

The following checklist is intended for use by proponents or their consultants for permit application submissions related to ROUTINE INFRASTRUCTURE WORKS. Generally, these applications are related to 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
	Completed copy of checklist
	Completed permit application form, signed by the proponent, available at www.trca.on.ca/planning-services-permits/
	TRCA review fee available at www.trca.on.ca/planning-services-permits/
	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 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 dewatering/unwatering requirements, 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. This application form is available on the TRCA website at www.trca.on.ca/planning-services-permits/.
	Key map or air photo showing borehole locations
	Four (4) copies of detail design plans (includes plan and profile views) that have been signed and stamped by a professional showing: <ul style="list-style-type: none"> a. Exact location of all watercourses/wetlands b. Size of the liner c. Construction access route d. Erosion and sediment control plans for the study area (refer to Erosion and Sediment Control Guideline for Urban Construction – www.sustainabletechnologies.ca) e. 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 f. Typical details (e.g., silt fence, erosion control blanket) g. Isolation of the work area, including how work will be completed “in the dry” h. Dewatering and unwatering plans, showing how groundwater and surface water from the work area will be treated prior to release to the natural environment i. Vegetation removals plan(s) including type and quantity removed and location of removals j. Fish removal plan for any creek sections requiring dewatering or unwatering

	<ul style="list-style-type: none"> k. Creek restoration plans for sediment basin and launch area l. 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 (July 2004) available on the TRCA website at www.trca.on.ca/planning-services-permits/) m. Appropriate standard notes as per the TRCA <i>Standard Notes for Infrastructure Projects</i>, available on the TRCA website at www.trca.on.ca/planning-services-permits/ n. TRCA regulation limits o. Fisheries timing window (to be confirmed by TRCA). See the <i>Standard Notes for Infrastructure Projects</i>, available on the TRCA website at www.trca.on.ca/planning-services-permits/ for appropriate wording. p. Proposed environmental monitoring requirements for construction, if required
	One (1) copy of any background reports (e.g., stormwater, natural features)
	Two (2) copies of the geotechnical report