

	CLI ECA ALTERATION SUBMISSION CHECKLIST Sanitary and Stormwater Utilities Division 131 Goodrich Drive Kitchener, ON N2C 1J3 519-741-2600; sanitarystorm.approvals@kitchener.ca
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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 (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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519-741-2600; sanitarystorm.approvals@kitchener.ca

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:

Has the proposed development been the subject of a Pre-submission Consultation Meeting?	☐ Yes ☐ No ☐ N/A _____
Have copies of the Record of Pre-submission Consultation and receipt been included with this application?	☐ Yes ☐ No ☐ N/A _____

PART TWO: COVER LETTER

Requirements to be included:

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

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

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

• ECA number 019-W601:	☐ Yes ☐ No ☐ N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	☐ Yes ☐ No ☐ N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, slope, etc.):	☐ Yes ☐ No ☐ N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, nominal diameter of the sewers/forcemains, associated with the alteration:	☐ Yes ☐ No ☐ N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	☐ Yes ☐ No ☐ 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:	☐ Yes ☐ No ☐ N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	☐ Yes ☐ No ☐ N/A _____
• Identification of the system component being altered, and the location of the works being altered:	☐ Yes ☐ No ☐ N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking	☐ Yes ☐ No ☐ N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	☐ Yes ☐ No ☐ 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:	☐ Yes ☐ No ☐ N/A _____
• A brief description of the undertaking (street names, subdivision name, project name, etc.):	☐ Yes ☐ No ☐ N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, locations of the undertaking (easements, discharge points, etc.):	☐ Yes ☐ No ☐ N/A _____
• An attachment including plan and profile drawings identifying, at a minimum, nominal diameter of the sewers/culverts, associated with the alteration:	☐ Yes ☐ No ☐ N/A _____
• Verification by a Licensed Engineering Practitioner, including name, PEO license number, signature, and date:	☐ Yes ☐ No ☐ N/A _____

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

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

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

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

PART FOUR: PROJECT REPORT/DESIGN BRIEF

Requirements to be included:

- Conforms to the MECP's Design Criteria/Design Guidelines and the City of Kitchener standards/guidelines – whichever is more stringent:

☐ Yes ☐ No ☐ N/A _____

Project Report/Design:

- Existing conditions
- Descriptions of proposed sewage works
- Approximate project schedule
- Design assumptions
- Reference technical documents and reports (example: hydrogeological and geotechnical reports, etc.)
- Proves that the Alteration(s) will not result in adverse effects
- Details Appendix A – Stormwater Management Criteria (if applicable, see below for more details)

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

If significant threat to sources of drinking water:

- Outlined how the proposed works will be managed to mitigate the contamination of sources of drinking water:
- Confirmed that the activity will no longer pose a significant threat to drinking water as a result of the proposed measures:

☐ Yes ☐ No ☐ N/A _____

☐ Yes ☐ No ☐ N/A _____

PART FIVE: SUPPORTING DOCUMENTS

All Submissions, requirements to be included:

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

Sewage Collection System Alterations, requirements to be included:

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

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

Stormwater Management System Alterations, requirements to be included:

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

PART SIX: APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

Applicant Name (please print)

Signature of Applicant

Date

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