

**Digital Submission Requirements for Permit
and TRCA Project Compliance Review
Applications (Formerly Voluntary Project
Review)**



Infrastructure Planning and Permits
Required for all IPP Applications

Updated Nov 2025

All submissions should be in digital format only and include the following:

1. All submissions to TRCA should be accompanied by a covering letter which uses the numbering scheme provided in the TRCA letter and identifies how TRCA comments have been addressed.
2. All TRCA technical meeting agendas, as well as draft and final meeting minutes.
3. Design drawings, technical reports and associated materials, including a covering letter that outlines the project purpose and lists the reports enclosed for review.
4. Ensure all materials are submitted in PDF format, with drawings pre-scaled to print on 11"x17" pages.
5. Materials submitted through e-mail must be less than 5 MB.
6. Materials submitted through a file transfer protocol (FTP) site must be posted a minimum of two weeks.

Please note, prior to submitting the technical reports and materials, as well as appendices related to the permit or TRCA Project Compliance Review application, it is recommended that the project manager be contacted so that review requirements can be scoped to the TRCA areas of interest.