

Outlined below are the procedures TRCA staff follow when staking natural heritage features and/or the physical top-of-bank. It is important to note that the limits of natural heritage features and the physical top-of-bank are just two components of determining the development potential of a site. Consideration must also be given to other natural hazards, in addition to the requisite buffers*. Prior to a staking being scheduled, a written request for a staking, which is to include an acknowledgement of the conditions outlined below, must be provided to TRCA by the landowner.

1. The landowner and/or his or her agent, the landowner's Ontario Land Surveyor (OLS), municipal staff (to be invited by the landowner) and TRCA planning and technical staff meet on site.
2. TRCA staff, in consultation with municipal staff, stake the limits of the natural heritage feature(s) and/or physical top-of-bank. TRCA staff may identify locations where additional technical assessments may be required.
3. TRCA staff issue a "staking letter" to the landowner and/or his or her agent, confirming the staking. The letter outlines the following:
 - The staking is valid for 5 years;
 - The proponent must submit a stamped survey of the staked feature(s) and/or top-of-bank, provided by the accredited OLS, to TRCA within 6 months of the staking;
 - Should substantial differences be identified between the location of feature(s) and/or top-of-bank on the survey and the feature(s) and/or top-of-bank on the ground, or should the survey appear to be inconsistent with the illustrated locations, a new staking will be required;
 - Additional study requirements to be completed to assist in the determination of development limits.
4. The proponent submits the survey (on base topographic mapping) to TRCA, which must include the following information:
 - Staked natural heritage feature(s) and/or physical top-of-bank (location of stakes to be identified)
 - Date of staking
 - Names of TRCA staff who participated in staking
 - OLS stamp

Note: Both a hard copy and a digital version of the survey are requested.
5. The proponent submits additional technical studies prepared and stamped by qualified professionals, if required (e.g. geotechnical study, flood study, ecological evaluation).
6. The proponent submits one drawing illustrating all natural hazard and/or natural heritage components (e.g. physical top-of-bank, long-term stable slope, flood hazard, dripline of vegetation and appropriate buffers based on greatest extent of all hazards/features) overlaid on a recent colour air photo.

***Note:** The development limit is set through the evaluation of the staked limit of features, additional technical assessments, consultation and negotiations with municipal partners and the proponent based upon relevant planning policies, including an appropriate buffer from the greatest extent of the natural hazards and natural heritage features.