

**Initial Submission Checklist for
Infrastructure Projects**
Planning and Permits
March 2026



The following checklist is intended for use by proponents or their consultants for permit application submissions related to infrastructure projects. Generally, these applications are related to a completed environmental assessment, or a project that is considered exempt from the environmental assessment process (for example, a Municipal Class EA Schedule A or A+ project).

To be considered complete, the initial submission of the permit application should include the following information. Only complete applications will be reviewed. TRCA encourages pre-consultation or site visits for all applications, particularly for those sites with complex review requirements, prior to submission. TRCA will confirm additional requirements for each project as review of the permit application progresses.

Encl.	Required Information
Section 1: General Requirements	
	Completed copy of checklist, reviewed by the proponent
	Completed permit application form , signed by the proponent.
	TRCA review fee
	Cover letter, signed by the proponent, addressing the following: <ul style="list-style-type: none"> a. Confirmation that the proponent has reviewed the submission, and it conforms with the requirements set forth in this checklist b. Confirmation of scope and duration of work c. Confirmation of TRCA Property requirements, if any d. Identification of any potential areas of groundwater upwellings and areas of potential flowing artesian conditions, if any, and describe mitigation opportunities e. Identification of any natural heritage features that could be affected, if any, and describe mitigation opportunities f. Listing of plans and documents submitted for review
	Landowner authorization confirming which of the following options apply: <ul style="list-style-type: none"> a. Verification of land ownership 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, b. Landowner authorization signed by the landowner, or other form of legal documentation, confirming that the proponent has permission to access the land to undertake works within the TRCA Regulated areas; OR, 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.
Section 2: Technical Information	
	Detailed design brief for projects that underwent an environmental assessment. The brief should: <ul style="list-style-type: none"> a. Articulate commitments made during the EA and explain how these commitments have been fulfilled in the 90% detailed design submission b. Confirm project scope, and the preferred alternative solution and design and outlines any changes since the EA was completed c. Provide a summary of natural heritage features and functions that could be affected by the undertaking from the EA, outlines any changes since the EA was completed, and explain how any impacted features or functions have been mitigated in the design d. Summarize TRCA requirements and technical commitments from the EA and describe how each has been addressed in the design e. Summarize all TRCA requirements and technical commitments as provided in Appendix A of the TRCA letter pertaining to the Notice of Completion for this project, if applicable, and describe how each has been addressed in the design

	<ul style="list-style-type: none"> f. Include an aerial photo showing the study area, regulated area, existing conditions and preferred solution g. Include a copy of the Wetland Review Chart and Watercourse Crossing Chart from the EA h. Include confirmation of all TRCA Property requirements
	<p>Six (4) sets of 90 % Detailed Design materials, including:</p> <ul style="list-style-type: none"> a. Technical studies and reports (See Technical Report Guidelines for Infrastructure Projects) b. Contract drawings, individually folded and signed and stamped by a qualified or licensed professional
	Key map showing location, drawing numbers, stations and watercourse crossings
Section 3: Contract Drawing Details	
	Consistent numbering system for all drawings or revised drawings
	Revision block that is numbered, dated and initialled, as appropriate
	All drawings and reports should be stamped and signed by a qualified or licensed professional, as appropriate
	No works proposed by others, or proposed as part of a future contract, should be shown on the drawings
	<p>Existing site conditions and proposed development and site alteration that includes:</p> <ul style="list-style-type: none"> a. Property boundaries (municipal right-of-way, TRCA, other) b. Plan detailing watercourse, direction of flow and regulation limits c. Plan and profile of existing and proposed grades d. Plan and profile of existing and proposed structures or alterations to structures (including location and use of buildings, vehicular entrances, fences and walls, parking lots, exterior site uses and facilities, bridge and culvert locations) e. Construction limits f. Flood hazard limits (greater of regional storm or 100 year storm) g. Staked limit and setback of wetland, forest edge or top-of-bank features, if required h. Property ownership limits, including TRCA property i. Existing vegetation, proposed removals, and restoration and compensation plans
	<p>Construction staging or phasing plan that includes:</p> <ul style="list-style-type: none"> a. Construction schedule b. Plan and profile of erosion and sediment controls c. Stockpiling d. Site access, including typical cross-sections of existing and proposed grades and all temporary crossings e. Dewatering and unwatering plans, showing how groundwater and surface water from the work area will be treated prior to release to the natural environment, if required f. Restoration schedule g. Construction timing window (to be confirmed by TRCA). See the Standard Notes for Infrastructure Projects for appropriate wording.
	Typical details for appropriate erosion and sediment control measures, designed in accordance with the Erosion and Sediment Control Guidelines for Urban Construction
	Appropriate notes as per the Standard Notes for Infrastructure Projects , as well as from the Erosion and Sediment Control Guidelines for Urban Construction

Please note that not all items will apply to every project. If you have questions as to the applicability of a specific requirement as related to your application, please contact the TRCA project manager prior to submission.