

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 http://www.trca.on.ca/planning-services-permits/environmental-assessment.dot
	TRCA review fee available at http://www.trca.on.ca/planning-services-permits/environmental-assessment.dot
	<p>Cover letter, signed by the proponent, addressing the following:</p> <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. Identification of the scope of work, including site access, staging and storage, and proposed erosion and sediment controls (ESCs). c. Identification of the duration of work. d. Confirmation of TRCA Property requirements, if any. e. Identification of any natural heritage features and hazard limits (i.e. floodline, top of slope, etc.) that could be affected, and describe proposed mitigation. f. Listing of plans and documents submitted for review.
	<p>Landowner authorization confirming which of the following options apply:</p> <ol style="list-style-type: none"> a. Verification of land ownership signed by the proponent, confirming that all works (including construction access, staging and storage) 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, staging and storage) on TRCA Property. This application form is available on the TRCA website at http://www.trca.on.ca/planning-services-permits/environmental-assessment.dot.
	Site location map or air photo showing location of integrity dig.
	<p>Four (4) copies of figures showing:</p> <ol style="list-style-type: none"> a. Location and dimensions (including depth) of proposed integrity dig in on an aerial photo. b. Construction access route, staging and storage areas on an aerial photo. Stockpiles should be located outside of the floodplain and away from steep slopes where possible. c. Location of all watercourses, floodlines, wetlands and natural features, with distance from integrity dig and disturbed areas identified. d. TRCA regulation limits identified. e. Cross-section(s) showing the bank/slope, as well as the alterations as a result of the proposed work (e.g. grading on the bank/slope, excavation in the vicinity of the bank/slope, etc.). f. ESC plans and report (refer to Erosion and Sediment Control Guideline for Urban Construction – www.sustainabletechnologies.ca), including: <ol style="list-style-type: none"> i. Dewatering plans, showing discharge location and how groundwater and surface water from the work area will be treated prior to release to the natural environment. ii. Construction timing window (to be confirmed by TRCA staff). iii. Appropriate standard notes as per the TRCA Guidelines for Standard Notes on

	<p>Infrastructure Project OR 166/06 Submissions at http://www.trca.on.ca/planning-services-permits/environmental-assessment.dot.</p> <ul style="list-style-type: none"> iv. Interim and/or immediate post-construction stabilization plans for disturbed areas (e.g., seed mix list, erosion control blanket, etc.). v. Typical details (e.g., silt fence, erosion control blanket, dewatering method, etc.). <p>g. Vegetation removals plan, including type, quantity and location of removals.</p> <p>h. Post-construction restoration plan for disturbed areas, including seed mix and plantings list, species proportions, application rate, location of plantings, etc. Post-Construction Restoration and Seed Mix Guidelines are available at http://www.trca.on.ca/planning-services-permits/developers-and-consultants-information/planning-and-development-procedural-manual.dot. Vegetation that cannot be restored on-site may require either off-site plantings or cash-in-lieu compensation.</p> <p>i. Site photographs would be beneficial.</p>
	<p>One (1) copy of supplementary background reports/documentation should include:</p> <ul style="list-style-type: none"> a. Dewatering information if needed, including dewatering volumes, geotechnical and/or hydrogeological report, Permit to Take Water. b. Excavation shoring/trench box installation details, if needed. c. Description of the backfilling procedure (i.e. backfill material type and specifications, compaction, lift thickness, etc.). d. Technical details including any required modelling, if the proposed works will cause any disruptions to watercourse or floodway conveyance.