

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
	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: <ol 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. Identification of any terrestrial natural heritage or features or aquatic habitat 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: <ol 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 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: <ol style="list-style-type: none"> a. Exact location of all watercourses/wetlands b. Size of structure/length of extension c. Construction access route d. Isolation of the work area, including how work will be completed "in the dry" e. Phasing and staging of construction including phasing and staging of the erosion and sediment controls f. Dewatering and unwatering plans, showing how groundwater and surface water from the work area will be treated prior to release to the natural environment g. Details for the existing structure removal, if any h. Engineering requirements – (refer to the Watercourse Crossing, Design and Submission Requirements (Including new and replacement structures and extensions) – September 2007 available on the TRCA website at www.trca.on.ca/planning-services-permits/)

	<ul style="list-style-type: none"> i. Detailed survey of creek bed, bank and thalweg j. Fish removal plan for any sections of the watercourse requiring dewatering or unwatering k. Vegetation removals plan(s) including type and quantity removed and location of removals 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. Creek restoration plans for open foot culverts n. Proposed environmental monitoring requirements for construction, if required o. Erosion and sediment control plans for the study area (refer to Erosion and Sediment Control Guideline for Urban Construction – www.sustainabletechnologies.ca) p. 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 q. Typical details (e.g., silt fence, erosion control blanket) r. Locations of boreholes in both plan and profile view s. 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/ t. TRCA regulation limits u. 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.
	Two (2) copies of the geotechnical report
	One (1) copy of the hydrogeology report, if the geotechnical report recommends dewatering/depressurization and if extension foundations are excavated below the existing foundation elevations
	One (1) copy of any additional background reports (e.g., natural features, fluvial geomorphology)