

PERMIT RE-ISSUANCE APPLICATION OR PERMIT AND VOLUNTARY PROJECT REVIEW REVISION APPLICATION CONSERVATION AUTHORITIES ACT - April 2023

PART 1: APPLICATION INFORMATION - ALL INFORMATION BELOW IS MANDATORY	
PREVIOUS APPROVAL INFORMATION	
Original TRCA Permit Number:	
Original TRCA CFN:	
APPLICATION TYPE - Please check the appropriate category or categories of your application	
<p>I am applying for a Permit Re-Issuance for</p> <p><input type="checkbox"/> One (1) year or less (please specify _____)</p> <p><input type="checkbox"/> Up to two years from original issuance date</p> <p><input type="checkbox"/> Greater than two years (note: not all applications are eligible for this extension. Consultation with a planner is required)</p> <p>I understand that to be eligible for a permit re-issuance:</p> <ol style="list-style-type: none"> 1. This application form must be submitted at least 60 days prior to the expiry of the original permit. 2. Permits are generally extended for a maximum of two years. Planner consultation is required for any requests beyond two years. 3. A permit re-issuance fee is required for each year, or partial year requested as per above. 4. A permit may only be re-issued one time. 5. Written confirmation is required that the project is unchanged and the plans/documents detailing the works are identical to those stamped "approved" by TRCA (as part of the original permit) and that proponent and land ownership information must also remain unchanged. 	
<p><input type="checkbox"/> I am applying for a Permit or Voluntary Project Review (VPR) Letter Revision</p> <p>I understand that to be eligible for a permit or Voluntary Project Review revision:</p> <ol style="list-style-type: none"> 1. Only minor modifications are proposed, and they are in keeping with the original permit or VPR letter. 2. A cover letter detailing the modifications and new plans/documents must be submitted. 3. Proponent and land ownership information as per the original permit or VPR letter must remain unchanged. 	
<p><input type="checkbox"/> I am applying for a Permit Re-Issuance and a Permit or VPR Letter Revision and understand that the understandings above apply.</p>	

PART 2: APPLICANT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

PROPONENT DETAILS

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

Notes:

1. For the purposes of the *Conservation Authorities Act* regulation implementation, the Project Owner is understood herein to be the Proponent
2. All permits and VPRs are issued to the Proponent and in the name of the Proponent
3. Permits and VPRs are not transferable

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):	

PROJECT DETAILS

Rationale for requesting a Permit Revision or Re-Issuance:	
Anticipated construction start date:	
Anticipated construction completion date:	

PART 4: SUBMISSION REQUIREMENTS - ALL INFORMATION BELOW IS MANDATORY

Permit Reissuances Only:

Where works are unchanged and the plans/documents detailing the project are identical to those stamped approved by TRCA as part of the original TRCA permit, written confirmation is required.

Permit or VPR Letter Revisions Only

A cover letter indicating what modifications have been made is required along with a .pdf copy of the revised plan/document.

All supporting materials are to be submitted in digital form only:

Ensure all materials are submitted in unlocked, PDF format.

Drawings to be pre-scaled to print on 11"x17" pages

Materials submitted through e-mail must be less than 5 MB.

Materials submitted through a file transfer protocol (FTP) site must be posted a minimum of two weeks

All Applications:

Submit your complete application and supporting documents to the TRCA planner, if known.

If a planner has not been assigned to this project, please submit your completed application and supporting documents (if necessary) to: InfrastructurePlanningPermits@trca.ca

The planner will advise if any additional information is required once project review has commenced.

PART 5: PAYMENT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

PAYMENT INFORMATION

Payment to be made by:

☐ Proponent ☐ Consultant ☐ Service Level Agreement

☐ I understand that:

1. The fee will be confirmed by the TRCA Planner. An invoice will be provided within 5 business days of confirmation.
2. For revision requests, additional fees are applied as per the fee schedule for reviews beyond two (2) or three (3) submissions, including the final, as defined in the Fee Schedule. A separate invoice will be provided within 5 business days of confirmation.
3. For revision requests, additional fees also apply to requests for meetings or site visits, also as prescribed in the Fee Schedule. A separate invoice will be provided within 5 business days of confirmation.
4. For permit re-issuance requests, a fee is required **for each year, or partial year** requested.

FEES AGREEMENT

I/we acknowledge that:

1. As outlined in the [TRCA Administrative Fee Schedule for Environmental Assessment and Infrastructure Permitting Services](#) (Fee Schedule), as may be amended, TRCA review fees are based on both project and review complexity. In instances where there is uncertainty, fees will be confirmed by the planner once the first submission has been completed. The planner will communicate the required fee to the client. The fee must be paid in full prior to TRCA commencing review of the second submission.
2. Through the assessment of this application, additional fees may be required as defined by the Fee Schedule. A separate invoice will be provided within 5 business days of confirmation.
3. Refunds for application fees will not be provided once the file policy/technical review process has been initiated by TRCA staff. Application fees for submissions that have been submitted, but not processed may be partially refunded at the request of the applicant and with the approval of the associate director.

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

***Proponent's Signature:**

Date:

Consultant's Signature:

Date:

PART 6: 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 or written authorization is mandatory to allow Consultant Authorization to proceed.**

***Proponent's Signature:**

Date:

PROPONENT CONSENT

By checking the following boxes and signing on the line below, I am providing written confirmation that:

Permit Reissuances Only:

- ☐ The proposed works are unchanged and the plans/documents detailing the project are identical to those stamped approved by TRCA as part of the original TRCA permit OR VPR letter.

Permit or VPR Letter Revisions Only

- ☐ Modifications to the proposed works are considered minor in nature, and details are provided in an enclosed covering letter.

Permit Reissuances AND Permit or VPR Letter Revisions

- ☐ The proposed works are unchanged and the plans/documents detailing the project are identical to those stamped approved by TRCA as part of the original TRCA permit OR VPR letter.
- ☐ Modifications to the proposed works are considered minor in nature, and details are provided in an enclosed covering letter.

All Applications:

- ☐ Land ownership has not changed from the original permit or VPR letter.

Proponent's Name:

Organization Name:

Note: Signature from the Proponent is mandatory.

***Proponent's Signature:**

Date:

Consultant's Signature:

Date:

PROPONENT AUTHORIZATION FOR A CONSULTANT TO ACT ON THEIR BEHALF	
<p>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.</p> <p>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.</p> <p>Dated at the City/Town of _____.</p> <p>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.</p>	
<p>Note: Signature or written authorization from the Proponent is mandatory.</p>	
<p>*Proponent's Signature:</p>	<p>Date:</p>
NOTICE OF COLLECTION	
<p>Pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, the personal information contained on this form is collected under the authority of the <i>Conservation Authorities Act</i>. 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.</p> <p>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.</p>	
<p>Note: Signature or written authorization from the Proponent is mandatory.</p>	
<p>*Proponent's Signature:</p>	<p>Date:</p>
<p>Consultant's Signature:</p>	<p>Date:</p>
COMPLETE APPLICATION ACKNOWLEDGEMENT	
<p>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.</p>	
<p>*Signature or written authorization from the Proponent is mandatory.</p>	
<p>*Proponent's Signature:</p>	<p>Date:</p>

APPENDIX A: APPROVED PERMIT AND VPR CODITIONS

By signing this application, consent is given to the inclusion of the following permit conditions on the permit should approval be granted. The permit holder also agrees to comply with the terms and conditions as imposed.

1. The Owner shall strictly adhere to the approved TRCA permit, plans, documents, and conditions, including TRCA redline revisions, herein referred to as the “works”, to the satisfaction of TRCA. The Owner further acknowledges that all proposed revisions to the design of this project that impact TRCA interests must be submitted for review and approval by TRCA prior to implementation of the redesigned works.
2. The Owner shall notify TRCA Enforcement staff 48 hours prior to the commencement of any of the works referred to in this permit and within 48 hours upon completion of the works referred to herein.
3. The Owner shall grant permission for 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 to the works. purpose of inspecting compliance with the approved works, and the Terms and Conditions of this permit, and to conduct all required discussions with the Owner, their agents, consultants, or representatives with respect to the works.
4. The Owner acknowledges that this permit is non-transferrable and is issued only to the current owner of the property. The Owner further acknowledges that upon transfer of the property into different ownership, this permit shall be terminated, and a new permit must be obtained from TRCA by the new owner. In the case of municipal or utility projects, where works may extend beyond lands owned or easements held by the municipality or utility provider, landowner authorization is required to the satisfaction of TRCA.
5. This permit is valid for a period of two years from the date of issue unless otherwise specified on the permit. The Owner acknowledges that it is the responsibility of the owner to ensure a valid permit is in effect at the time works are occurring; and, if it is anticipated that works will not be completed within the allotted time, the Owner shall notify TRCA at least 60 days prior to the expiration date on the permit if an extension will be requested.
6. The Owner shall ensure all excess fill (soil or otherwise) generated from the works will not be stockpiled and/or disposed of within any area regulated by TRCA (on or off-site) pursuant to Conservation Authorities Act regulations, without a permit from TRCA.
7. The Owner shall install effective erosion and sediment control measures prior to the commencement of the approved works and maintain such measures in good working order throughout all phases of the works to the satisfaction of TRCA.
8. The Owner acknowledges that the erosion and sediment control strategies outlined on the approved plans are not static and that the Owner shall upgrade and amend the erosion and sediment control strategies as site conditions change to prevent sediment releases to the natural environment to the satisfaction of TRCA.
9. The Owner shall repair any breaches of the erosion and sediment control measures within 48 hours of the breach to the satisfaction of TRCA.
10. The Owner shall make every reasonable effort to minimize the amount of land disturbed during the works and shall temporarily stabilize disturbed areas within 30 days of the date the areas become inactive to the satisfaction of TRCA.
11. The Owner shall permanently stabilize all disturbed areas immediately following the completion of the works and remove/dispose of sediment controls from the site to the satisfaction of TRCA.
12. The Owner shall arrange a final site inspection of the works with TRCA Enforcement staff prior to the expiration date on the permit to ensure compliance with the terms and conditions of the permit to the satisfaction of TRCA.
13. The Owner shall pay any additional fees required by TRCA in accordance with the TRCA Administrative Fee Schedule for Permitting Services, as may be amended, within 15 days of being advised of such in writing by TRCA for staff time allocated to the project regarding issues of non-compliance and/or additional technical review, consultation, and site visits beyond TRCA’s standard compliance inspections.

These conditions are being requested to ensure compliance with the approved plans and reports and to ensure that the control of flooding, erosion, dynamic beaches, pollution, or the conservation of land will not be affected. Application-specific permit conditions may also be required in certain situations. You will be advised of any proposed application-specific permit conditions through separate correspondence from our office.

NOTES

1. By signing this application, consent is given 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 owner, their agents, consultants or representatives with respect to the works.
2. Permits granted by TRCA do not replace building permits or any other permits or approvals issued through municipal offices or other levels of government. A permit under Conservation Authorities Act regulations does not constitute TRCA approval of any related Planning Act applications. Separate approval of all related applications must be obtained from the respective agency and TRCA.