



## CLI ECA ALTERATION SUBMISSION CHECKLIST

Sanitary and Stormwater Utilities Division  
 131 Goodrich Drive  
 Kitchener, ON N2C 1J3  
 519-741-2600; [sanitarystorm.approvals@kitchener.ca](mailto:sanitarystorm.approvals@kitchener.ca)

Under the Ministry of the Environment, Conservation and Parks (MECP), we can approve certain Environmental Compliance Approvals (ECAs) to the Consolidated Linear Infrastructure (CLI). Our CLI ECA approval process covers most alterations that meet the preauthorized MECP requirements for the entire municipal sewage collection system and stormwater management system owned and operated by the City of Kitchener.

Development projects no longer need to submit individual pipe-by-pipe MECP applications for future alterations; however, will need to make sure they:

- are built following the MECP design criteria
- meet the requirements as defined in the CLI ECA
- satisfy other provincial and municipal approved conditions

Depending on your project, you may still need to apply for an individual ECA from the MECP or submit an application for a CLI ECA alteration with the Region of Waterloo.

### TYPES OF ALTERATIONS

There are two types of alterations related to CLI ECA applications:

- sanitary (sewage) collection system: all connected sewage collection works within the City of Kitchener and owned and/or operated by the city of Kitchener including pumping stations and pipes
- stormwater management system: all connected stormwater management works within the City of Kitchener and owned and/or operated by the City of Kitchener, including pipes, stormwater management facilities, and Low Impact Development (LID) infrastructure.

### SUBMISSION REQUIREMENTS FOR ALL APPLICATION TYPES:

Complete applications must be submitted by email to [sanitarystorm.approvals@kitchener.ca](mailto:sanitarystorm.approvals@kitchener.ca) (maximum 10 MB); for larger files please upload directly to the City's ShareFile account (contact us if you require access) with a corresponding email to advise that the application has been uploaded.

You must include the following information in your application:

- cover letter
- complete MECP forms
- application fee
- project report/design brief
- supporting documents

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	<h2 style="margin: 0;">CLI ECA ALTERATION SUBMISSION CHECKLIST</h2> <p style="margin: 0;">Sanitary and Stormwater Utilities Division 131 Goodrich Drive Kitchener, ON N2C 1J3 519-741-2600; sanitarystorm.approvals@kitchener.ca</p>
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**PART ONE: GENERAL INFORMATION**

**Applicant:**

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**Project Information:**

Project Name: _____
Project Address: _____
City Contact: _____
Consultant Contact: _____
Owner: _____

**Pre-submission Consultation:**

<ul style="list-style-type: none"> <li>• Has the proposed development been the subject of a Pre-submission Consultation Meeting? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____</span></li> <li>• Have copies of the Record of Pre-submission Consultation and receipt been included with this application? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____</span></li> </ul>
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**PART TWO: COVER LETTER**

**Requirements to be included:**

• Applicant information (legal name and address):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Agent or consultant information (name, title and address):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Project information (subdivision number, plan number, project name, municipal address, facility ID number etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• City of Kitchener Planning and/or Engineering contact information:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Identify and list the documents included in the submission:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

## PART THREE: COMPLETE MECP FORMS

### Sewage Collection System Alterations:

**Form A1: Record of Future Alteration Authorized for Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System, requirements to be included:**

• ECA number 019-W601:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including a plan view drawing identifying, at a minimum, locations of the undertaking (easements, discharge points, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including a plan view drawing identifying, at a minimum, the location of the stack or vent discharging to the atmosphere:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Form SS1: Record of Future Alterations Authorized for Separate Sewers/Nominally Separate Sewers/Forcemains, requirements to be included:**

• ECA number 019-W601:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, slope, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, nominal diameter of the sewers/forcemains, associated with the alteration:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Form SS2: Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System, requirements to be included:**

• ECA number 019-W601:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Identification of the system component being altered, and the location of the works being altered:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Stormwater Management System Alterations:**

**Form SW1: Record of Future Alteration Authorized for Storm Sewer/Ditches/Culverts, requirements to be included:**

• ECA number 019-S701:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, nominal diameter of the sewers/culverts, associated with the alteration:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Form SW2: Record of Future Alteration Authorized for Stormwater Management Facilities, requirements to be included:**

• ECA number 019-S701:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and cross-section drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and cross-section drawings identifying, at a minimum, components of the stormwater management facility associated with the alteration:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Form SW3: Record of Future Alteration Authorized for Third Pipe Collection Systems, requirements to be included:**

• ECA number 019-S701:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, components of the third pipe collection system associated with the alteration:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

## PART FOUR: PROJECT REPORT/DESIGN BRIEF

### Requirements to be included:

<ul style="list-style-type: none"><li>Conforms to the MECP's Design Criteria/Design Guidelines and the City of Kitchener standards/guidelines – whichever is more stringent:</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
Project Report/Design:	
<ul style="list-style-type: none"><li>Existing conditions</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Descriptions of proposed sewage works</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Approximate project schedule</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Design assumptions</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Reference technical documents and reports (example: hydrogeological and geotechnical reports, etc.)</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Proves that the Alteration(s) will not result in adverse effects</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Details Appendix A – Stormwater Management Criteria (if applicable, see below for more details)</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
If significant threat to sources of drinking water:	
<ul style="list-style-type: none"><li>Outlined how the proposed works will be managed to mitigate the contamination of sources of drinking water:</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
<ul style="list-style-type: none"><li>Confirmed that the activity will no longer pose a significant threat to drinking water as a result of the proposed measures:</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

## PART FIVE: SUPPORTING DOCUMENTS

### All Submissions, requirements to be included:

• Title page with key plan:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Legal plan, site plan, grading plan and general plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Final engineered stamped drawings, typical section plan, drainage area, grading and profile drawings:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Detailed technical specifications for all proposed works) if not shown on drawings):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• MECP Pipe Data Form (PIBS 6238e) and supporting documentation:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Source protection supplementary documentation (including mitigation measures if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Operations and Maintenance Manual(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Inspection and testing plans including emergency response plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Erosion and Sediment Control (ESC) plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Confirmation of Environmental Assessment Act requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Consultation and clearance from Grand River Conservation Authority (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Approval or permit requirements from the City of Kitchener or Region of Waterloo:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
Public consultation has been completed for the project:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• If yes, summary of public consultation included:	<input type="checkbox"/> Yes <input type="checkbox"/> No
• If no or N/A, rationale provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
List of design criteria exceptions, which should include:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• MECP – Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval, v.1.1 July 28, 2022	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Region of Waterloo – Design Guidelines and Supplemental Specifications for Municipal Services – Latest Version	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• City of Kitchener – Development Manual – Summer 2021 or Latest Version	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

### Sewage Collection System Alterations, requirements to be included:

• Sanitary sewers design report, design sheets and drainage area plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Sanitary sewer design sheet excel file:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Sewage pumping station design report:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Description of each component of the pumping station:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Number and type of pumps:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Individual and combined capacities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Wet/dry well(s) sizing:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Standby power:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Hydraulic calculations:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Level alarms:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

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• Bypass and/or overflow details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Inspection and testing plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Evidence of the adequate capacity of the downstream sewage works to receive flow from the proposed pumping station:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Contingency plans for emergency and pump failure situations (if the application is for a sewage pumping station):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Contingency plans for possible overflows (if the application involves a forcemain or siphon):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Other reports, design sheets and plans as required or requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**Stormwater Management System Alterations, requirements to be included:**

• Stormwater management plans/design report:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Stormwater management report:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Stormwater monitoring reports and plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Appendix A – Stormwater Management Criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Water Balance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Water Quality	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Erosion Control (Watershed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Water Quantity (Minor and Major System)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Flood Control (Watershed Hydrology)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Temporary Erosion and Sediment Control Measures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Stormwater Management Practices Site Constraints	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Storm sewer design report, design sheets and drainage area plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Storm sewer design sheet excel file:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Stormwater pumping station design report:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Oil/grit separators design brief, calculations, and manufacturers specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• LID design brief and reports:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____
• Other reports, design sheets and plans as required or requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____

**PART SIX: APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date