

## REQUEST FOR PRE-APPLICATION (PRE-CONSULTATION) MEETING

CONSERVATION AUTHORITIES ACT - April 2023

### PART 1: GENERAL INFORMATION

#### MEETING REQUEST INFORMATION:

1. Pre-Application (pre-consultation) meetings are intended to inform the application process only; TRCA staff will provide advice on application requirements, including required drawings and reports. TRCA staff will not review technical information prior to or at these meetings, nor will they provide detailed advice in advance of reviewing such information after the meeting, and upon receipt of a formal environmental assessment, *Planning Act* or Permit or VPR application.
2. It is recommended that a pre-application (pre-consultation) meeting be requested for all applications in advance submitting to TRCA.

#### NEED ASSISTANCE?

1. Should you need assistance in completing this application form or confirming submission requirements, please send your enquiry to: [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca)
2. A planner or administrator will respond to you within one business day (24 hours)

### PART 2: APPLICANT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

#### PROPONENT DETAILS

Main Contact:			
Organization:			
Mailing Address:			
City:		Postal Code:	
Phone No.:		E-mail:	

#### CONSULTANT DETAILS

Main Contact:			
Company Name:			
Mailing Address:			
City:		Postal Code:	
Phone No.:		E-mail:	

**Note:** Correspondence will be sent to the Proponent and copied to the Consultant

### PART 3: PROJECT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

#### PROJECT NAME AND LOCATION

Project Name:	
Project Location or Address:	
Nearest Major Intersection:	

Municipality:
UTM Coordinates (if known):
<b>PROJECT DETAILS</b>
Is this project related to an environmental assessment application? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - What was the TRCA CFN Number? _____
Is this project related to a Planning Act application? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - What was the TRCA CFN Number? _____
Is this project related to a TRCA Permit or Voluntary Project Review application? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - What was the TRCA CFN Number? _____
Has TRCA previously provided site screening for this project? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - What was the TRCA CFN Number? _____

## PART 4: CONSULTATION TYPE REQUESTED - ALL INFORMATION BELOW IS MANDATORY

### ☐ **Simple pre-application (pre-consultation) meeting:**

1. Meetings are held between the proponent or consultant and the TRCA planner only.
2. Meetings are generally 15 to 30 minutes in length.
3. An agenda is not required for these meetings.
4. Meetings generally occur within 5 business days of receipt of request.
5. All meetings are conducted in a virtual environment only.
6. All sites must be screened by a TRCA planner in advance of the meeting.

### ☐ **Complex pre-application (pre-consultation) meeting, and the following is enclosed:**

1. Meetings are held between at least the proponent or consultant and the TRCA planner. At their discretion, the TRCA planner may also invite TRCA technical review staff to the meeting. It is advisable that the proponent/consultant, if advised by the TRCA planner, also bring their technical staff to the meeting.
2. Meetings are generally 30 to 60 minutes in length.
3. An agenda is required for these meetings. The agenda is used by the planner to inform the need to include technical review staff in the meeting.
4. Meetings generally occur within 15 business days of receipt of request.
5. All meetings are conducted in a virtual environment only.
6. All sites must be screened by a TRCA planner in advance of the meeting

## PART 5: SUBMISSION REQUIREMENTS - ALL INFORMATION BELOW IS MANDATORY

### SUBMISSION REQUIREMENTS

- ☐ Simple pre-application (pre-consultation) meeting:
    - ☐ Completed Request for Pre-Application (Pre-Consultation) Meeting Form
    - ☐ Completed TRCA Site Screening as per [IPP Site Screening Application Form \(2023 New\).docx](#)
  - ☐ Complex pre-application (pre-consultation) meeting:
    - ☐ Completed Request for Pre-Application (Pre-Consultation) Meeting Form
    - ☐ Completed TRCA Site Screening as per [IPP Site Screening Application Form \(2023 New\).docx](#)
    - ☐ Detailed agenda
    - ☐ Detailed location drawing or site plan
1. Email your request for a pre-application (pre-consultation) meeting, together with the above information to your planner (if known), or to: [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca).
  2. A planner or administrator will respond to you within one business day (24 hours).

## PART 6: PAYMENT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

### PAYMENT INFORMATION

#### Payment to be made by:

- ☐ Proponent
 ☐ Consultant
 ☐ Service Level Agreement

#### Payment Details:

1. Payments can be made by cheque, credit card or electronic fund transfer (EFT). TRCA contact information and payment details will be provided on the invoice.
2. The invoice number, assigned planner's name, and the permit Central File Number (CFN) are required for all payments to be processed.

### FEES AGREEMENT

I/we acknowledge that:

1. One pre-application meeting with TRCA staff to determine the scope of issues for the EA, permit or VPR application is recommended for all applications.
2. TRCA application review fees as per the [TRCA Administrative Fee Schedule for Environmental Assessment and Infrastructure Permitting Services](#) will be determined based on the scope of work identified through the meeting. If the scope of the application changes through the review process, fee adjustments will be made.
3. No additional fees charged for one pre-application review meeting.
4. The pre-application meeting can be held in advance of TRCA receiving a formal EA, permit or VPR application, or can be held at the initial stages of project development once the EA, permit or VPR application is received.

## INFRASTRUCTURE PLANNING AND PERMITS

5. Completion of the Site Screening Application process, including payment of fees, is required in advance of a pre-application meeting being scheduled.
6. Additional fees apply to requests for additional meetings or site visits, also as prescribed in the Fee Schedule. A separate invoice will be provided within 5 business days of confirmation.
7. Any fees paid are deducted from future applications if made to TRCA related to the subject property and proposal that are the subject of this application.

**\*Signature from the Proponent is mandatory.**

**\*Proponent's Signature:**

**Date:**

**Consultant's Signature:**

**Date:**

### PART 7: AUTHORIZATIONS AND ACKNOWLEDGEMENTS - ALL INFORMATION BELOW IS MANDATORY

#### GENERAL AUTHORIZATION

*By signing this application, authorization is given:*

1. *To TRCA staff, agents, representatives, or other persons as may be reasonably required by TRCA, in its opinion, to enter the premises without notice at reasonable times for the purpose of considering a request for a permit, inspecting, obtaining information, and/or monitoring any and all works, activities and/or construction pertaining to the property in addition to the works as approved under cover of any permit issued by TRCA, and to conduct all required discussions with the Proponent, their agents, consultants or representatives with respect to the works.*
2. *For the inclusion of permit and VPR conditions as per Appendix A: Approved Permit and VPR conditions, on the permit or VPR should approval be granted or issued, respectively. The permit or VPR letter holder also agrees to comply with the terms and conditions as imposed. For Infrastructure related permit or VPR applications, "Owner" references are the "Proponent".*
3. *Any false or misleading statement made on this application will render null and void any permission granted.*

**\* Signature from the Proponent is mandatory**

**\*Proponent's Signature:**

**Date:**

#### PROPONENT AUTHORIZATION FOR A CONSULTANT TO ACT ON THEIR BEHALF

If this application is submitted by a Consultant on behalf of the Proponent, Authorization must be completed and signed by the Proponent. If the application has been prepared by a Consultant, such authorization should not be given until the application and its attachments have been examined by the Proponent.

*By signing this section of the application I/we, the Proponent, \_\_\_\_\_  
(Proponent's Name) hereby authorize \_\_\_\_\_ (Consultant's Name) to  
provide as my Consultant any required authorizations or consents, to submit the enclosed application to the Toronto  
and Region Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide  
any information or material required for the purposes of obtaining a permit in accordance with the requirements of  
the Conservation Authorities Act.*

*Dated at the City/Town of \_\_\_\_\_.*

## INFRASTRUCTURE PLANNING AND PERMITS

*I/we also solemnly declare that to my best knowledge and belief, all the above information, plans and submissions to be true, valid, and current. I further accept the aforementioned inclusions, terms and conditions to be binding. My signature acknowledges the right to exercise binding authority.*

**\*Signature or written authorization is mandatory to allow Consultant Authorization to proceed.**

**\*Proponent's Signature:**

**Date:**

### NOTICE OF COLLECTION

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained on this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess applications. Information submitted as part of this application may be disclosed to government and municipal agencies for review and comment, or to members of the public through the freedom of information process. Questions about the collection of information should be directed the information and privacy officer, at [Freedom of Information Request - Toronto and Region Conservation Authority \(TRCA\)](#). Any false or misleading statement made on this application will render null and void any permission granted.

*I \_\_\_\_\_, the Proponent, of \_\_\_\_\_ (Print Name) (Corporation, if any) Solemnly declare that to my best knowledge and belief, all the above information, plans and submissions to be true, valid, and current. I further accept the aforementioned inclusions, terms and conditions to be binding. My signature acknowledges the right to exercise binding authority.*

**\*Signature or written authorization from the Proponent is mandatory.**

**\*Proponent's Signature:**

**Date:**

**Consultant's Signature:**

**Date:**

### COMPLETE APPLICATION ACKNOWLEDGEMENT

I/we acknowledge that information provided in this application is complete and accurate. Further, I/we recognize that all fees must be paid prior to the release of TRCA site screening information.

**\*Signature or written authorization from the Proponent is mandatory.**

**\*Proponent's Signature:**

**Date:**

**Consultant's Signature:**

**Date:**