New or Realigned Feedermains and Forcemains
Complete Submission Checklist
Planning and Permits
December 2010

Toronto and Region Conservation Authority

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
	Completed permit application form, signed by the proponent
	TRCA review fee
	Cover letter, signed by the proponent, addressing the following: a. Confirmation that the proponent has reviewed the submission, and it conforms with the requirements set forth in this checklist b. Confirmation of the scope of work, including site access, staging and storage, and proposed erosion and sediment controls c. Confirmation of the duration of work d. Confirmation of TRCA Property requirements, if any e. Identification of any potential areas of groundwater upwellings and areas of potential flowing artesian conditions, if any, and describe mitigation opportunities f. Identification of any natural heritage features that could be affected, if any, and describe mitigation opportunities g. Listing of plans and documents submitted for review
	Landowner authorization confirming which of the following options apply: 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.
	Key map showing location, drawing numbers, stations and watercourse crossings
	Four (4) copies of detail design plans (includes plan and profile views) that have been signed and stamped by a professional showing: a. Exact location of all watercourses/wetlands b. Construction access route c. Depth of pipe - a minimum of 2 m below the invert of the watercourse provided throughout the entire regulated area d. Phasing and staging of construction including phasing and staging of the erosion and sediment controls 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 f. Locations of boreholes in both plan and profile view including the soil and groundwater log g. Vegetation removals plan(s) including type and quantity removed and location of removals h. Restoration plan(s) for disturbed areas including seed mix list (species and quantities) and

	planting list (species and quantities) – (refer to the Post Construction Restoration Guidelines) i. Proposed environmental monitoring requirements for construction, if required j. Erosion and sediment control plans for the study area (refer to Erosion and Sediment Control Guideline for Urban Construction) k. Stockpiles located outside of the flood plain and the regulated area, if possible. Location of stockpiles identified on the plans with appropriate erosion and sediment controls, if located within the regulated area l. Typical details (e.g., silt fence, erosion control blanket) a. Appropriate standard notes as per the TRCA Standard Notes for Infrastructure Projects, available b. TRCA regulation limits m. Fisheries timing window (to be confirmed by TRCA). See the Standard Notes for Infrastructure Projects for appropriate wording
	Two (2) copies of the geotechnical report
	One (1) copy of the hydrogeology report, if the dewatering/depressurization issues have not been addressed in the geotechnical report
	One (1) copy of any additional background reports (e.g., natural features)
Section 2: Trenchless Construction at Watercourse or Wetland Crossings	
Horizontal Directional Drilling	
	Refer to the Horizontal Directional Drill Guidelines
Jack and Bore/Punch and Bore	
	Location of the bore pits/shafts
	Isolation of the work area
	Contingency plan in the event of tunnel collapse (refer to the Horizontal Directional Drill Guidelines)
	Treatment of surface water within the work area prior to release to the natural environment
	Refer to Section 4, if groundwater will be impacted
Section 3: Open Cut Crossings	
	Isolation of the work area, including how work will be completed “in the dry”
	Show how flows from the watercourse will be maintained around the work area
	Show how surface water from the work area will be treated prior to release to the natural environment
	Watercourse restoration plans (bed and banks)
	Refer to Section 4, if groundwater will be impacted
Section 4: Groundwater Mitigation	
	If significant and extended dewatering is required, please provide a technical brief which describes: a. Duration of dewatering b. Rate of dewatering c. Zone of influence d. Information regarding impacts to adjacent wetlands, watercourses or other natural features e. Discharge locations and treatment options, if required, based on quantity discharged and quality controls on the plans f. Groundwater quality g. Methods to deal with seepage into the work area h. Frequency and duration of monitoring, if required
	Verify if trench plugs are required and show on the plans
	Verify if monitoring wells are required and show on the plans
	Contingency plan to minimize impacts to base flow, if required