

The following checklist is intended for use by proponents or their consultants for environmental assessments which will require a TRCA permit in accordance with Ontario Regulation 41/24.

In order to facilitate a timely review of project information during the detailed design stage, the Pre-Design Brief must be submitted with the permit application in order for the application to be considered complete. It is recommended that the *Pre-Design Brief for Ontario Regulation 41/24 Permit Applications related to an Environmental Assessment* be completed during the environmental assessment stage and included in the final report.

If the Pre-Design Brief was not completed during the EA, it must be completed during the detailed design stage. Once the detailed design consultant is hired, TRCA encourages pre-consultation on the draft Pre-Design Brief to confirm requirements. Commencement of the 90% detailed design stage is not recommended in advance of this meeting, and the finalization of the Pre-Design Brief.

TRCA will confirm additional requirements for each project as review of the permit application progresses.

Encl.	Design Brief Details
Section 1: Intent	
The Pre-Design Brief is intended to clearly, and succinctly, articulate commitments made during the environmental assessment in order to facilitate a more timely and streamlined permit approval process for the project.	
Section 2: Information Requirements	
	Executive Summary and Justification: <ul style="list-style-type: none"> - Project location, background, project purpose/justification, project cost, project rationale, general description of the preferred alternative and Construction schedule. - <i>Figure:</i> Key Map and Project Location(s)
	Project Scope of Works: <ul style="list-style-type: none"> - Describe the background of the project, including existing conditions, including the problem or need for the project. - The scope of the project should be clearly defined from the approved ESR/PF.
	Confirmation of the Preferred Design Alternative: <ul style="list-style-type: none"> - Once the scope has been clearly defined, potential solutions to the problem that had been identified should be reviewed. Include a thorough discussion of the merits and demerits of the preferred alternative. The result of the evaluation should include a recommended design without major modifications to the design of approved EA.
	Review and Update of Natural Environment Impact: <ul style="list-style-type: none"> - Summarize impacts to the natural environment, including Flooding (modelling or mapping; stormwater), Geomorphology (Fluvial Assessment), Hydrogeology, Geotechnical Conditions, Terrestrial and Aquatic Habitat (Natural Features Assessment); reference the ESR/PF as appropriate - Summarize restoration or compensation agreements - Summarize TRCA Property requirements
	Description of Commitments to TRCA <ul style="list-style-type: none"> - Describe in detail all TRCA requirements and technical commitments from the Final ESR or Project File, and discuss how each comment will be addressed during detailed design

	<ul style="list-style-type: none"> - Describe in detail how each comment from Appendix A of the TRCA letter related to the Final ESR or Project File <i>Table: Summary of Preliminary Engineering Drawings & Landscape Restoration Plans</i>, will be addressed during detailed design
	<p>Conclusion/Summary</p> <ul style="list-style-type: none"> - Include project scheduling
	<p>Appendix - Preliminary Design Drawings</p> <ul style="list-style-type: none"> - General Arrangement - Plan and Profile - Utilities Relocations (sewer, water, gas, hydro, telecommunications)
	<p>Digital Files</p> <ul style="list-style-type: none"> - Application for TRCA Permit - Pre-Design Brief
<p>For additional information, please refer to the EA section of the TRCA website.</p>	