

Development/Project Name: _____



Internal Checklist – For Staff Use Only

Alterations to the Municipal Sewage Collection System

This section to be completed by Wastewater Supervisor or Manager of Water and Wastewater Services

	ECA Item	Description	Yes	No
1	4.1	The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing or extending a Separate Sewer, Nominally Separate Sewer or forcemain within the Authorized System subject to the following conditions and condition 4.2 below		
2	4.1.1	The design of the addition, modification, replacement, or extension:		
3	a)	Has been prepared by a Licensed Engineering Practitioner;		
4	b)	Has been designed only to collect and transmit Sewage and has not been designed to treated Sewage;		
5	c)	Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;		
6	d)	Is consistent with or otherwise addresses the design objectives contained within the Design Guidelines for Sewage Works; and		
7	e)	Includes design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies		
	4.1.2 (a)	The addition, modification, replacement or extension shall be designed so that it will not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure connected to the Authorized System or any Municipal Sewage Collection System connected to it;		
	4.1.2 (b)	The addition, modification, replacement or extension shall be designed so that it will provide a smooth flow transition to the existing gravity Sewers		
	4.1.2 (c)	The addition, modification, replacement or extension shall be designed so that it will not increase the generation of sulfides and other odorous compounds in the Municipal Sewage Collection System		

Completed by: _____

Signature: _____

Date: _____

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This section to be completed by Development Engineering/or Project Manager

	ECA Item	Description	Yes	No
1	4.1.3	The maximum discharge/generation of Sewage by users who will be served by the addition, modification, replacement, or extension will not result in:		
2	a)	An exceedance of the Authorized System hydraulic capacity, STP Uncommitted Reserve Hydraulic Capacity, or the downstream Pumping Station Capacity as specified in this Approval;		
3	b)	Adverse Effects;		
4	c)	Any increase in Collection System Overflows that is not offset by measures; or		
5	d)	Any increase in the frequency or volume of STP Bypasses or STP Overflows that is not offset by measures		
6	4.1.4	The addition, modification, replacement, or extension is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works		
7	4.1.5	The Owner consents in writing to the addition, modification, replacement, or extension		
8	4.1.6	<p>A Licenced Engineering Practitioner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria</p> <p>Name: _____</p> <p>PEO Licence No. _____</p> <p>By signing the above, you are verifying compliance with the conditions listed in the Town's ECA-CLI.</p>		
9	4.1.7	The Owner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria.		
10	4.1.8	The Owner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 e) and 4.1.2 to 4.1.6		

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	ECA Item	Description	Yes	No
4.2	If YES to any of the following, the Owner or a Prescribed Person is not authorized to undertake an Alteration described above in condition 4.1 where the Alteration relates to the addition, modification, replacement or extension of a Separate Sewer, Nominally Separate Sewer, or forcemain that:			
1	4.2.1	Passes under or through a body of surface water unless trenchless construction methods are used, or the local Conservation Authority has authorized an alternative construction method		
2	4.2.2	Has a nominal diameter greater than 750 mm for a Separate Sewer or Nominally Separate Sewer		
3	4.2.3	Has a nominal diameter greater than 350 mm for a forcemain		
4	4.2.4	Is a Combined Sewer or Partially Separated Sewer		
5	4.2.5	Connects to another Municipal Sewage Collection System, unless: a) Prior to construction, the Owner of the Authorized System obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 4.3		
6	4.2.6	Creates a new discharge point to the Natural Environment		
7	4.2.7	Is part of an Undertaking in respect of which: a) A request under s. 16(6) of the EAA has been made, namely a request that the Minister make an order under s.16; b) The Minister has made an order under s.16; or c) The Director under that EAA has given notice under s.16.1 (2) that the Minister is considering making an order under s.16.		
8	4.3	The consents and verifications required in conditions 4.1 and 4.2, if applicable, shall be: Recorded on Form SS1 prior to the Separate Sewer, Nominally Separate Sewer or forcemain addition, modification, replacement, or extension being place into service		
9	4.4	For greater certainty, the verification requirements set out in condition 4.3 do not apply to any Alteration in respect of the Authorized System which:		
10	4.4.1	Is exempt under section 53(6) of the OWRA or by O.Reg 525/98; or		
11	4.4.2	Constitutes maintenance or repair of the Authorized System		

Completed by: _____
Date: _____

Signature: _____
Department: _____