

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 an infrastructure project that is either undergoing an environmental assessment, or to facilitate the collection of background information required during the detailed design phase of the project. TRCA concerns relate largely to impacts within the regulated area, including site access, staging and storage, and erosion and sediment controls.

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 and permanence of any monitoring installations d. Confirmation of TRCA Property requirements, if any e. Identification of any potential areas of groundwater upwellings and areas of potential flowing artesian conditions, if any, and describe mitigation opportunities f. Identification of any natural heritage features 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 or air photo showing borehole locations
	Four (4) copies of plans/figures showing: <ol style="list-style-type: none"> a. Locations of proposed boreholes in plan view b. Planned access route c. Grading requirements, if needed d. Location of all watercourses, wetlands and natural features e. Stabilization plans for disturbed areas (e.g., seed mix list) f. Erosion and sediment control plans for the study area (refer to Erosion and Sediment Control Guideline for Urban Construction – www.sustainabletechnologies.ca), if required g. Location(s) of proposed piezometer/monitoring well(s), if required h. Typical details (e.g., silt fence, erosion control blanket) i. TRCA regulation limits
	Standard notes to be included on the plans/figures include: <ol style="list-style-type: none"> a. All activities, including maintenance procedures, will be controlled to prevent the entry of petroleum products, debris, rubble, concrete or other deleterious substances into the water. Vehicular refuelling and maintenance will be conducted a minimum of 30 m from the water.

	<p>b. All access to the work site shall be from either side of the watercourse. No equipment or vehicles are permitted to cross through the watercourse unless approved by TRCA.</p> <p>c. To protect local fish populations during their spawning, nursery and migratory periods, in-water/near-water activities, may only occur during the following time period [TRCA TO CONFIRM TIMING WINDOW DURING REVIEW OF FIRST SUBMISSION]. (may or may not apply, depending on proximity to the watercourse)</p>
	One (1) copy of any background information that supplements the Environmental Assessment (e.g., hydrogeology, geotechnical, natural features) for the general area, if available
	Identify potential areas of groundwater upwellings and areas of potential flowing artesian conditions in the cover letter
	Provision of a contingency plan to deal with potential flowing artesian conditions, if applicable