

FOR OFFICE USE ONLY	MoC #: _____
Arch CFN: _____	Arch Contact: _____
Prop CFN: _____	Prop Contact: _____
Plan CFN: _____	Plan Contact: _____



APPLICATION FOR ARCHAEOLOGICAL REVIEW

Please allow up to ten (10) business days for processing upon receipt of complete application.

03.23.2016

Project Description	
Description of proposed works:	
Project Type (select one):	<input type="checkbox"/> Project works (i.e. road widening, stormwater management facility) <input type="checkbox"/> Site testing (i.e. environmental tests, boreholes)
Project Location/Address:	
Nearest Major Intersection:	
Lot and Con (if applicable):	
Local Municipality:	
Regional Municipality:	
Watershed:	
Project Start Date:	

Proponent Information			
Contact Name:			
Organization:			
Mailing Address:		Postal Code:	
Phone Number:		Email:	

Consultant/Agent/Contractor Information (If Applicable)			
Contact Name:			
Organization:			
Mailing Address:		Postal Code:	
Phone Number:		Email:	

Billing Information			
Contact Name:			
Organization:			
Mailing Address:		Postal Code:	
Phone Number:		Email:	

SUBMISSION REQUIREMENTS	
Requirement	Detail
Review fees	Project type: 1. Desktop screening: refer to current version of EA Planning fee schedule. 2. Field assessment: Estimated budget will be provided by the TRCA archaeologist if a field assessment is required. Note: the TRCA HST# is 108088584 RT0001.
Plans	A PDF or TIF digital attachment of a plan or plans, including the following: <ul style="list-style-type: none"> • Map of the project location including a scale and labeled roads • Relevant landmarks (houses, fences, etc.) • TRCA property boundary • Other property boundaries and ownership details • Natural features (woodlots, watercourses, wetlands, etc.) • Limits of disturbance or proposed easement (permanent or temporary) • Proposed project footprint (including staging, storage and access) • Restoration plans • Detailed documentation of prior deep ground disturbance or fill (if applicable) • Relevant photos of the project area (if available)
Payment by Credit Card	
Amount: \$	
Card number:	
Card security code/CVV2 (often three digits on back of card):	
Expiry date (MM/YY):	
Cardholder name:	
Contact name (if different from cardholder name):	
Submit completed digital application and attachments to Janice Teichroeb (jteichroeb@trca.on.ca) with copy to Janet Batchelor (jbatchelor@trca.on.ca).	

RESULTS OF DESKTOP SCREENING (TRCA OFFICE USE ONLY)			
NO FURTHER ARCHAEOLOGICAL CONCERNS:			
<ul style="list-style-type: none"> • If there is any deviation from the agreed upon project area, additional assessment may be necessary. • If any deeply buried deposits or human remains are encountered, all activities will cease and the TRCA Archaeology Resource Management Services should be notified immediately. 			
ARCHAEOLOGICAL POTENTIAL(FIELD ASSESSMENT REQUIRED):			
<ul style="list-style-type: none"> • Please contact the staff noted above to discuss scheduling, budget, or changes to the project's footprint. • For additional background information see the General Information section, or the Ministry of Tourism, Culture, and Sport's website: http://www.mtc.gov.on.ca 			
Received by:		Date:	
Reviewed by:		Date:	

GENERAL INFORMATION

*All works on TRCA’s lands require an archaeological assessment be carried out **by TRCA’s Archaeologist**. TRCA’s comprehensive watershed strategies recommend that heritage resources in the watershed be protected in accordance with Ministry of Tourism, Culture and Sport (MTCS) standards. The TRCA watershed strategies are available on our website at trca.on.ca.*

A review fee is required to further process your archaeological application. A site visit will be scheduled if needed. Please note that archaeological field surveys are subject to weather conditions, seasonal conditions and scheduling. Following fieldwork, a report will be sent to the MTCS. Construction activities MAY NOT occur prior to receipt of archaeological clearance by the TRCA Archaeologist, which may also correspond to the projects’ acceptance to the Ontario Public Register of Archaeological Reports by the MTCS. It is the responsibility of the proponent through the public consultation requirements of the EA process to undertake First Nations consultation. TRCA Archaeologists are also required to consult directly with First Nations Metis and Inuit when resources relating to their ancestral heritage are encountered.

Type of Assessment	Tasks Required
Desktop Screening:	<ul style="list-style-type: none"> Project evaluation for potential to encounter cultural heritage resources
Stage 1: background study	<ul style="list-style-type: none"> Review geographic, land use and historical information for the property Property inspection and reporting to the Ministry.
Stage 2:	<ul style="list-style-type: none"> Fieldwork assessment of the entire subject property Report of Stage 2 findings and further recommendations Long-term curation of artifacts and project documentation
Stage 3:	<ul style="list-style-type: none"> Further determination of site boundaries and affiliation Report of Stage 3 findings, including discussions for mitigation strategies with the proponent, the Ministry and local or descendant communities
Stage 4:	<ul style="list-style-type: none"> Development of long-term protection strategies or complete site excavation and documentation within the project area and/or monitoring Report of Stage 4 excavation or monitoring Continued engagement with descendants groups
Artifact curation:	<ul style="list-style-type: none"> Long-term curation of artifacts

NOTES

- If required -- Stage 1 work may determine that the subject property has been too greatly impacted to contain archaeological and/or built heritage resources.*
- If required -- Stage 2 fieldwork may determine that no archaeological or built heritage resources will be impacted by the proposed change in land use or construction program.*
- Additional fees will be applied for large or complex projects that require more than standard Stage 1 work.*
- Stage 2, 3 and 4 fees to be determined and discussed with the proponent prior to the initiation of fieldwork. Interim invoices will be issued for these additional fees, as required. Fees relating to First Nations consultation and involvement of a First Nations liaison during Stage 3 and 4 will be discussed with the proponent at the conclusion of Stage 2 fieldwork.*
- Additional fees to be determined and discussed with the proponent if artifacts are found during Stage 2, 3 or 4 assessments.*