

CLI-ECA 112-S701

Stormwater Applicant Submission Checklist

This check list will help to confirm that stormwater management systems alteration (addition, modification, replacement or extension) conforms to all the conditions of the City's MECP 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, Stormwater Management Planning and Design Guidance Manual or other municipal criteria that exceed the minimum requirements set out in the Design Criteria, e.g., DGSSMS ¹ , CELM ² (specify which)*.		
Confirmation that Source Protection conditions outlined in the Design Criteria Section 1.3, 1.4 and SDWTA ³ 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 Wastewater Works has or will be submitted to City of Waterloo		

¹ Region of Waterloo Design Guidelines and Supplemental Specifications for Municipal Services

² City of Waterloo Comprehensive Engineering and Landscape Manual

³ 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
Forms SW1 - Record of Future Alteration Authorized for Storm Sewers/Ditches/Culverts		
Forms SW2 - Record of Future Alteration Authorized for Stormwater Management Facilities		
Forms SW3 - Record of Future Alteration Authorized for Third Pipe Collection Systems		

Section 3 – Supporting Documents

All Submissions, requirements to be included:

Submission of the following items:	Included	Reasoning/Justification
Final drawings ⁴ , stamped and dated by a Licensed Engineer Practitioner ⁵		
<ul style="list-style-type: none"> Final plans, title page with key, legal plan, site plan, grading plan and general plans, profile and details drawing(s) 		
<ul style="list-style-type: none"> Stormwater Drainage Area Plan(s), pre and post development catchment area drawings/maps lot level and conveyance controls 		
<ul style="list-style-type: none"> Lot level and conveyance controls details 		
<ul style="list-style-type: none"> Technical specifications for all proposed works (if not shown on drawings) 		
<ul style="list-style-type: none"> Detailed Drawings for Outlets and Watercourse Improvements 		
<ul style="list-style-type: none"> Removals Drawings 		
Outlet(s) established or altered as part of the Alteration have been designed in accordance with TRCA Criteria, as per CLI-ECA		
Erosion and Sediment Controls (ESC) plans or measures, as per Appendix A and D Section 3.10 of the Storm CLI-ECA		

Approvals and permits:

Submission of the following items:	Included	Reasoning/Justification
<ul style="list-style-type: none"> Approval or Permit Requirements from the Region of Waterloo 		
<ul style="list-style-type: none"> Approval or Permit Requirements from the City of Waterloo 		
<ul style="list-style-type: none"> Grand River Conservation Authority consultation and approval/clearance letters 		

Reports, Design Briefs and Manuals:

Submission of the following items:	Included	Reasoning/Justification
Design Brief / Project Report / Technical Memo,		
<ul style="list-style-type: none"> • Include the engineer's design decisions and rationale 		
<ul style="list-style-type: none"> • Include hydraulic performance of the system verifying storm sewer capture rates and major and minor system capacities 		
Form SAA-F5 Stormwater Management Report / Design Brief Minimum Requirements Checklist, where applicable		
Oil/grit separators design brief, calculations, and manufacturers specifications		
LID design brief and reports		
Operations and Maintenance Manual(s)		
Functional Servicing Report		
MECP Pipe Data Form (PIBS 6238e) including tabulation of street, pipe & MH details		
<ul style="list-style-type: none"> • Include Storm Sewer Design/ Calculation Sheet(s) in Excel format 		
Inspection and Testing Plan ⁶ submitted by contractor two weeks prior to Construction Kickoff meeting ⁷ .		
Source Water Protection Plan and supplementary documentation ⁸ (including mitigation and contingency measures and, SDWTA ³ requirements as applicable)		
Public Consultation details and supporting documents		
Any other requirements as required in the CLI-ECA or requested by City staff, e.g., reports, design sheets, DFO approval, plans		
SAA-F3 Permit Application Fee Form		

⁴ City of Waterloo Comprehensive Engineering and Landscape Manual - Vol. 3

⁵ Sewer extensions require a copy of the Development Services stamped accepted drawings.

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

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

⁸ 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

Ensure explanation is included in the Design Brief, Project Report or Project Memo.

The design of the alteration:	Confirmed	Reasoning/Justification
(1) has been planned, designed and will be built to be consistent with the MECP's Design Criteria and Stormwater Management Planning and Design Manual (March 2003); or, in case of conflict with CLI-ECA 112-S701 - Appendix A (February 8, 2023)		

The design of the alteration:	Confirmed	Reasoning/Justification
(2) will not result in exceedance of hydraulic capacity of the downstream Conveyance System or Receiving Treatment/Stormwater Management Facilities		
(3) will not cause overflows or backups nor increase surcharging at any MH		
(4) will not cause an adverse effect		
(5) will not adversely impact the approved effluent quality of Stormwater Works		

Section 5 – Design Criteria Exceptions

Ensure explanation is included in the Project Report/Design Brief/Project Memo

List of design criteria exceptions	Applied	Reasoning/Justification
MECP Design Criteria for Stormwater Sewers for Alterations Authorized under CLI-ECA 112-S701 (February 8, 2023)		
Region of Waterloo – DGSSMS ¹ (May 2023)		
City of Waterloo CELM ² (May 2023)		
Other (please specify)		

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

Name: _____ Position Title: _____
 Company: _____ PEO License #: _____
 Email: _____ Date: _____

Signature: _____