

PERMIT EXTENSION OR REVISION FORM
PLANNING AND PERMITS

APPLICATION INFORMATION	
TRCA Permit Number	
Project Address / Project Name:	
TRCA Planner Name:	
FORM SUBMITTED BY	
Applicant's Name:	
Applicant's Company:	
APPLICATION TYPE	
Application is being made for (check all that apply): ☐ Permit Extension ☐ Permit Revision	
PROJECT INFORMATION	
Rationale for requesting a permit revision or extension 	
EXTENSION CONFIRMATION (*mandatory for all permit extension requests)	
This application is for a permit extension of: ☐ One (1) year or less - please specify _____ ☐ Greater than one (1) year - please specify _____ (note: Fees are charged for each additional year. Not all applications are eligible. Consultation with a planner prior to submitting the application is recommended.) ☐ Not applicable (Permit Extension is not required) <u>I understand that to be eligible for an extension:</u> <ol style="list-style-type: none"> 1. This application form must be submitted at least 60 days prior to the expiry of the original permit. 2. A permit re-issuance fee is required for each year, or partial year requested as per above. 3. The maximum period of validity of a permit issued under sections 28.1, 28.1.1 and 28.1.2 of the Act, including any extension, is 60 months. 4. 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. <u>I Confirm that:</u> ☐ 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 letter. ☐ Land ownership has not changed from the original permit letter. ☐ Consultant/Agent has not changed. If changed, please include consultant/agent authorization form.	

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REVISION CONFIRMATION (*mandatory for all permit revision requests)

I Confirm that:

- ☐ Modifications to the proposed works are considered minor in nature, and details are provided in a covering letter.
- ☐ Landownership has not changed from the original permit letter.
- ☐ Consultant/Agent has not changed. If changed, please include consultant/agent authorization form.

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. An invoice will be provided within 5 business days of confirmation.
2. Additional fees are applied as per the fee schedule for:
 - a. Reviews beyond two (2) or three (3) submissions, including the final, as defined in the Fee Schedule.
 - b. Additional meetings or site visits, also as prescribed in the Fee Schedule.

AUTHORIZATIONS AND ACKNOWLEDGEMENTS

By submitting this form, 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.

Authorized Signature:

Date:

SUBMISSION INFORMATION

The following is required:

For Permit Extension Requests:

1. Completed application form.

For Permit Revision Requests:

1. Completed application form.
2. Cover letter which outlines what modifications have been made.
3. Revised plans / documents:
 - a. Ensure all materials are submitted in unlocked, PDF format.
 - b. Materials submitted through an online file storage site must be posted for a minimum of two weeks.

This form should be submitted to the TRCA planner, if known. If a planner assigned to your application via email. If the planner is unknown, please submit your completed application and supporting documents to developmentplanningpermits@trca.ca for Development projects or infrastructureplanningpermits@trca.ca for Infrastructure projects.