

Checklist for Submitting Solicitor Realty Property Inquiries

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.

Please include an email address on the letter as responses are sent by email.

2) **Property Survey** in its entirety that clearly depicts 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).

Submission by Mail or Courier

Please include all materials in package.
Cheques should be made payable to
Toronto and Region Conservation Authority.

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

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

Submission by Email

Please include items 1 and 2. An electronic
invoice will be emailed to you containing a link
for credit card payment.

Email Address: maryann.burns@trca.ca

Staff Contact:

Mary-Ann Burns

(416) 661-6600 x 5763

Please Note: It takes 1-2 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.

February 2018

*TRCA's fee schedule for 2018 was adopted by the Authority Board on January 26, 2018. The fee for the Property Inquiry Service remains unchanged at \$325.00.