

TRCA Pre-Consultation Checklist

Municipal Address and/or Closest Intersection/ Legal Description of Location:

Landowner: _____ **Agent:** _____

Municipality: _____ **Watershed:** _____

Pre-Consultation Date: _____ **TRCA Contact:** _____ **Extension:** _____

Planning Application Type: _____ **Permit Application Type (Proposal):** _____

Disclosures:

The following checklist has been compiled by the Toronto and Region Conservation Authority (TRCA) to assist applicants in the preparation of a **complete planning application** or a **complete permit application** pursuant to Ontario Regulation 166/06. As there may be different requirements for each type of application, the requirements for your application will be checked off under the appropriate column (planning or permit) on the following checklist. TRCA staff may also note whether required items have been received. The checklist is provided based on our review of the mapping that is available to TRCA at the time of the pre-consultation for the subject property. Mapping is updated on a periodic basis to reflect new technical information and does not preclude any features or site conditions that may be identified through field investigation required at the time of an application. The characteristics of each property may be unique, and as such, staff may determine that additional information, materials, and/or fees will be required during the course of the application review process, despite the fact that checklist items have been provided. TRCA uses "The Living City Polices" (LCP) in its review of all applications which provides detailed policy guidance in relation to TRCA's legislated and delegated roles and responsibilities in the planning and development approvals process, including its roles as a public commenting agency, service provider, resource management agency, representative of the provincial interest for natural hazards, regulatory body and landowner. Applicants will be notified in writing, within **21 days of the receipt of a permit application**, as to whether the application can be deemed complete.

A) Completed Application (Required/Compulsory)	Planning	Permit	Received	Comments
Completed Application Form signed and dated by applicant or authorized agent (with reference number)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application Fee \$ _____ Shoreline Engineering Peer Review Fee (if applicable) \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Legal Survey of the Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location Map showing nearest intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Authorization from owner to applicant (if you are not the owner, provide letter of authorization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statement of agreement from any persons sharing right-of-ways, easements, etc.(if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Status of Municipal Approvals (e.g. Zoning, Site Plan, Building Permit, Minor Variance, Urban Forestry, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Pre-Consultation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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A) Completed Application (Required/Compulsory)	Planning	Permit	Received	Comments
<p>One <i>digital set</i> *and <i>hard copies of plans/drawings</i> ** illustrating the following (check all that apply): (For Planning applications-2 sets –For Permits- 4 sets of hard copies)</p> <ul style="list-style-type: none"> • Property boundaries • Existing and proposed grades • Existing and proposed structures or alterations to structures • Natural hazard limits (long term stable top of slope, stable toe of slope, Regulatory flood plain, meander belt, erosion hazard and/or dynamic beach hazard) • Natural heritage features (dripline of contiguous vegetation) • Proposed buffers from hazards and features • Tree Inventory • Site servicing plans <p><i>Note: * For minor applications digital submissions may not always be required. Digital submissions are required for major submissions. For major submissions, large studies should be submitted as separate files, and 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</i> **All plans must be metric, to scale and folded to letter size (8 ½" x 11"), and include a reduced set of plans (11"x 17")</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
B) Supporting Technical Requirements				
Water Resources Engineering				
<p>Stormwater Management (SWM)</p> <ul style="list-style-type: none"> • SWM Report/Plan addressing water quality and quantity, continuous erosion modeling analysis and site water balance <p>In accordance with TRCA’s Stormwater Management Criteria Document, & Low Impact Development Stormwater Management Planning and Design Guide*</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Floodplain Analysis (Determined through technical reports by a qualified professional, at the expense of the proponent in accordance with Provincial & TRCA Standards)</p> <ul style="list-style-type: none"> • Demonstrate safe access & egress • Floodplain mapping update <p><i>Contact TRCA water resources staff for detailed requirements</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Floodproofing Requirements:</p> <ul style="list-style-type: none"> • Floodproofing plans stamped by a qualified engineer • Electrical plans stamped by a qualified engineer • Elevation plans of proposed structures • Cross-section plans of proposed structure • Structural Engineer’s verification that structure can withstand velocities & depths associated with flood event 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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B) Supporting Technical Requirements	Planning	Permit	Received	Comments
Geotechnical Engineering				
Geotechnical Investigation & Slope Stability In accordance with TRCA's Geotechnical Study and Submission Requirements*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-sections of proposed grading adjacent to buffer of valleyland, shoreline or natural feature interface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shoreline Engineering				
Coastal Hazard Assessment report prepared by a qualified coastal engineer, in accordance with provincial technical standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design Life of existing shoreline protection as determined by a qualified coastal engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydrogeology				
Hydrogeological Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluvial Geomorphology				
Crossing Analysis In accordance with TRCA's Crossings Guideline for Valley and Stream Corridors*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meander Belt Analysis In accordance with TRCA Belt Width Delineation Procedures*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Channel Modification/Design Reports & Plans In accordance with TRCA's Channel Modification Design & Submission Requirements*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ecology				
Water Balance Assessment for Features & Groundwater In accordance with TRCA Stormwater Management Criteria Document*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Headwater Drainage Feature Assessment In accordance with TRCA's Evaluation, Classification and Management of Headwater Drainage Features Guideline*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS) or Natural Heritage Evaluation (NHE) (preceded by Terms of Reference) In accordance with TRCA EIS Guidelines*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landscaping Plans/Planting Restoration & Enhancement Plans/Edge Management Plans In accordance with TRCA's Post-Construction Restoration Guidelines*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements				
Master Environmental Servicing Plan (MESPP) or equivalent In accordance with TRCA's MESPP Guideline*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delineation of the Natural Feature(s) (e.g. Staking of top of bank & drip line of vegetation) In accordance with TRCA's Field Staking Protocol*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion & Sediment Control (ESC): <ul style="list-style-type: none"> • ESC Plans & Reports including typical details • Topsoil Stripping Plans In accordance with <i>Greater Golden Horseshoe Area Conservation Authorities' Erosion and Sediment Control Guideline for Urban Construction*</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Works In accordance with TRCA Submission Checklist for Emergency Works Infrastructure Projects*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Infrastructure Projects In accordance with TRCA Infrastructure Checklists* (See EA Web page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Topographical survey of the property prepared by a certified Ontario Land Surveyor (OLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed Trails/ Trail Design Plan/Master Plan (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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B. Supporting Technical Requirements	Planning	Permit	Received	Comments
Archaeological Assessment of TRCA owned lands <i>In accordance with TRCA Engagement Guidelines* (where applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed permission to enter if project will involve TRCA owned land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>C) List of suggested consultations for other approvals that may be required</p> <p><i>NOTE TO APPLICANTS: These comments do not preclude other federal, provincial, municipal or agency requirements. It is recommended that you consult directly with the appropriate municipality and other agencies.</i></p>	<p>Other Comments Regarding Suggested Consultation with other agencies</p>			
<p><i>Fisheries Act Approval</i> <i>Complete Fisheries & Oceans Canada (DFO) Self-Assessment Process</i></p>				
<p>Provincial Approvals (include copies of complete approvals if required)</p> <ul style="list-style-type: none"> • Special Policy Area (SPA) (MNRF & MMAH) • Endangered Species Act (ESA) (MNRF) • Provincially Significant Wetlands (PSWs) (MNRF) • Dewatering Confirmation (PTTW) (MOECC) • <i>Clean Water Act</i> – Source Water Protection Plan (Region) • Other (Specify in Comments) 				
Municipal Approvals (Planning Act, Building Permits)				
Regional Approvals (ROPA)				
Other Conservation Authorities				
<p>Conformity Reports</p> <ul style="list-style-type: none"> • ORM /Niagara Escarpment Plan/Greenbelt conformity • Rouge Park • Applicable Bylaw (e.g. Ravine By-law, Fill/ Site Alteration By-law, Tree By-law) 				

*As amended from time to time