

Checklist for Submitting Solicitor Realty Property Inquiries

TRCA requires the following information to process your request:

1) Letter of Inquiry – Please state information required. This would include:

- Regulatory control and compliance under Part VI and Part VII of the *Conservation Authorities Act*, and other environmental areas that may be affected by provincial policies and plans.
- Record of any outstanding directives, orders or notices of any unresolved breach of Part VI and Part VII of the *Conservation Authorities Act*, or its preceding Ontario Regulation 166/06 or Ontario Regulation 158, with respect to the current use of the property.

Please include an email address on the letter as responses are sent by email.

2) Property Survey in its entirety that clearly depicts the geographic location and the extent of the property, with the property in question highlighted. In lieu of a survey, a Property Index Map (PIN) or Reference Plan with the property outlined is sufficient.

3) Payment of Fee – \$385 per property (parcel).

Submission by Mail or Courier

Please include all materials in package. Cheques should be made payable to Toronto and Region Conservation Authority.

Mailing/Courier Address: 5 Shoreham Drive, Toronto, ON, M3N 1S4

Submission by Email

Please include items 1 and 2. An electronic invoice will be emailed to you containing a link for credit card payment.

Email Address: erin.mcgregor@trca.ca

Staff Contact:

Erin McGregor (Planner I, Policy)
(437) 880-2326

Please Note: It takes 1-2 weeks for staff to respond to complete requests. In extenuating circumstances, TRCA may offer an expedited service for an additional fee. If you require expedited service, please contact TRCA staff for details. Otherwise, requests are dealt with on a first-come, first-serve basis.