

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act

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 TRCA Project Compliance Review (TPCR)
- ☐ I do not represent a Crown organization and am applying for a permit

PART 2: PRE SUBMISSION CONSULTATION INFORMATION ALL INFORMATION BELOW IS MANDATORY

Have you submitted a [Request for Site Screening](#) or a [Request for Pre-Submission Consultation](#) to determine site concerns and technical requirements for a “complete” application?

- ☐ Yes ☐ No

If yes, name of planner:

File Number (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 an application made under Section 28.1 of the Conservation Authorities Act, 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 TPCRs (TRCA Project Compliance Review) are issued to the Proponent and in the name of the Proponent.
4. Permits and TPCRs 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

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

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: ☐ No ☐ Yes

Is there a violation on this property under the Conservation Authorities Act?

☐ No ☐ Yes (provide details) _____

Was this project subject to an environmental assessment process:

☐ No ☐ Yes - What was the TRCA File Number (if known)? _____

Is this project related to a current or previously reviewed Planning Act approval?

☐ No ☐ Yes - What was the TRCA File Number (if known)? _____

Is this project related to a previously approved TRCA Emergency Infrastructure Works permit?

☐ No ☐ Yes - What was the TRCA File Number (if known)? _____

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

PART 5: 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

CONFIRMATION OF LANDOWNER AUTHORIZATION

Confirmation of landowner authorization must be completed where works in regulated areas are not located entirely on lands owned in whole by the Proponent. Note: Utility companies do not need to complete this section.

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/TPCR 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 FOR TRCA OWNED LANDS

TRCA authorization must be completed for all projects when works are proposed on TRCA-owned lands

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/TPCR application drawings:

☐ Yes

☐ Provide TRCA Property Agent's Name (if known): _____

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority
Nov 20, 2025

CONFIRMATION OF LANDOWNER AUTHORIZATION – UTILITIES PROVIDERS ONLY

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 TPCR issuance.

PART 6: FOR EMERGENCY INFRASTRUCTURE WORKS PROJECTS ONLY - ALL INFORMATION BELOW IS MANDATORY

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 the 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.

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act

PART 7: FOR EXPEDITED REVIEW ONLY

If EXPEDITED REVIEW IS REQUIRED, PROVIDE ADDITIONAL DETAILS BELOW (ADDITIONAL FEES APPLY)

PART 8: 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. Payments must include invoice number, the assigned planner’s name, and the permit file number.

By signing this application, 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. 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. Additional fees also 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.

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

PART 9: 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 TPCR conditions as per Appendix A: Approved Permit and TPCR conditions, on the permit or TPCR should approval be granted or issued, respectively. The permit or TPCR letter holder also agrees to comply with the terms and conditions as imposed. For Infrastructure related permit or TPCR applications, "Owner" references are the "Proponent."

CONSULTANT AUTHORIZATION

To be completed by all Proponents* when providing authorization for a consultant to act on their behalf

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.

LANDOWNER 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, the Proponent, _____ hereby confirm that all work requiring a permit under Section 28.1 of the Conservation Authorities Act 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.

FOR EMERGENCY INFRASTRUCTURE WORKS PROJECTS ONLY

To be completed by all Proponents* declaring a project as an emergency

DECLARATION

I/we, the Proponent, _____ hereby confirm that 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 that might jeopardize the health or safety of persons or result in the damage or destruction of property.

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

FEES ACKNOWLEDGEMENT

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 application is submitted. The fee must be paid in full prior to the issuance of a permit or TPCR.
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 TRCA.

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. 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 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.

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 TRCA determining the application is complete.

1. Submit your completed application form 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 and submission of materials can be made through the IPP (Infrastructure Planning and Permits) general inbox at infrastructureplanningpermits@trca.ca. Staff can be reached at 416-667-6280.
2. 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 for at least two weeks.

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

3. 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 Proponent in writing, within 21 days, whether the application is deemed a complete application. The planner will advise if any additional information is required once project review has commenced.

SIGNED AUTHORIZATION AND ACKNOWLEDGEMENT

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

Proponent's Name:

Organization Name:

Dated at the City/Town of:

Date:

***Proponent's Signature:**

My signature acknowledges the right to exercise binding authority.

Date:

Consultant's Signature:

Date:



APPENDIX A: APPROVED PERMIT AND TPCR 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 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.

INFRASTRUCTURE PLANNING AND PERMITS

PERMIT OR TRCA PROJECT COMPLIANCE REVIEW APPLICATION (Formerly Voluntary Project Review) Pursuant to Section 28.1 of the Conservation Authorities Act



Toronto and Region
Conservation
Authority

Nov 20, 2025

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.