

ENVIRONMENTAL ASSESSMENT/INFRASTRUCTURE PROJECTS

APPLICATION FOR VOLUNTARY PROJECT REVIEW

Please read, complete each section as required, date and sign this application

10.22.2015

Project Description	
Project Name (if applicable):	
Local Municipality:	Regional Municipality:
Project Location (address):	
Nearest Major Intersection:	

Proponent	
Name:	
Organization:	
Mailing Address:	City:
Postal Code:	Email:
Phone #:	Fax #:

Landowner	
Landowner is: <input type="checkbox"/> Proponent (as above) <input type="checkbox"/> TRCA <input type="checkbox"/> Other (listed below)	
Landowner Name(s):	
Landowner Authorization Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: If Landowner is not the proponent, written authorization from the Landowner(s) is required.

Consultant	
Name:	
Organization:	
Mailing Address:	City:
Postal Code:	Email:
Phone #:	Fax #:

Project Details	
Description of Proposed Works:	
Proposed Start Date:	Anticipated Date of Completion:
Existing Site Conditions/Use:	
Site Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Site Conditions/Use:	
Has a previous application to the TRCA been filed on this property? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details):	
TRCA is requested to peer review the submission details and provide an opinion as to whether the project, if implemented as proposed, will or will not cause <i>serious harm</i> to fish as per the self-assessment <i>process</i> under the <i>Fisheries Act</i>. <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details):	

Project Details (continued)	
Are other approvals required?	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Planning Act	
<input type="checkbox"/>	<input type="checkbox"/>
Permit to Take Water	
<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	
Environmental Assessment Type	
<input type="checkbox"/>	Individual EA
<input type="checkbox"/>	Municipal Class EA (specify schedule):
<input type="checkbox"/>	Other (specify):

Submission Requirements

- A. Each application must be accompanied by the appropriate fee as noted on the fee schedule. Applications will not be processed until the fee is paid in full.
- B. FIVE COPIES of each plan must be submitted and INDIVIDUALLY FOLDED. DIGITAL COPIES must also be submitted.

TYPICAL SUBMISSIONS INCLUDE:

1. Legal Survey of subject property and location map in relation to major intersections
2. Site Plan showing existing site conditions, property boundaries and proposed works (e.g. existing and proposed grades, structures, watercourses, etc.)
3. Erosion and Sediment Control Checklist, Report and Plans (see attached)
4. Post-Construction and Restoration/Landscape Plans

Please refer to the checklists and guidelines in the Planning and Development Procedural Manual at www.trca.on.ca/ for details. Please note that additional information may be required (e.g. geotechnical study, cross-section details, elevation plans, drainage details before and after development, etc.).

- C. If a consultant is submitting an application on behalf of the proponent, the Proponent Authorization form must be completed. Please note the Voluntary Project Review letter will be issued in the name of the proponent. Voluntary Project Review letters are not transferable.
- D. If a proponent is applying to undertake work in a Regulated Area on property owned by a third party, separate Landowner Authorization confirming that the proponent is authorized to undertake the work, and confirming that the terms and conditions of this application are accepted by the landowner, is required.
- E. If revisions to the design of the project are required subsequent to the issuance of a Voluntary Project Review letter, plans/documents reflecting the changes must be submitted to this office for further review prior to undertaking the redesigned works.

Notes:

1. By signing this application, consent is given to TRCA, its employees and other persons as required by TRCA, to access the property for the purpose of inspection, obtaining information, and/or monitoring any and all works, activities and/or construction pertaining to the property in addition to the works as approved under cover of any Voluntary Project Review letter issued by TRCA.
2. Voluntary Project Review letters granted by TRCA are not transferable and are issued to the proponent.
3. Voluntary Project Review letters granted by TRCA do not replace building permits or any other permits or approvals issued through municipal offices or other levels of government. A Voluntary Project Review letter does not constitute TRCA approval of any related Planning Act or Environmental Assessment Act applications. Separate approval of all related applications must be obtained from the respective agency and TRCA.
4. It is the responsibility of the proponent to ensure that a valid Voluntary Project Review letter is in effect at the time the work is occurring.

Review Procedures

TRCA staff will assess your application to determine whether the proposed works will affect the control of flooding, erosion, dynamic beaches, pollution or the conservation of land in accordance with TRCA's programs and policies. Once TRCA staff is satisfied that its concerns have been met, then the Voluntary Project Review letter will be issued.

Notice of Collection

Pursuant to the Municipal Freedom of Information and Protection of Individual Privacy Act, the personal information contained on this form is collected under the authority of the Conservation Authorities Act, c27. This information is used to assess applications and, where approved, issue the Voluntary Project Review letter. Information on this form may be disclosed to Government and Municipal agencies for review and comment, or to members of the public through the Freedom of Information process. Questions about the collection of information should be directed to the Director of Planning and Development, Toronto and Region Conservation Authority, 5 Shoreham Drive, Downsview, ON, M3N 1S4. Tel: 416-661-6600.

Any false or misleading statement made on this application will render null and void any permission granted.

I, the proponent, _____ solemnly declare that to my best knowledge and belief, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned inclusions, terms and conditions to be binding upon the project proponent and all assigned consultants contractor and/or constructors acting on my behalf. My signature acknowledges the right to exercise binding authority.

Signature of Proponent:	Date:

Signature of Consultant:	Date:

Note: Signature or written authorization from the proponent is mandatory.

Fees Agreement

I/We acknowledge that through the assessment of this application, additional fees* may be required to reflect the costs of site visits, incomplete submissions, and/or the appropriate fee category. Further, I/we recognize that all fees must be paid prior to the release of approval. It is acknowledged that HST will apply to these fees. *Note: Service Agreement partners are exempt.

Signature of Proponent:	Date:

Signature of Consultant:	Date:

Proponent Authorization

If this application is to be submitted by a consultant on behalf of the proponent, this Proponent Authorization must be completed and signed by the proponent. If the proponent is a corporation acting without a consultant, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed. If the proponent is proposing to undertake work on property owned by a third party, separate documentation confirming that the proponent is authorized to undertake the work, and confirming that the terms and conditions of this application are accepted by the landowner, is required

NOTE TO THE PROPONENT:

IF THE APPLICATION IS TO BE PREPARED BY A CONSULTANT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU, THE PROPONENT.

I/WE _____ HEREBY AUTHORIZE _____ TO PROVIDE AS MY CONSULTANT ANY REQUIRED AUTHORIZATIONS OR CONSENTS, TO SUBMIT THE ENCLOSED APPLICATION TO THE TORONTO AND REGION CONSERVATION AUTHORITY.

DATED AT THE CITY / TOWN OF _____.

Signature of Proponent:	Date:

FOR OFFICE USE ONLY		
Fee Required:	Fee Received:	
Watershed:	Local Municipality:	Regional Municipality:
SIGN FILE OUT TO:		