

SCHEDULE B
MINIMUM DOCUMENT REQUIREMENTS FOR APPLICATIONS

1. Documents Prepared by the Applicant

For all ECA applications submitted under the TOR program, the following list of documents must be prepared by the applicant and submitted to the Municipality for review:

1. A completed, signed and dated Environmental Compliance Approval Application Form and any documents required by the form.
2. Any Design Report(s). If the application is for stormwater works, a Stormwater Management Report is required and should be prepared in accordance with the requirements in the “Stormwater Management Planning and Design Manual, March 2003 (PIBS 4329e)” (<http://www.ontario.ca/environment-and-energy/stormwater-management-planning-and-design-manual>), as applicable.
3. Drawings signed, stamped and dated by a Professional Engineer.
4. The Pipe Data Form (PIBS 6238e) (<https://www.ontario.ca/document/pipe-data-form-watermain-storm-sewer-sanitary-sewer-and-forcemain-design-supplement-application>) with all applicable sections and appendices completed, required if the proposed works include sanitary sewers, forcemains, sewage pumping stations, or stormwater sewers. For storm sewer applications, if as noted in section 6.5 of the Pipe Data Form, the applicant has chosen to submit information equivalent to that described in the Storm Sewer Hydraulic Design Sheet located in Appendix A of the form, the application shall clearly describe what equivalent information is being submitted and how it is equivalent to the information in the Storm Sewer Hydraulic Design Sheet. For sanitary sewers if as noted in section 7.4 of the Pipe Data Form, the applicant has chosen to submit information equivalent to that described in the Sanitary Sewer Design Sheet located in Appendix B of the form, the application shall clearly describe what equivalent information is being submitted and how it is equivalent to the information in the Sanitary Sewer Design Sheet.
5. If the application is for a sewage pumping station, contingency plans for emergency and pump failure situations (if pumps and emergency generator fail under peak inflow conditions) to prevent sewage backing up or overflowing.
6. If the application is for a forcemain or siphon, contingency plans for possible overflows.
7. If the works are to be constructed on land that is not owned by the applicant, proof of consent from the owner of the land, allowing the construction of the works on the land.
8. If the stormwater works discharge to a location or works that are not owned by the applicant, proof of consent from the owner of the receiving works.
9. If the Municipality required pre-submission consultation with the local Ministry District Office, a record of the results of the consultation.
10. Documentation confirming that any EAA or Duty to Consult requirements are met or project is exempt.
11. Confirmation of whether EBR requirements apply or project is exempt.
12. Documentation on all public consultation done for the project, if applicable.

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13. Confirmation that the local Ministry District Office was sent a copy of the complete application package.
14. If Conservation Authority clearance or a Niagara Escarpment Planning and Development Act permit is required, a copy of the approval, permit or clearance letter.
15. If the proposed works are in an area where they are considered a significant threat to sources of drinking water, the Source Protection Supplementary Report/Information should outline how the proposed works will be managed to mitigate the contamination of sources of drinking water through the construction, design and operation of the proposed activity. If the works are not located in such an area that they are considered a significant threat to sources of drinking water, the Source Protection Supplementary Report should outline details to support this conclusion.
16. Any additional documents required for Additional Works under Schedule A.

2. Documents Prepared by the Municipality

For all ECA applications submitted under the TOR program, the following list of documents must be prepared by the Municipality and submitted to the Ministry along with all of the documentation prepared by the applicant in Section 1 above:

1. A completed, signed and dated copy of the Ministry's Transfer of Review Program Application Submission Checklist.
2. A Letter of Recommendation of the project as per Schedule C prepared and signed by the Professional Engineer(s) that meet the criteria in Section 11 of the Agreement.
3. Any additional documents required for Additional Works under Schedule A.
4. A draft ECA including the description of works and terms and conditions to go into the Approval.