

## PERMIT OR VOLUNTARY PROJECT REVIEW APPLICATION

CONSERVATION AUTHORITIES ACT - July 2023

### PART 1: APPLICATION TYPE - ALL INFORMATION BELOW IS MANDATORY

Please check the appropriate category of your application below:

- ☐ I represent a Crown organization and am applying for Voluntary Project Review (VPR)
- ☐ I do not represent a Crown organization and am applying for a permit

### PART 2: PRE-APPLICATION CONSULTATION INFORMATION - ALL INFORMATION BELOW IS MANDATORY

Have you conducted any pre-application consultation with a planner at TRCA to determine site issues and technical requirements for a "complete" application? (TRCA pre-application consultation may be in the form of a phone conversation, a meeting, email messages, or site visit) ☐ Yes ☐ No

If yes, name of planner:

CFN (if known):

**Note:** Your permit application should be submitted directly to this planner

### PART 3: 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. The Proponent may or may not be the sole landowner
3. All permits and VPRs are issued to the Proponent and in the name of the Proponent
4. 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 4: 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	
Description of proposed works:	
Anticipated construction start date:	
Anticipated construction completion date:	
Existing site conditions/use:	
Site Photos Attached: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Is there a violation on this property under <i>Conservation Authorities Act</i> regulations? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details) _____	
Was this project subject to an environmental assessment process: <input type="checkbox"/> No <input type="checkbox"/> Yes - What was the TRCA CFN Number (if known)? _____	
Is this project related to a current or previously reviewed <i>Planning Act</i> approval? <input type="checkbox"/> No <input type="checkbox"/> Yes - What was the TRCA CFN Number (if known)? _____	
Is this project related to a previously approved TRCA Emergency Infrastructure Works permit? <input type="checkbox"/> No <input type="checkbox"/> Yes - What was the TRCA CFN Number (if known)? _____	
FOR EMERGENCY INFRASTRUCTURE WORKS PROJECTS ONLY	
IF THE PROJECT IS CONSIDERED AN EMERGENCY ALL INFORMATION BELOW IS MANDATORY	
<b>DECLARATION</b> <i>It is the declaration of the Proponent that this project is to be carried out in response to an emergency and carrying out the project forthwith is in the interest of preventing an immediate hazard to public safety, which as such, represents a threat of injury to persons, loss of life, or loss of property (Conservation Authorities Act).</i>	
<b>*Signature from the Proponent is mandatory</b>	
<b>*Proponent's Signature:</b>	<b>Date:</b>

**In accordance with this declaration, and as per the TRCA Emergency Works Infrastructure Submission Checklist, these works are classified as (choose one):**

- ☐ **Failure:** Infrastructure has failed and resulting response is immediate; works may proceed in advance of TRCA Emergency Infrastructure Works permit. Note: If works proceed in advance, a permit is still required. TRCA Expedited review fees apply.
- ☐ **Urgent:** Infrastructure failure is imminent and structural soundness is questionable; response is immediate and on-site planning is implemented. TRCA Emergency Infrastructure Works permit to be obtained prior to construction. TRCA Expedited review fees apply.
- ☐ **Critical:** Infrastructure is exposed but structurally sound; repairs are planned within one year or sooner. TRCA Emergency Infrastructure Works permit to be obtained prior to construction. TRCA Expedited review fees may apply.

## FOR EXPEDITED REVIEW ONLY - ALL INFORMATION BELOW IS MANDATORY FOR EXPEDITED REVIEW REQUESTS

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

1. All applications must be deemed “complete” with technical supportive documents before the review proceeds. Permits and VPRs will not be issued in advance of complete applications and fee receipt.
2. Submit your completed application and supporting documents to:
  - a. **If you have previously consulted with a planner** about this project, application submissions can be made directly to that planner via email, or
  - b. **If you have not consulted with a planner**, application inquiries can be made through the IPP general inbox of phone line of [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca) or 416-667-6280. Complete applications can be submitted to [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca).
3. All materials are to be submitted in digital form only:
  - a. Ensure all materials are submitted in unlocked, PDF format.
  - b. Drawings to be pre-scaled to print on 11”x17” pages.
  - c. Materials submitted through e-mail must be less than 5 MB.
  - d. Materials submitted through a file transfer protocol (FTP) site must be posted a minimum of two weeks.
4. Submission requirements are detailed in [the TRCA Planning and Development Procedural Manual](#), and the [Infrastructure Planning and Permits section of the TRCA website](#). Please note that additional information may be required depending on project scope (e.g., geotechnical study, cross-section details, elevation plans, drainage details before and after development, etc.).
5. The planner will advise if any additional information is required once project review has commenced.

## 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. 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 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	
<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><i>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 _____.</i></p> <p><i>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.</i></p>	
<p><b>*Signature or written authorization is mandatory to allow Consultant Authorization to proceed.</b></p>	
<p><b>*Proponent's Signature:</b></p>	<p><b>Date:</b></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 to the information and privacy officer, at <a href="#">Freedom of Information Request - Toronto and Region Conservation Authority (TRCA)</a>. Any false or misleading statement made on this application will render null and void any permission granted.</p> <p><i>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.</i></p>	
<p><b>*Proponent's Signature:</b></p>	<p><b>Date:</b></p>
<p><b>Consultant's Signature:</b></p>	<p><b>Date:</b></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><b>*Signature or written authorization from the Proponent is mandatory.</b></p>	
<p><b>*Proponent's Signature:</b></p>	<p><b>Date:</b></p>
<p><b>Consultant's Signature:</b></p>	<p><b>Date:</b></p>

## PART 8: LAND OWNERSHIP INFORMATION - ALL INFORMATION BELOW IS MANDATORY

### CONFIRMATION OF LAND OWNERSHIP

The project will be constructed on land owned by (check all that apply):

- ☐ **Proponent – Sole Landowner:** Works in regulated areas are located entirely on lands owned in whole by the proponent, including staging, storage, address, and construction activities.
- ☐ **Proponent – Partial Landowner:** Works in regulated areas are not located entirely on lands owned in whole by the Proponent, including staging, storage, address, and construction activities. Please confirm additional landowners (Other, TRCA) as per below other
- ☐ **Project is being undertaken by a utility company:** Please confirm details as per below

### PROPONENT AUTHORIZATION - To be completed by all Proponents, except for utility companies

Landowner authorization must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed or my signature acknowledges the right to exercise binding authority

I/we (Proponent's Name) \_\_\_\_\_ hereby confirm that all work in a regulated areas on lands owned in whole or in part by the Proponent, including staging, storage, access and construction activities to be undertaken by myself and all assigned consultants, contractors and/or constructors working on my behalf, will be undertaken within the legal authority for such activities including confirmation from the landowner(s) that the terms and conditions of this application are accepted.

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

**Signature:**

**Dated at the City/Town of:**

**Date:**

### CONFIRMATION OF LANDOWNER AUTHORIZATION - OTHERS

As appropriate, to be completed by all Proponents, except for utility companies

Confirmation of landowner authorization must be completed where works in regulated areas are not located entirely on lands owned in whole by the Proponent

**Landowner's Name:**

**Landowner's Name:**

**Landowner's Name:**

**Landowner's Name:**

**Landowner's Name:**

**Property boundaries are clearly and accurately shown on applicable permit/VPR application drawings:** ☐ Yes

**Landowner authorization has been provided to Proponent:**

- ☐ Yes
- ☐ In progress, and all authorizations will be in place prior to the start of construction
- ☐ No - provide explanation, \_\_\_\_\_

## CONFIRMATION OF LANDOWNER AUTHORIZATION - TRCA

As appropriate, to be completed by all Proponents including utility companies

### The following is required from TRCA:

- ☐ Permission to Enter TRCA Owned Lands
- ☐ Easement through TRCA Owned Lands
- ☐ Purchase of TRCA Owned Lands
- ☐ Expropriation of TRCA Owned Lands

### Property boundaries are clearly and accurately shown on applicable permit/VPR application drawings:

- ☐ Yes
- ☐ Provide TRCA Property Agent's Name (if known): \_\_\_\_\_

## CONFIRMATION OF LANDOWNER AUTHORIZATION - UTILITIES

As appropriate, to be completed by all utility providers

The following is considered landowner authorization and TRCA does not require additional documentation.

### The project is governed by the following:

#### Right of Way/Public Place

- ☐ Existing municipal right of way/public place and is permitted as agreed to by the utility company and the municipality or other landowner.
- ☐ New\* agreement for municipal right of way/public place is under development between the utility company and the municipality or other landowner

#### Non-Road Allowance Occupations

- ☐ Existing easement, agreement, license, lease, permit or property purchase
- ☐ New\* easement, agreement, license, lease, permit or property purchase and is under development between the utility company and the landowner

#### Private Property/New Subdivision

- ☐ Project is located on private property that the utility company has been invited onto to install services

### \*For all new easements, agreements, licenses, leases, permits or property purchases:

1. Provide details and confirm the applicant is in the process of obtaining the required easement, etc.  
\_\_\_\_\_
2. TRCA requires that the applicant confirm when the agreement(s) has been executed prior to permit or VPR issuance.

## APPENDIX A: APPROVED PERMIT AND VPR CONDITIONS

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.