



Development Procedure Form:  
Request for Technical Review Level

Date:	
Site Address:	
Applicant/Developer:	

**Description of Development:**

- What is the development proposal? i.e. High-rise residential.
- Is demolition of existing buildings required?
- How many stories below grade are being built?
- How far approximately is the TTC infrastructure?
- Describe any other unique features related to the development.
- Will there be any proposed encroachment on to TTC or City property, both above and/or below grade?

**Provide digital copies of the following drawings to illustrate the Development:**

- Provide a Survey of the property.
- Provide a site plan showing any demolition of buildings that will occur.
- Provide a site plan that shows the proposed building and landscaping.
- Show all underground floors in plan and in section.
- Show the relationship between the proposed building and TTC infrastructure in both plan and section with dimensions to TTC infrastructure.
- Show extent of shoring and excavation in plan and section and dimensions to TTC infrastructure.

**Please ensure that all drawings are signed and stamped by the appropriate professional.**

Note that in order to establish the location of TTC infrastructure, within the 60m zone of influence, the third party shall obtain TTC technical information. The process requires the execution of a Non-Disclosure Agreement (NDA) and then a scheduled visit with TTC to view and select archive drawings. There is a minimal fee to purchase the drawings in PDF format. It will take approximately 4 business days after your visit to the TTC office for the selected drawings to be e-mailed to you. To initiate this process contact: Alex Czoli, alexander.czoli@ttc.ca.

Once the above drawings and information is submitted to TTC for evaluation then a review level and review requirements will be established to start the Development Review process. The approximate time to establish a review level once drawings are received is 5 business days.

**Note that TTC Engineering may ask for additional documents related to higher review level once the review process has begun. This is unavoidable because the review level is initially determined using only a minimal number of drawings and a full scope of work can't be determined from the preliminary package submitted at the outset.**