

DEVELOPMENT PLANNING AND PERMITS

PERMIT APPLICATION

May 22, 2025

Pursuant to Section 28.1 of the Conservation Authorities Act.

Please read, complete each section as required, date and sign this permit application.

OWNER DETAILS - ALL INFORMATION BELOW IS MANDATORY

| | |
|---------------------------------------|--------------|
| Owner's Name (Individual): | |
| Company Name (if applicable): | |
| Company Contact Name (if applicable): | |
| Mailing Address: | |
| City: | Postal Code: |
| Phone No.: | E-mail: |

AGENT DETAILS - ALL INFORMATION BELOW IS MANDATORY IF APPLICABLE

| | |
|-----------------------|--------------|
| Agent's Company Name: | |
| Agent's Contact Name: | |
| Mailing Address: | |
| City: | Postal Code: |
| Phone No.: | E-mail: |

Note: Correspondence will be sent to the owner and copied to the agent.

PROJECT LOCATION - ALL INFORMATION BELOW IS MANDATORY

| | |
|-------------------------------|-------------|
| Project Name (if applicable): | |
| Project Address: | |
| Nearest Major Intersection: | |
| Municipality: | |
| Lot: | Plan: |
| Block: | Plan: |
| Lot: | Concession: |

Payment information to be directed to: ☐ Owner or ☐ Agent

Please select form of payment: ☐ online with a credit card or ☐ cheque

Note: If paying online, an invoice will be sent to the owner or agent with instructions on how to pay online once an application has been submitted. If paying by cheque, please mail the cheque c/o the assigned Planner and Toronto and Region Conservation Authority, referencing the project name and project location to 5 Shoreham Dr, Toronto, M3N 1S4. Please note that fees over \$11,355 cannot be paid online.

PRE SUBMISSION CONSULTATION - ALL INFORMATION BELOW IS MANDATORY

Have you conducted a pre-submission consultation with a Planner at TRCA to determine site issues and technical requirements for a “complete” application? (A pre-submission consultation may be in the form of a phone conversation, a meeting, email messages, site visit or a Concept Development application).

☐ No ☐ Yes (indicate method below)

☐ By phone ☐ By meeting ☐ By email ☐ By site visit ☐ By Concept Development application

All applications must be deemed “complete” with technical supportive documents and application fee before the application will be processed.

PROJECT DETAILS- ALL INFORMATION BELOW IS MANDATORY

Description of proposed works:

Proposed start date:

Anticipated date of completion:

Existing site conditions/use:

Proposed site conditions/use:

Has a previous application to TRCA been filed on this property?

☐ No ☐ Yes (provide details)

PROJECT DETAILS (CONTINUED)

Is there a violation on this property under **Ontario Regulation 158**, **Ontario Regulation 166/06** or Section 28.1 of the **Conservation Authorities Act**?

☐ No ☐ Yes (provide details)

Are Planning Act or municipal approvals required?

☐ No ☐ Yes (check all that apply)

| | | | |
|--|--|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Land Severance/Consent | <input type="checkbox"/> Site plan | <input type="checkbox"/> Ravine and Natural |
| <input type="checkbox"/> Zoning By-Law Amendment | <input type="checkbox"/> Tree By-Law | <input type="checkbox"/> Minor Variance | Feature Permit (Toronto) |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Fill/Site Alteration By-Law | <input type="checkbox"/> Building Permit | <input type="checkbox"/> Other |

Are there any other required approvals? (e.g., MNRF, Fisheries and Oceans Canada, Health Unit)

☐ No ☐ Yes (provide details)

SUBMISSION REQUIREMENTS

Each application must be accompanied by the appropriate fee as noted on the TRCA administrative [Fee Schedule](#) for permitting services, as may be amended. Applications will not be deemed complete until the fee is paid in full.

- A. TRCA permit application materials are received and processed digitally and must be received in pdf format (unlocked) via file sharing service or emailed to the [Planner](#) directly. One hard copy will be accepted, if necessary, to accommodate those who are unable to submit digitally. Applications must include:
- Completed and signed permit application form
 - Application fee
 - Covering letter, which outlines the proposal, provides contact names and describes the pre-submission consultation and a list of all submission materials
 - Legal survey
 - A plan of the area showing the type and location of the proposed activity
 - Any other technical information, studies or plans that the authority requests including information requested during pre-submission consultations

Upon receipt of the information required and payment by the applicant of the fee, TRCA shall notify the applicant in writing, within 21 days, whether or not the application is deemed to be a complete application.

- B. If an agent is submitting an application on behalf of the property owner, the attached landowner authorization form must be completed.

DEVELOPMENT PLANNING AND PERMITS

NOTICE OF COLLECTION

The information contained on this form and any accompanying plans and documents is collected under the authority of the Conservation Authorities Act and Regulations made thereunder for the purpose of processing permits and is deemed to be public information. Personal information that may be provided is collected and managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (Ontario). Questions about the collection of information should be directed to the Information and Privacy Officer, Toronto and Region Conservation Authority, Tel: 416-661-6600.

Any false or misleading statement made on this application will render null and void any permission granted.

I, the Owner, _____ of _____
(Print Name) (Corporation, if any)

Solemnly declare that to my best knowledge and belief, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned inclusions, terms and conditions to be binding upon the registered owner(s) of the property and all assigned agents, contractors and/or constructors acting on behalf. My signature acknowledges the right to exercise binding authority.

***Signature or written authorization from the Owner is mandatory.**

| | |
|----------------------------|--------------|
| *Owner's Signature: | Date: |
| Agent's Signature: | Date: |

FEES ACKNOWLEDGEMENT

I/we acknowledge that through the assessment of this application, additional fees may be required to reflect the costs of site visits, , and/or the appropriate fee category. Further, I/we recognize that all fees must be paid prior to the release of approval.

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, subject to the approval of TRCA.

***Signature from the Owner is mandatory.**

| | |
|----------------------------|--------------|
| *Owner's Signature: | Date: |
| Agent's Signature: | Date: |

LANDOWNER AUTHORIZATION

| PROJECT LOCATION - ALL INFORMATION BELOW IS MANDATORY | |
|---|-------------|
| Project Address: | |
| Municipality: | |
| Lot: | Plan: |
| Block: | Plan: |
| Lot: | Concession: |

If this application is to be submitted by a solicitor or agent on behalf of the owner(s), this landowner authorization must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

NOTE TO THE OWNER(S):

IF THE APPLICATION IS TO BE PREPARED BY A SOLICITOR OR AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU, THE OWNER(S).

***Signature from the Owner and Agent is mandatory.**

| | | |
|--|-------|------------------|
| I/WE (OWNER(S)' NAME) _____ (Print Name) | | HEREBY AUTHORIZE |
| (AGENT'S NAME) _____ (Print Name) | | |
| TO PROVIDE AS MY AGENT 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 BY THE BOARD RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT PURSUANT TO SECTION 28.1 OF THE CONSERVATION AUTHORITIES ACT. | | |
| Dated at the City/Town of: | | |
| *Owner's Signature: | Date: | |
| Agent's Signature: | Date: | |

PERMIT CONDITIONS

Pursuant to Section 9 of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, TRCA imposes standard conditions on all permit applications to support the administration or implementation of the permit, including conditions related to reporting, notification, monitoring and compliance with the permit.

Under Section 28.3(1) of the Conservation Authorities Act, TRCA may cancel a permit if it is of the opinion that the conditions of the permit have not been met. Before cancelling a permit, TRCA will give notice of intent to cancel to the permit holder that the permit will be cancelled on a specified date unless the holder requests a hearing, in writing, within 15 days of receiving such notice.

The Conservation Authorities Act also identifies that it is an offence to contravene the imposed terms and conditions of a permit and provides TRCA the ability to initiate legal proceedings in the event of non-compliant related issues.

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 acknowledges and agrees that TRCA staff, agents, representatives, or other persons as may be reasonably required by TRCA, may enter the premises without notice at reasonable times, for the 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 under the Conservation Authorities Act (on or off-site), 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 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.

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. Should you object to the applied conditions, please provide a written rationale to our office. We will then contact you to discuss the permit conditions further.

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 pursuant to Section 28.1 of the Conservation Authorities Act does not constitute TRCA approval of any related Planning Act applications. Separate approval of all related applications must be obtained from the respective agency in consultation with TRCA.