

CLI-ECA SWM Application Checklist



This checklist must be completed for all applications submitted under the Consolidated Linear Infrastructure Environmental Compliance Approval for The City of Kingston Stormwater Management System (CLI-ECA SWM).

Application packages will not be accepted unless:

- All checklist items have been completed, and
- All required supporting documentation has been submitted.

Applicant Requirements

The Licensed Engineering Practitioner (i.e., design engineer) must confirm that the following documents or requirements have been completed and included in the application package. Incomplete applications will be returned to the Licensed Engineering Practitioner.

Project Title:

Project or DASH File #:

General

Application cover letter provides a summary of the project, list of documents included with the submission, a summary of all public consultation or an explanation for why public consultation was not required for this project, and confirmation that a separate CLI-ECA submission for	Yes	N/A
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sanitary works has or will be submitted to Utilities Kingston (if applicable).		
Application has been signed and sealed by an Ontario Licensed Engineering Practitioner	Yes	N/A
Proof of legal name has been included ¹	Yes	N/A
Supplementary Source Protection ECA Application Form for Significant Drinking Water Threats ²	Yes	N/A
Asset information table(s) ³	Yes	N/A
Environmental Assessment Act:		
Municipal Class EA Project ⁴ (Exempt, Eligible for Screening, Schedule B or Schedule C) and paragraph #:	Yes	N/A
Exempt under Section 2 of O.Reg. 345/93	Yes	N/A
Other, provide rationale in the cover letter	Yes	N/A
Environmental Bill of Rights (EBR) requirements have been met.	Yes	N/A
Duty to Consult (with Indigenous groups) requirements have been met and record documentation ⁵ has been included (if applicable).	Yes	N/A

Approval of a petition has been obtained under the Drainage Act .	Yes	N/A
If yes, supporting documentation has been provided.	Yes	N/A
Design drawings for stormwater management ponds include warning signage as per the City of Kingston template at all access points (pathways) to the pond site. Contact City Engineering for template.	Yes	N/A
Proof of consent ⁶ has been obtained from the owner of other lands or infrastructure affected by the works.	Yes	N/A
Proof of consent ⁷ has been obtained from the Cataraqui Region Conservation Authority (CRCA) or the Ministry of Natural Resources (MNR) was consulted.	Yes	N/A
A list of all supporting documents has been provided. This includes the employee and/or company that prepared each document and the date that the document was finalized/stamped for attachment to the final permit form.	Yes	N/A
The CLI-ECA Permit Application Fee Form (Stormwater System) has been completed and included with this submission. If N/A, please provide rationale in the cover letter for this application.	Yes	N/A

Report/Brief

Proof that the Alteration(s) will not result in Adverse Effects has been provided.	Yes	N/A
Includes all design assumptions, cited sources ⁸ , detailed calculations and/or modelling inputs and outputs, and relevant supporting information for the basis of design ⁹ .	Yes	N/A
Includes a description of water quantity and quality criteria that were established for the project and how these criteria were selected.	Yes	N/A
Satisfies the Ministry's Design Criteria ¹⁰ and the City of Kingston standards/guidelines ¹¹ , whichever is more stringent.	Yes	N/A
New Manufactured Treatment Devices (MTD) satisfy Schedule D ¹² and Appendix A of the CLI-ECA Agreement .	Yes	N/A
Includes a statement that all stormwater conveyance infrastructure forming part of the works can be constructed but not operated until the downstream stormwater management facilities are in operation ¹³	Yes	N/A
Storm sewer design sheet(s) stamped by a P.Eng ¹⁴	Yes	N/A
Plan and profile design drawings stamped by a P.Eng ¹⁵	Yes	N/A
Pre and post development catchment area drawings/maps ¹⁶	Yes	N/A
Effluent will be suitable ¹⁷	Yes	N/A

Satisfies [Appendix A – Stormwater Management Criteria](#)*:

Water Balance	Yes	N/A
Water Quality	Yes	N/A
Erosion Control (Watershed)	Yes	N/A
Water Quantity (Minor and Major System)	Yes	N/A
Flood Control (Watershed Hydrology)	Yes	N/A
Temporary Erosion and Sediment Control Measures	Yes	N/A
Stormwater Management Practices Site Constraints	Yes	N/A

*If N/A is selected for any of the above criteria, the design engineer must describe the site constraints that make this project exempt from these criteria in the stormwater management report.

Is a significant threat to [sources of drinking water](#)¹⁸; if yes, Yes N/A

- Outline how the proposed works will be managed to mitigate the contamination of sources of drinking water¹⁹
- Confirm that the activity will no longer pose a significant threat to drinking water as a result of the proposed measures²⁰

Erosion Sediment Control (ESC) Plan²¹ Yes N/A

Monitoring Plan in compliance with the [CLI-ECA Agreement](#)²² Yes N/A

Outlet(s) established or altered as part of the Alteration have been designed in accordance with TRCA Criteria ²³	Yes	N/A
Public consultation has been completed for the project in accordance with the <i>Planning Act</i> .	Yes	N/A
A summary of all public consultation or an explanation for why public consultation is not required is provided in the cover letter for this application.	Yes	N/A

CLI-ECA SWM Application Forms

Parts 1 to 3 of the applicable CLI-ECA permit form(s):

Form SW1 - Record of Future Alteration Authorized for Storm Sewers/Ditches/Culverts	Yes	N/A
Form SW2 - Record of Future Alteration Authorized for Stormwater Management Facilities ²⁴	Yes	N/A
Form SW3 - Record of Future Alteration Authorized for Third Pipe Collection Systems ²⁵	Yes	N/A

Name:

Title:

Company:

PEO Licence #:

Signature:

Date:

References

Do not include the pages below with the application, reference only.

¹ Articles of Incorporation or other applicable documents if applicant is a corporation; or birth certificate or passport if applicant is a person.

² Use the [Source Protection Information Atlas \(SPIA\)](#) to identify the source protection or vulnerable area. If the SPIA cannot be accessed related resources are the [Cataraqui Source Protection Plan \(November 2014\)](#) and the [Table of Drinking Water Threats \(2021\)](#).

³ For Stormwater Management Facility and Stormwater Management Treatment Train Alternations only (e.g., wet ponds, OGS units, LID's). See the [Asset Information Tables document](#) for more information.

⁴ If Schedule B applies, include a copy of the Notice of Completion. If Schedule C applies, include a copy of the Notice of Completion and the Environmental Study Report

⁵ All correspondence, summary of consultation undertaken, etc.

⁶ If the works are to be constructed on land that is not owned by the applicant. If the stormwater works discharge to a location or works that are not owned by the applicant.

⁷ If the stormwater works discharge to a surface water body.

⁸ For equations, assumptions, etc.

⁹ Provide details on the major overland flow route for storms greater than the 100-year design storm pre-to-post or in the event of a blockage.

¹⁰ [Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval](#) and [Stormwater Management Planning and Design Guidance Manual](#). If there is a conflict with Appendix A of the [CLI-ECA Agreement](#), then Appendix A shall prevail.

¹¹ City of Kingston [Subdivision Development Guidelines & Technical Standards](#) and [Site Plan Control Guidelines](#).

¹² New sedimentation MTD's shall meet the requirements listed in Schedule D Section 5.2.4. New filtration MTD's shall meet the requirements listed in Schedule D Section 5.2.5.

¹³ If not, interim measures will be provided to meet water quantity or quality criteria. Applicable if the application is for storm sewers or other stormwater conveyance.

¹⁴ Applicable if the application is for storm sewers or other stormwater conveyance. Storm sewer design sheet(s) shall:

- Include one sewer length downstream of the Alternation.
- Be signed, sealed, and dated by a Professional Engineer.
- Meet the requirement listed in Section 5.0 of the [Ministry's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval](#).
- Use the intensity formula as per the City of Kingston standards and guidelines for the 5-year storm event:
 - o [City of Kingston Subdivision Development Guidelines & Technical Standards](#); and
 - o [City of Kingston Site Plan Control Guidelines](#).
- Use the Environment Canada IDF Curves for larger storm events up to and including the 100-year design storm.
- Use a runoff coefficient for gravel of 0.7 in pre-development and 0.90 in post-development conditions due to the future paving potential.
- Use a minimum time of concentration of 15 minutes as per the [City of Kingston Subdivision Development Guidelines & Technical Standards](#).

¹⁵ Plan and profile drawings may be included separately from the report/brief. Drawings must be signed, stamped, and dated by a Professional Engineer.

¹⁶ Runoff coefficients and areas must be clearly labelled. All external drainage areas which drain to the site from adjacent properties should be accounted for in the pre-to-post drainage analysis. If no external areas drain to the site, please state this within the report. Drawings must be signed, stamped, and dated by a Professional Engineer.

¹⁷ Suitable effluent is defined as being free of floating and settleable solids and not containing oil or any other substance in amounts sufficient to create a visible film, sheen, foam, or discoloration on the receiving waters. The report/brief shall include a maintenance plan if this objective cannot be met. It also must be in compliance with the City's Sewer Use By-Law Number 2008-192.

¹⁸ Design considerations to protect sources of drinking water including those set out in the [Standard Operating Policy for Sewage Works](#), and any applicable [Cataraqui Source Protection Plan](#) policies. Works under the CLI-ECA program may be a significant threat when according to [Tables of Drinking Water Threats](#), they occur in a protection zone around municipal systems under the following circumstances.

- [Source Water Protection Map](#)
- Wellhead Protection Area (WHPA) A-D with a vulnerability score of 10
- Wellhead Protection Area (WHPA) E and/or Intake Protection Zones (IPZ) 1, 2 and 3 with a vulnerability score of 8 or higher
- Issues contributing area for chloride, nitrate or phosphorus
- [Cataraqui Source Protection Plan \(November 2014\)](#)
- [City of Kingston Sewer Use Bylaw](#)

¹⁹ Through the construction, design and operation of the proposed activity.

²⁰ Through the review of the [Clean Water Act \(2006\)](#) and the applicable policies of the applicable [Cataraqui Source Protection Plan](#).

²¹ Planned as per Schedule D Section 3.10 of the [CLI-ECA Agreement](#). The following documents should be considered when preparing the ESC plan:

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- [CAN/CSA-W202-18: Erosion and Sediment Control Inspection and Monitoring Standard \(CSA Group, 2018, as amended\)](#)
 - [CSA W208:20 Erosion and sediment control installation and maintenance \(CSA Group, 2020, as amended\)](#)
 - [TRCA Erosion and Sediment Control Guideline for Urban Construction \(TRCA, 2019, as amended\)](#)

²² Schedule E Sections 5.2.2, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.8, 5.2.9, 5.2.10.

²³ [2012 TRCA Stormwater Management Criteria document, Appendix E.](#)

²⁴ As per Schedule D Section 5.0 of the [CLI-ECA Agreement](#), the Alterations to Stormwater Management Facilities shall also follow the conditions below:

- Be part of a Stormwater Treatment Train approach that satisfies the requirements outlined in Appendix A of the [CLI-ECA Agreement](#), or transmits Stormwater to a Stormwater Management Facility that satisfies the requirements outlined in Appendix A of the [CLI-ECA Agreement](#).

²⁵ As per Schedule D Section 6.0 of the [CLI-ECA Agreement](#), the Alterations to Third Pipe Collection System shall also follow the conditions below:

- Is limited to collection, transmission, reuse and/or treatment of only foundation drainage and groundwater and is not designed to collect or treat sanitary sewage.
- The Alteration is not located on a contaminated site, or where natural occurring conditions result in contaminated discharge, or where the site receives contaminated groundwater or foundation drainage from another site, unless the discharge being received has been remediated or treated prior to acceptance by the Third Pipe Collection System.
- The applicate has undertaken a site assessment for water quantity, water quality, and hydrogeological site conditions regarding the Alteration.

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- The Alteration is wholly located within the municipal boundary over which the City of Kingston has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.