

# CLI-ECA 112-W601

## Wastewater Applicant Submission Checklist

*This check list will help to confirm that wastewater collection alteration (addition, modification, replacement or extension) conforms to all the conditions of the City's MECP's Consolidated Linear Infrastructure (CLI) ECA review and approval process.*

**NOTE: If you check "N/A" in any section, supporting references or comments are required.**

Project Name	
Contract#:	
Project address	
Applicant	
City of Waterloo Planning / Engineering contact information	

### Section 1 – Cover Letter Minimum Requirements Checklist

*\* Mandatory fields - all mandatory fields must be included in the cover letter. Provide explanatory information where required.*

Requirements to be Included	Included	Reasoning/Justification
Applicant Information (legal name and address)*		
Agent or Consultant Information (name, title, and address) *		
Project Information (subdivision #, plan #, project name, development permit, etc.)*		
Summary of the project including background information*		
The design satisfies the MECP's Design Criteria or other municipal criteria that exceed the minimum requirements set out in the Design Criteria, e.g., DGSSMS <sup>1</sup> , CELM <sup>2</sup> (specify which)*		
Confirmation that Source Protection conditions outlined in the Design Criteria Section 1.3, 1.4 and SDWTA <sup>3</sup> Section 3 are satisfied (specify how)*		
Public consultation has been completed for the project in accordance with the Planning Act or Class EA process		
Confirmation that a separate CLI-ECA submission for Stormwater Works has or will be submitted to City of Waterloo		

<sup>1</sup> Region of Waterloo Design Guidelines and Supplemental Specifications for Municipal Services

<sup>2</sup> City of Waterloo Comprehensive Engineering and Landscape Manual

<sup>3</sup> Significant Drinking Water Threat Assessment Report for Proposed Alterations

## Section 2 – Required MECP Forms

Confirm all applicable forms are completed. Parts 1, 2 and 3 must be completed and verified by a Licensed Engineer Practitioner.

Confirmation on the following items:	Included	Reasoning/Justification
Form SS1- Record of Future Alteration Authorized for Separate Sewers/ Nominally Separate Sewers/ Forcemains		
Form SS2 - Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System		
Form A1 - Record of Future Alteration Authorized for Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System		

## Section 3 – Supporting Documents

All Submissions, requirements to be included:

Submission of the following items:	Included	Reasoning/Justification
Final drawings <sup>4</sup> , stamped and dated by a Licensed Engineer Practitioner <sup>5</sup>		
<ul style="list-style-type: none"> <li>• Final plans, profile and details drawing(s)</li> </ul>		
<ul style="list-style-type: none"> <li>• Removals Drawings</li> </ul>		
<ul style="list-style-type: none"> <li>• Erosion and Sediment Controls (ESC) plans or measures, as per Schedule D Section 3.8 of the Wastewater CLI-ECA.</li> </ul>		
<ul style="list-style-type: none"> <li>• Technical specifications for all proposed works (if not shown on drawings)</li> </ul>		
<ul style="list-style-type: none"> <li>• Sanitary Drainage Area Plan(s)</li> </ul>		
Design Brief / Project Report / Project Memo		
<ul style="list-style-type: none"> <li>• Include the engineer's design decisions and rationale, especially where high groundwater and/or other inflow and infiltration risk factors exist.</li> </ul>		
<ul style="list-style-type: none"> <li>• Include contingency plan for possible overflows – applicable to forcemain or siphon only</li> </ul>		
MECP Pipe Data Form (PIBS 6238e) including tabulation of street, pipe & MH details		
<ul style="list-style-type: none"> <li>• Sanitary Sewer Design/Calculation Sheet(s) in Excel format</li> </ul>		
Contingency plans possible overflows (if the application involves a forcemain or siphon)		
Inspection and Testing Plan <sup>6</sup> to be submitted by the contractor two weeks prior to Construction Kickoff meeting <sup>7</sup>		
Approval or permit requirements from the Region of Waterloo		

Submission of the following items:	Included	Reasoning/Justification
Approval or permit requirements from the City of Waterloo		
Source Protection Plan and supplementary documentation <sup>8</sup> (including mitigation and contingency measures and, SDWTA <sup>3</sup> requirements as applicable)		
Public Consultation details and supporting documents		
SAA-F4 Sewage Pumping Station Design Report SAA-F6 Contaminants of Concern		
Any other requirements as required in the CLI-ECA or requested by City staff, e.g., reports, design sheets, plans		
SAA-F3 Permit Application Fee Form		

<sup>4</sup> City of Waterloo Comprehensive Engineering and Landscape Manual – Vol 3

<sup>5</sup> Sewer extensions require a copy of the Development Services stamped accepted drawings.

<sup>6</sup> Inspection and Testing Plan as per MECP Design Criteria, including emergency response plans.

<sup>7</sup> Or under special circumstances, with previous approval, to be submitted by the contractor prior to mobilizing on site.

<sup>8</sup> Including those set out in the Standard Operating Policy for Sewage Works and GRCA: identification of vulnerable areas, applicable source protection policies and best management practices, as applicable. Explanation of SWP Atlas results to be include in the Design Brief/Memo.

#### Section 4 – Written Verification Requirements Under City’s CLI-ECA, Schedule D and Appendix A

*Explanation should be included in the Design Brief, Project Report or Project Memo.*

The design of the alteration:	Confirmed	Reasoning/Justification
(1) will not result in exceedance of hydraulic capacity of the downstream Municipal sewage collection system including sewage pumping stations and uncommitted reserve hydraulic capacity of the receiving sewage treatment plants		
(2) will not cause any increase in collection system overflows and/or deterioration of quality of the overflow discharge, that is not offset by measures		
(3) will not adversely impacts the approved effluent quality of sewage treatment facilities, or its bypasses or overflows		
(4) will not cause overflows or backups nor increase surcharging at any MH or privately owned infrastructure.		
(5) has been designed to transmit but not to treat wastewater		

**Section 5 – Design Criteria Exceptions**

*Explanation should be included in the Project Report/Design Brief/Project Memo.*

List of design criteria exceptions	Applied	Reasoning/Justification
MECP Design Criteria for Sanitary Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval 112-W601 (February 8, 2023)		
Region of Waterloo – DGSSMS <sup>1</sup> (May 2023)		
City of Waterloo CELM <sup>2</sup> (May 2023)		
Other (please specify)		

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Company: \_\_\_\_\_ PEO License #: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_