

INFRASTRUCTURE PLANNING AND PERMITS

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

PART 1: APPLICATION INFORMATION - ALL INFORMATION BELOW IS MANDATORY

PREVIOUS APPROVAL INFORMATION

Original TRCA Permit Number:

Original TRCA File Number:

APPLICATION TYPE

Application is being made for (check all that apply):

- ☐ Permit Extension ☐ Permit or TRCA Project Compliance Review Revision

PERMIT EXTENSION CONFIRMATION

(*mandatory for all permit extension requests)

This application is for a permit extension for:

- ☐ One (1) year or less (please specify _____)
- ☐ Greater than one (1) year (note: Fees are charged for each additional year. Not all applications are eligible. Consultation with a planner prior to submitting the application is recommended.)

I confirm that:

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

I understand that to be eligible for an extension:

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. The maximum period of validity of a permit issued under sections 28.1, 28.1.1 and 28.1.2 of the Conservation Authorities Act, including any extension, is 60 months.
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.

PERMIT OR VOLUNTARY PROJECT REVISION (TPCR) CONFIRMATION

(*mandatory for all permit or TPCR revision requests)

I Confirm that:

- ☐ Modifications to the proposed works are considered minor in nature, and details are provided in an enclosed covering letter
- ☐ Land ownership has not changed from the original permit or TPCR letter.

I understand that to be eligible for a permit or TRCA Project Compliance Review revision:

1. Only minor modifications are proposed, and they are in keeping with the original permit or TPCR letter.

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| <ol style="list-style-type: none">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 TPCR letter must remain unchanged. |
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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 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 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

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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 Extension or Revision:

Anticipated construction start date:

Anticipated construction completion date:

PART 4: 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. 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.

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PART 5: 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.

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 extension or revision application is submitted. The fee must be paid in full prior to the issuance of an extension or revision.
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.

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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 the approval of an extension or revision.

Permit Extensions 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 TPCR Letter Revisions Only:

1. A cover letter indicating what modifications have been made is required along with a .pdf copy of the revised plans / documents.
2. All supporting 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 a minimum of two weeks.

All Applications:

1. Submit your complete application and supporting documents to the TRCA planner, if known.
2. 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.

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:

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APPENDIX A: APPROVED PERMIT AND TPCR 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 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.

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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.