

## Checklist for Submitting Solicitor Realty Property Inquiries

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TRCA requires the following information to process your request:

**1) Letter of Inquiry** – Please state information required, this would include:

- Regulatory control and compliance under Ontario Regulation 166/06 (Development, Interference with Wetlands and Alteration to Shorelines and Watercourses) pursuant to Section 28 of the Conservation Authorities Act, and other environmental designations search.
- Record of any outstanding directives, orders or notices of any unresolved breach of environmental regulations.

**2) Property Survey** in its entirety and must depict the geographic location and the extent of the property, with the property in question highlighted. In lieu of a survey, a Property Index Map (PIN) or Reference Plan with the property outlined is sufficient.

**3) Payment of Fee**

- **\$325\*** per property (parcel). Cheques should be made payable to Toronto and Region Conservation Authority. There is also the option to submit inquiries electronically with accompanying payment by credit card (please contact staff listed below for details for online payment).

### Mailing Information:

**Courier Address:** 101 Exchange Avenue, Vaughan, ON, L4K 5R6

**Mailing Address:** 5 Shoreham Drive, Toronto, ON, M3N 1S4

### Staff Contacts:

**Frances Woo** x 5364  
frances.woo@trca.on.ca

**Jeff Thompson** x 5386  
jthompson@trca.on.ca

**\*Please Note:** Materials should be sent by mail or email. It takes a maximum of 2 weeks for staff to respond to complete requests. In extenuating circumstances, TRCA may offer an expedited service for an additional fee. If you require expedited service, please contact TRCA staff for details. Otherwise, requests are dealt with on a first come – first serve basis.

January 2016

\*TRCA's fee schedule for 2016 was adopted by the Authority Board on January 29, 2016. The fee for the Property Inquiry Service is \$325.00, up from \$295 in 2015.