site Required	Planning FTP Site Not Required
Site Plan Applications	Preliminary and Pre-Consultation Meeting Requests
Zoning By-law Amendment Applications	Zoning Certificate Requests
Official Plan Amendment Applications	Legal Non-Conforming Applications
Draft Plan of Subdivision Applications	Compliance Letter Requests
Draft Plan of Condominium Applications	Part Lot Control Applications
	Oak Ridges Moraine (ORM) Site Plan Applications
	Committee of Adjustment Applications (Minor Variance, Consent, Validation Certificate)



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How to Obtain Access to the Planning FTP Site

Where an application requires use of the Planning FTP site, the applicant will request access to the Planning FTP site by contacting Planning staff as follows:

Planning Application	Planning Staff Contact
Preliminary and Pre-Consultation Meeting Requests	Planning Technician
Compliance Letter Requests	Planning Technician
Legal Non-Conforming Applications	Planning Technician
Zoning Certificate Requests	Planning Technician
Committee of Adjustment Applications (Minor Variance, Consent, Validation Certificate)	Secretary-Treasurer to the Committee of Adjustment
Oak Ridges Moraine (ORM) Site Plan Applications	Planning Technician
Part Lot Control Applications	Planning Technician
Site Plan Applications	Lead Planner
Zoning By-law Amendment Applications	Lead Planner
Official Plan Amendment Applications	Lead Planner
Draft Plan of Subdivision Applications	Lead Planner
Draft Plan of Condominium Applications	Lead Planner

The appropriate staff member will:

- a) Provide you with a Login ID and password to the Planning FTP site OR remind you of your Login ID and may reset the password (if required); and,
- b) Create a folder with the Planning FTP Site, allowing you to upload/download material as required.



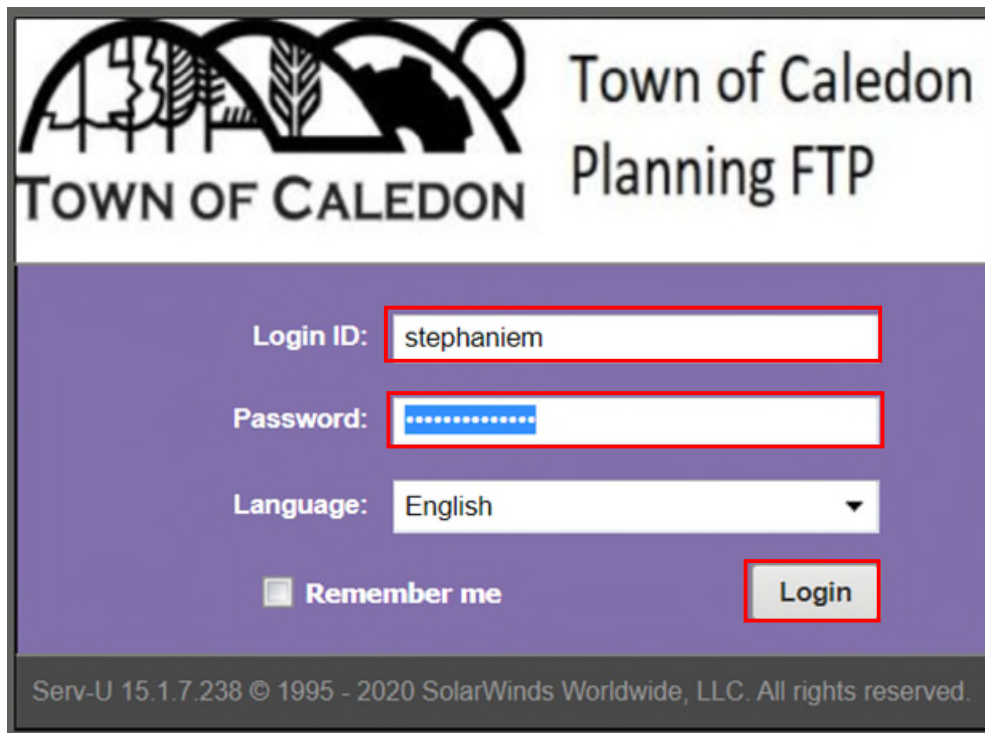
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Login IDs and passwords are issued as follows:

- For an Organization/Company: One generic user id and password will be provided for all staff at the organization/company. The representative who receives the login credentials shall share the information with all members of their organization/company.
- For an Individual: One user id and password is to be used where an individual applicant is not part of a company.

1. Go to <https://planningftp.caledon.ca/>
2. Enter your provided Login ID and Password and click “Login”.



Town of Caledon
Planning FTP

TOWN OF CALEDON

Login ID: stephaniem

Password:

Language: English

Remember me

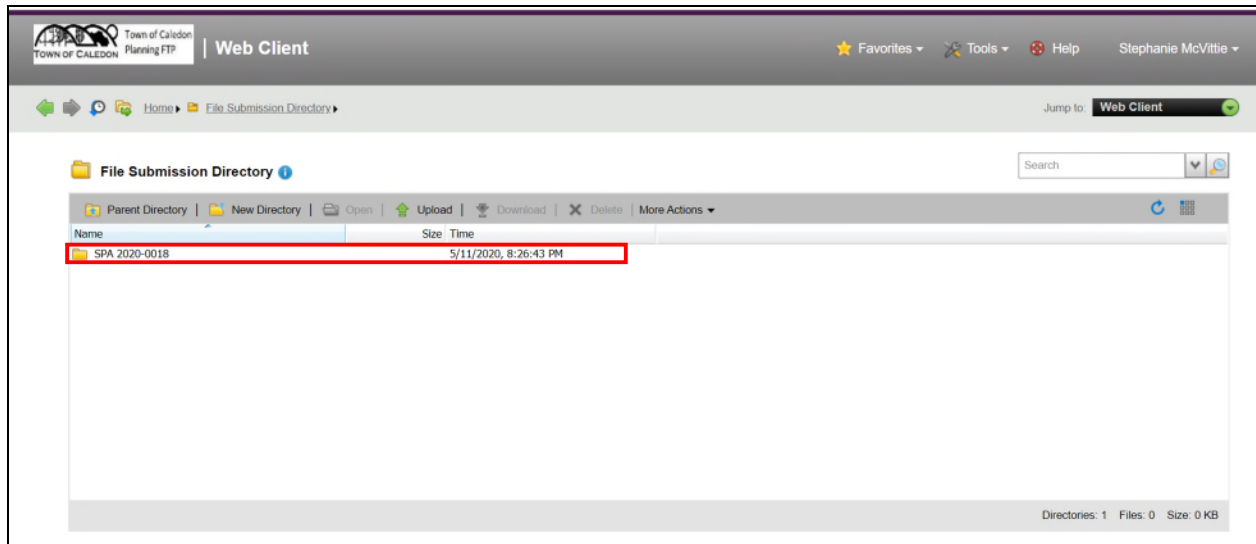
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3. You will now see the Planning FTP site home page and all folders you or your organization/company has access to.



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4. Double-click on the specific application folder that you would like to either upload/download documents into/from.



5. Within each application folder, there will be sub-folders:
 - a) Where the applicant is submitting material to the Town, the material shall be uploaded into the Submission folder (i.e. 1st Submission).
 - b) Where the Town is providing material to the applicant, the material will be located in either a Summary of Comments folder (i.e. Summary of Comments – 1st Submission) or an Approval folder.

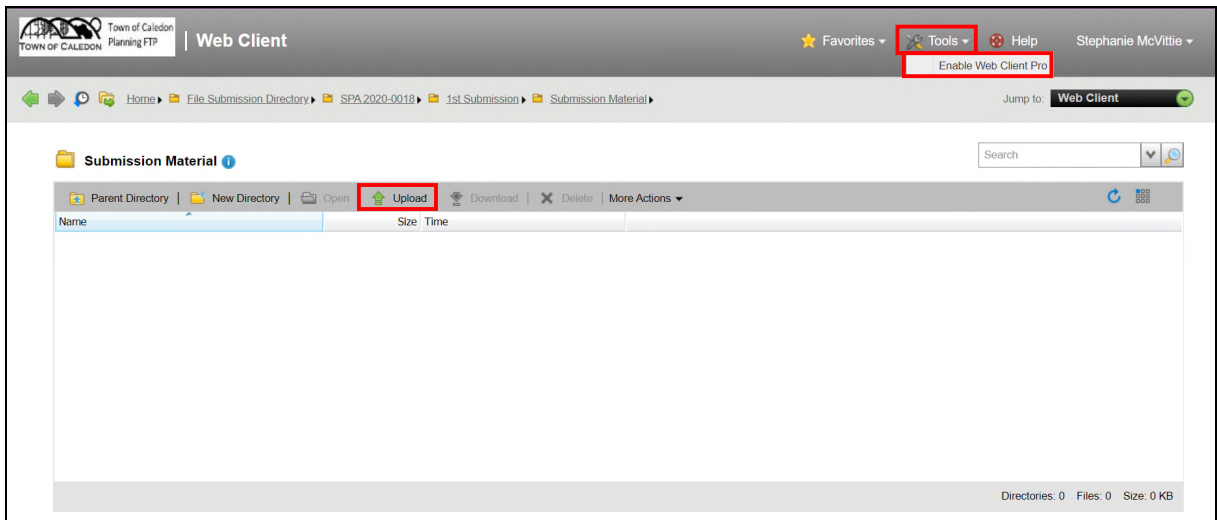


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6. To Upload Documents into the Submission folder either:

a) Upload multiple files at once by enabling Web Client Pro:

- i. Click on “Tools”, “Enable Web Client Pro” and follow the Java security prompts.
- ii. Navigate to the appropriate file on your computer, and drag and drop the files into the bottom pane of the window to upload the documents.



- b) Upload files one at a time by clicking the “Upload” button, navigating to the appropriate file on your computer and click on “Upload”.
- c) To rename a document, click once on the document you want to rename, click on “More Actions”, “Rename”, change the name of the document and hit “Enter” on your keyboard.
- d) To delete a document, click once on the document you want to delete, click on “Delete”.
- e) Once all documents are uploaded, proceed to the Town’s website to submit the online application form. Upon receipt of the form, Planning staff will contact you for payment of the appropriate fee and will confirm that the material on the FTP site is complete and ready to be downloaded. Planning staff will then download and process your application/request.



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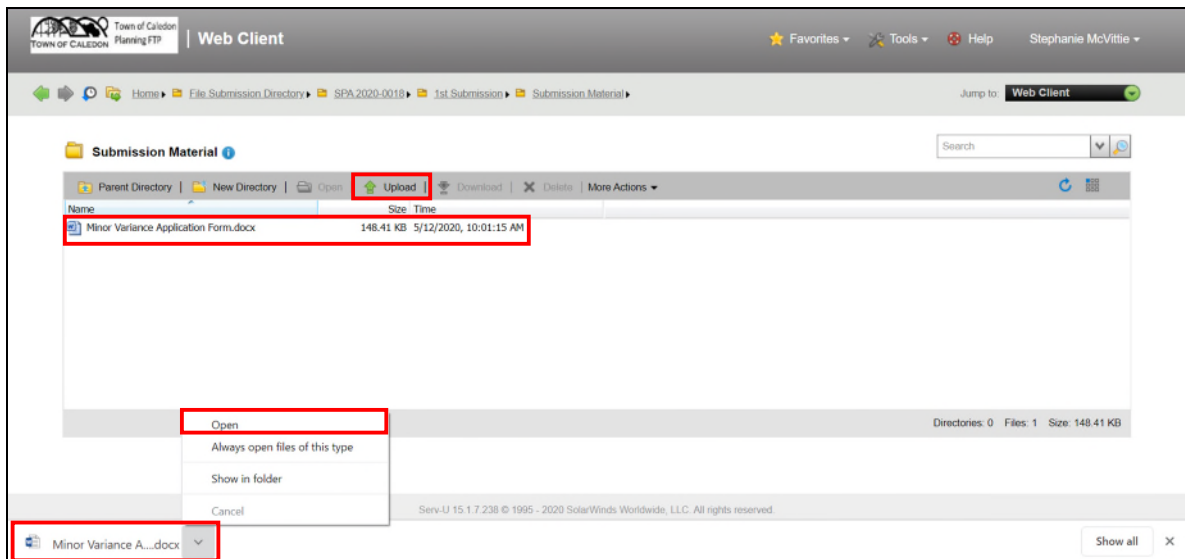
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7. Planning staff will notify you by email when there is material available in the Planning FTP site to be downloaded.

To Download Documents from either the Summary of Comments or Approval folder either:

- a) Select the file you wish to download by clicking on it once, then click “Download”.
- b) The file will appear at the bottom of your browser. Click Open, then save the document to the appropriate folder on your computer.

Note: All material will be removed from the Planning FTP site within 10 business days of approval being issued. Please ensure you download the documents in a timely manner.



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