

Mailing address: 5 Shoreham Drive, Downsview, ON M3N 1S4
 Office location: 101 Exchange Avenue, Vaughan, ON L4K 5R6
 Tel: 416-661-6600 Fax: 416-661-6898 www.trca.on.ca



RESIDENTIAL / DEVELOPMENT PROJECTS

APPLICATION FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES (Pursuant to Ontario Regulation 166/06)

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

07.08.2015

Project Description				
Project Name (if applicable):				
Municipality:				
Project Location (address):				
Nearest Major Intersection:				
Lot:	Plan:	OR	Lot:	Conc.:

Property Owner	
Name:	
Organization:	
Contact:	
Mailing Address:	City:
Postal Code:	Email:
Phone #:	Fax #:

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

Note: Correspondence will be sent to owner and copied to agent

Pre-application Consultation

**Have you conducted any pre-application consultation with a Planner at TRCA to determine site issues, and technical requirements for a “complete” application?
(A pre-application consultation may be in the form of a phone conversation, a meeting, email messages, or site visit.)**

No Yes (indicate method below)

by phone by meeting by email by site visit by other ways

All applications must be deemed “complete” with technical supportive documents before the application is processed.

Project Details

Description of Proposed Works:

Proposed Start Date:

Anticipated Date of Completion:

Existing Site Conditions/Use:

Proposed Site Conditions/Use:

Has a previous application to TRCA been filed on this property?

No Yes (provide details):

Project Details (continued)

Is there a violation on this property under Ontario Regulation 158 or Ontario Regulation 166/06?

No Yes (provide details):

Are Planning Act or Municipal approvals required?

No Yes (Check all that apply):

<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Zoning	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Draft Plan of Subdivision	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Land Severance/Consent	<input type="checkbox"/> Ravine and Natural Feature Permit (Toronto)
<input type="checkbox"/> Tree By-Law	<input type="checkbox"/> Other:
<input type="checkbox"/> Fill By-Law	

Has this project been through or will it go through an Environmental Assessment review?

No Yes (provide details, including date of filing, EA type/schedule etc.):

Are there any other required approvals? (e.g. MNR, Fisheries and Oceans Canada, Health Unit)

No Yes (provide details):

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. FOUR COPIES of each plan must be submitted and INDIVIDUALLY FOLDED. DIGITAL COPIES must also be submitted except for single family residential applications where they are not required. Digital submissions must be less than 10MB in size if sent via email otherwise please provide a CD,DVD, USB or use a link to a file sharing program e.g. Dropbox. Infrastructure and Servicing projects must submit FIVE folded copies.

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 Plans
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.).

- B. If an agent is submitting an application on behalf of the property owner, the Landowner Authorization form must be completed.
- C. If revisions to the design of the project are required subsequent to the issuance of a permit, plans/documents reflecting the changes must be submitted to this office for further review and approval prior to undertaking the redesigned works.

Note:

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 permit issued by TRCA.
2. Permits granted by TRCA are not transferable and are issued to the current owner of the property only.
3. Permits granted by TRCA do not replace building permits or any other permits or approvals issued through municipal offices or other levels of government. A permit under Ontario Regulation 166/06 does not constitute TRCA approval of any related *Planning Act* applications. Separate approval of all related applications must be obtained from the respective agency and TRCA.
4. Permits issued by TRCA are valid for a period of two years from the date of issue. After a permit has expired, a new application must be submitted. The current fee schedule applies.
5. It is the responsibility of the applicant to ensure that a valid permit is in effect at the time the work is occurring.

Permit Review Procedures

(As required under Ontario Regulation 166/06*)

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. Recommendations will be forwarded to the Executive Committee, who will decide whether to approve or refuse the application.

If staff is recommending refusal of the application and the owner wishes to proceed with the proposal, the Executive Committee will convene as a Hearing Board to consider the application. You will be notified of a hearing date which you and your agent may attend. Upon reviewing information provided by TRCA staff and the owner/agent, the Hearing Board will make a decision. If refused, the applicant will be notified of the reasons in writing. Within 30 days of receipt of the notification, the owner may appeal the decision of the Hearing Board to the Minister of Natural Resources who may dismiss the appeal or grant permission.

**Please refer to Ontario Regulation 166/06 and the Hearing Guidelines (October 2005) prepared by Conservation Ontario and MNR for the legal details of these procedures.*

Notice of Collection

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained on this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess applications and, where approved, issue the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit. 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 owner, _____ of _____
(print name) *(organization, if any)*

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 registered owner(s) of the property and all assigned agents contractor and/or constructors acting on my behalf. My signature acknowledges the right to exercise binding authority.

*Signature of Owner:	Date:
-----------------------------	--------------

Signature of Agent:	Date:
----------------------------	--------------

** Signature or written authorization from the owner 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.

Refunds for application fees will not be provided once the file policy/technical review process has been initiated by TRCA staff. Application fees for submissions that have been submitted, but not processed will be refunded at the request of the applicant and with the approval of the Senior Manager or Director, less a 25% administration fee.

*Signature of Owner:	Date:
-----------------------------	--------------

Signature of Agent:	Date:
----------------------------	--------------

Payment by Credit Card		Amount: \$	
Card No.		Visa <input type="checkbox"/> Master <input type="checkbox"/> AMX <input type="checkbox"/>	
Expiry Date:	Cardholder Name (print clearly):		



Landowner Authorization

Subject Property				
Lot:	Plan:	OR	Lot:	Conc.:
Street Address:				
Municipality:				

If this application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

NOTE TO THE OWNER(S):

IF THE APPLICATION IS TO BE PREPARED BY A SOLICITOR OR AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU, THE OWNER(S).

I/WE _____ HEREBY AUTHORIZE _____ TO PROVIDE AS MY AGENT ANY REQUIRED AUTHORIZATIONS OR CONSENTS, TO SUBMIT THE ENCLOSED APPLICATION TO THE TORONTO AND REGION CONSERVATION AUTHORITY, AND TO APPEAR ON MY BEHALF AT ANY HEARINGS(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE BOARD RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT TO DEVELOP, INTERFERE WITH A WETLAND OR ALTER A SHORELINE OR WATERCOURSE, IN ACCORDANCE WITH THE REQUIREMENTS OF ONTARIO REGULATION 166/06 AS AMENDED.

DATED AT THE _____ OF _____
CITY/TOWN

Signature of Owner:	Date:
----------------------------	--------------

FOR OFFICE USE ONLY	
Application No.:	Watershed:
Municipality:	Fisheries:
Type:	
<p>Permit Fee Required: \$ _____</p> <p>Other applicable fees:</p> <p>SPA (25 or 75%): \$ _____ Other: \$ _____</p> <p>Fish Timing Window: \$ _____</p> <p>Emergency works: \$ _____</p> <p>Red line revised: \$ _____</p> <p>File activation: \$ _____</p> <p>Waterfront Development: \$ _____</p> <p>Expedited review: \$ _____</p> <p>Negotiated Technical/ Management Agreement: \$ _____</p> <p>Repeat Submission: \$ _____</p> <p>Project Mgmt Assistance: \$ _____</p> <p>Compliance monitoring: \$ _____</p> <p style="text-align: right;">Total: \$ </p>	<p>Received:</p>
<p><input type="checkbox"/> Permission for Minor Works - Letter of Approval</p> <p><i>Proposed Works:</i></p> <p><input type="checkbox"/> Install a swimming pool</p> <p><input type="checkbox"/> Undertake minor landscaping involving the placement, removal or regrading of material of less than 30 cubic metres (equivalent to 3 truckloads)</p> <p><input type="checkbox"/> Construct a non-habitable accessory structure up to 50 square metres (538 square feet)</p> <p><input type="checkbox"/> Construct a ground floor addition up to 50 square metres (538 square feet)</p> <p><input type="checkbox"/> Construct a ground floor addition or structure greater than 50 square metres (538 square feet) but less than 150 square meters (1614 square feet)</p> <p><input type="checkbox"/> Change the use, size, or number of dwelling units of a structure, or undertake work that does not change the footprint of the existing structure</p> <p><input type="checkbox"/> Undertake a municipal or utility project</p>	<p><input type="checkbox"/> Permit</p> <p><i>Proposed Works:</i></p> <p><i>Develop:</i></p> <p><input type="checkbox"/> Construct, reconstruct, erect or place a building or structure</p> <p><input type="checkbox"/> Change a building or structure so that it alters its use or potential use, increases its size or increases the number of dwelling units</p> <p><input type="checkbox"/> Site grading</p> <p><input type="checkbox"/> Temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere</p> <p><input type="checkbox"/> Interfere with or alter a wetland</p> <p><input type="checkbox"/> Interfere with or alter a shoreline</p> <p><input type="checkbox"/> Interfere with or alter a watercourse</p>
SIGN FILE OUT TO:	