

The initial submission of permit application for an Emergency Works Infrastructure Project should include the following information to be considered complete. Pre-consultation is encouraged for all applications, particularly for those sites with complex review requirements. TRCA will confirm additional requirements as review of the permit application progresses.

Encl.	Details
	<p><b>Declaration of Emergency Works</b> A letter signed by a senior official must be submitted to TRCA declaring the emergency situation. The letter should include:</p> <ol style="list-style-type: none"> <li>1. Background information on the location, existing conditions, project issue including property or infrastructure at risk, and rationale for immediate corrective action.</li> <li>2. A statement declaring the emergency situation, such as: <i>It is the xxx (proponent's) declaration that the project is to be carried out forthwith in response to an emergency, and it is in the interests of public health and safety and environmental and property protection.</i></li> <li>3. Classification of Emergency <ul style="list-style-type: none"> <li>o Failure – Infrastructure has failed</li> <li>o Urgent – Failure is imminent</li> <li>o Critical – Infrastructure is sound, but exposed</li> </ul> </li> <li>4. Overview of other legislation that has been enacted.</li> <li>5. A statement confirming the site visit can be conducted (i.e., the site is considered safe)</li> <li>6. Details of methodology for corrective action.</li> <li>7. Details of site access, staging and storage.</li> <li>8. Air photos and site photos.</li> </ol> <p>This information should be sent to the appropriate Infrastructure Planning and Permits team at TRCA. A project manager from within the appropriate planning team will be assigned.</p> <ul style="list-style-type: none"> <li>o <b>City of Toronto</b>, Zack Carlan, Senior Planner, <a href="mailto:zack.carlan@trca.ca">zack.carlan@trca.ca</a></li> <li>o <b>Region of Durham</b>, Caroline Mugo, Senior Planner, <a href="mailto:caroline.mugo@trca.ca">caroline.mugo@trca.ca</a></li> <li>o <b>Region of Peel</b>, Shirin Varzgani, Senior Planner, <a href="mailto:shirin.varzgani@trca.ca">shirin.varzgani@trca.ca</a></li> <li>o <b>Region of York</b>, Harsmirat Pruthi, Senior Planner, <a href="mailto:harsmirat.pruthi@trca.ca">harsmirat.pruthi@trca.ca</a></li> </ul>
	<p><b>Design Details</b> The proponent will submit the following information to the TRCA project manager:</p> <ol style="list-style-type: none"> <li>1. Cover letter, including: <ol style="list-style-type: none"> <li>i) Description of the proposed works, including</li> <li>ii) Description of the general design and construction timing for the permanent solution (if available), if different than the solution proposed for the Emergency Infrastructure Works Permit.</li> </ol> </li> <li>2. A sketch, concept drawing or detailed design drawing of the location, access route and design, staging and storage, erosion and sediment controls, construction methodology, mitigation measures and any supporting technical documentation.</li> <li>3. Additional information as identified during the site visit.</li> <li>4. A completed Permission to Enter TRCA Property Application Form, if applicable, and the associated archaeological review fee.</li> </ol>

	<p><b>Landowner Authorization</b>  A letter confirming landownership details, together with:</p> <ol style="list-style-type: none"> <li>a. Verification of land ownership, on the proponent's letterhead and signed by the proponent, confirming that all works (including construction access) in TRCA regulated areas will be conducted on lands owned by the proponent; OR</li> <li>b. Landowner authorization signed by the landowner, or other form of legal documentation, confirming that all works (including construction access) in TRCA regulated areas are acceptable to the landowner; OR</li> <li>c. Completed Application for Permission to Enter TRCA Property (including request for archaeological investigation by TRCA staff and associated fees) for all works (including construction access) on TRCA Property. This application form is available on the TRCA website at <a href="https://trca.ca/conservation/trca-property-management/">https://trca.ca/conservation/trca-property-management/</a>  Note: TRCA property in the Cities of Toronto, Brampton and Mississauga may be under management agreement with the municipal parks department. In these cases, the proponent must notify the appropriate municipal parks department and provide confirmation of such notification to TRCA. The TRCA archaeologist will screen the project and advise the planner if an archaeological investigation is required</li> </ol>
	<p>Drawings or reports detailing existing site conditions and proposed development and site alteration that includes:</p> <ol style="list-style-type: none"> <li>a. Design drawing, air photo or sketch depicting natural features on the site, including forests, wetlands or watercourses, including proposed areas (or details) of disturbance. Note that the project design and implementation must minimize impacts to the natural environment.</li> <li>b. Quantification of tree removals for trees greater than 10 cm DBH, together with a real extent of understory removals.</li> <li>c. Design drawing, air photo or sketch of existing and proposed structures or alterations to structures related to the emergency works.</li> <li>d. Construction limits, including area of disturbance, site access, staging and storage areas.</li> <li>e. Construction phasing and sequencing plan.</li> <li>f. Erosion and sediment controls designed in accordance with the <a href="#">Erosion and Sediment Control Guidelines for Urban Construction</a> and appropriate <a href="#">Standard Environmental Notes</a> as per the Checklist for Infrastructure Projects.</li> <li>g. Site stabilization plan, detailing immediate site stabilization measures.</li> <li>h. Site restoration plan, detailing restoration/site stabilization.</li> </ol>
	<p>Letter of Commitment to submit as-built detailed design drawings, stamped and signed by a professional engineer, for TRCA records.</p>
	<p>Review fees as per the approved TRCA Fee Schedule.</p>