



Application For a Permit to Construct and/or Operate a Sewage Works

EPB 268B Appendix L JUNE15

Lagoon Sewage Works

This form details the information to be submitted by any person wishing to obtain a sewage works permit for a lagoon based wastewater treatment system. This application form has been prepared in accordance with Section 27 of *The Environmental Management and Protection Act, 2010 (EMPA)* for the issuance of a permit under Section 24.

Information is to be submitted as part of either an application for a permit to construct a new or significantly altered sewage works, and/or for the application to operate a new or existing sewage works. Please ensure that each applicable section of the application is completed in a concise and clear manner.

Sewage works system may include sanitary and storm water collection system and extensions, sewage lift and pumping stations, wastewater treatment facilities including lagoons and effluent discharge or disposal works, lagoon seepage control works, and sludge treatment and disposal.

Please indicate the purpose of this Application:

- Permit To Construct** and/or
 Permit To Operate

1. If you are applying for a **Permit To Operate** a sewage works, the application must be completed and forwarded to your Environmental and Municipal Management Services Division Office as noted below at least 60 days prior to the expiry date of the existing Permit for the sewage works or at least 60 days prior to the commissioning of a new or significantly altered sewage works.

Environmental and Municipal Management Services Division Offices

Meadow Lake Office Unit 1 – 101 Railway Place Meadow Lake SK S9X 1E6 Fax: (306) 236-7677 Phone: (306) 236-0403	Melville Office 256 2 nd Ave. W., Box 2170 Melville SK S0A 2P0 Phone: (306) 728-7492 Fax: (306) 728-7504	Prince Albert Office PO Box 3003 Prince Albert SK S6V 6G1 Phone: (306) 953-3369 Fax: (306) 953-2502	Swift Current Office 350 Cheadle Street West Swift Current SK S9H 4G3 Fax: (306) 778-8271 Phone: (306) 778-8685
Nipawin Office PO Box 2133 201 1 st Avenue E. Nipawin, SK S0E 1E0 Phone: (306) 862-1767 Fax: (306) 862-1771	Moose Jaw Office 400-111 Fairford Street East Moose Jaw SK S6H 7X9 Phone: (306) 694-3586 Fax: (306) 694-3105	Regina Office 420-2365 Albert Street Regina SK S4S 5W6 Fax: (306) 787-0780 Phone: (306) 787-0726	Watrous Office PO Box 1128 403 Main Street Watrous SK S0K 4T0 Phone: (306) 946-3233 Fax: (306) 946-3533
Yorkton Office 120 Smith Street Yorkton SK S3N 3V3 Fax: (306) 786-5716 Phone: (306) 786-1424	North Battleford Office 108-1146 102 nd St. North Battleford SK S9A 1E9 Fax: (306) 446-7464 Phone: (306) 446-7683	Saskatoon Office 101-108 Research Drive Saskatoon SK S7N 3R3 Phone: (306) 933-8367 Fax: (306) 933-8442	Shaunavon Office PO Box 1237 Shaunavon SK SON 2M0 Phone: (306) 297-5437 Fax: (306) 297-5437

2. If you are applying for a **Permit To Construct** a sewage works, this application must be completed and forwarded at least 45 days prior to the start of construction to:

Environmental and Municipal Management Services Division
Water Security Agency
420-2365 Albert Street
REGINA SK. S4P 4K1
Telephone: (306) 787-0726
Fax: (306) 787-0780
Email: WSA.EngineeringandApprovals@wsask.ca

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I. Administrative Information

1.1 Name of the sewage works owner for which the Permit is being applied:

1.2 Names and Address of the Owner (Municipality/Commission/Company/Individual)

Name: _____

Address: _____

Contact Person: _____ Position _____

Telephone: _____ Fax: _____ Email: _____

1.3 **Construction Application Additional Details** (Section 1.3 only required for Construction Approval)

Name of Consultant/Engineer:

Postal Address/Postal Code:

Estimated cost of project \$ _____ Phone Number: _____

General and detailed plans of the proposed works:

- are enclosed with this application form;
- will be forwarded by (Date) _____

Brief description of the works to be constructed

Applications must have an Information Services Corporation of Saskatchewan (ISC) Parcel Number(s). Works will be constructed on or exist on and affect the following lands or areas. The ISC Parcel Number, full legal description (1/4 Section, Township, Range and Meridian) and the owners or occupants names must be provided for the lands or areas on which works will be constructed and/or will be affected. To contact (ISC), please telephone 1-866-275-4721.

ISC Parcel Number	Land Description	Registered Owner	Applicant's Interest in Land

1.4 Operating staff and person(s) responsible for the day to day operation of the wastewater system

Name	Position	Certification		Contact Telephone #
		Number	Class	

1.5 Existing Permit to Operate **Number** or **Issue Date** for this Facility: _____
 Expiry Date of the Permit: _____ Permit Holder: _____

1.6 **Heritage Assessment:**

All rural pipeline projects, subdivisions, lagoons and projects with an areal impact will need to have an initial review called a Heritage Resource Review (HRR). This will determine if a broader Heritage Resource Impact Assessment (HRIA) is necessary. Areal impact is simply an impact over an area that potentially has heritage issues (i.e. a lagoon expansion requires a HRR but adding an extra filter inside an existing treatment plant does not require a HRR.) HRRs must be performed as early in the project as possible, often prior to submitting this application to the Water Security Agency. If you wish a ruling on whether your water and sewer project needs a HRR, please contact the Environmental and Municipal Management Services Division of the Water Security Agency at (306) 787-6517 and ask to speak to an Approvals Engineer. If your project needs a HRR, please complete and forward the Heritage Resource Review Referral Form – Water and Sewer Works Form available on the internet (<http://www.tpcs.gov.sk.ca/HeritageReviewForms>) along with a single-page basic site plan to Archaeological Resource Management, Ministry of Tourism Parks, Culture and Sport, 9th Floor 1919 Saskatchewan Drive, Saskatchewan, S4P 4H2. Fax (306) 787-0069 or Telephone (306) 787-8157 / 787-5774 / 787-2848 / 787-5753.

Please select from the following;

- () **this project requires a Heritage Resource Review (HRR)**
- () **the Heritage Resource Review (HRR) is underway, results will be faxed to (306) 787-0197**
- () **the Heritage Resource Review (HRR) results are attached**
- () **this project requires a Heritage Resource Impact Assessment (HRIA)**
- () **the Heritage Resource Impact Assessment (HRIA) results are attached**

1.7 **First Nations and Metis Consultations:**

Consultation must take place before any project or other activity that could adversely affect treaty or aboriginal rights is developed or put in place. Consultations must start as early in the project development process as possible and suitable time must be allotted if a consultation is needed. To determine whether your project needs a consultation with First Nations and Métis people, to determine the content and scope and scale of the consultation, or if you have any other questions regarding consultation please contact the Environmental and Municipal Management Services Division of the Water Security Agency at (306) 787-6517 and ask to speak to an Approvals Engineer. Consultations are the responsibility of the Water Security Agency but proponents will typically be required to perform issue identification, information sharing, reporting to the Water Security Agency and mitigation if required. If you have had contact with a provincial ministry before you have contacted the Water Security Agency, ask that ministry to conduct any required consultation. If consultation has been or is being done with another agency please indicate below as only one consultation is typically required. Further information is available in the publication *Government of Saskatchewan Interim Guide for Consultation with First*

Nations and Métis People, January 2008_ (<http://www.fnmr.gov.sk.ca/documents/policy/consultguide.pdf> online).

Please select from the following;

- () **Water Security Agency indicates this project requires a First Nation and Metis Consultation**
- () **a First Nation and Metis Consultation is being considered by another agency**
- () **a First Nation and Metis Consultation has been completed by another agency**
- () **the First Nation and Metis Consultation results are attached**
- () **Water Security Agency indicates the First Nation and Metis Consultation is completed**

II. Wastewater System (Technical Data) □

2.1 Present population served by the □wastewater stabilization lagoon:

2.2 Legal land location of the □wastewater stabilization lagoon:

LSD ___ SEC ___ TWP ___ RG ___ M ___; Latitude _____ Longitude _____

2.3 Detail description of the wastewater stabilization lagoon. Please complete according to as- built information. (Also attach a sketch drawing of the lagoon)

Identify each cell in order of flow	Maximum Water Depth (m)	Volume of the Cell (m3)	Surface area of the cell at Full Supply Level (ha)	Design Retention Time (days)	Indicate Existing or New

2.4 Method of treated wastewater disposal (Check all applicable)

Surface discharge: Number of discharges/year _____ When _____

Exfiltration

Gravity line and outfall

Pumped to the outfall location

Continuous discharge, or

Storage and periodic discharge (if so how often in a year and when) _____

Number and volume of Storage cells _____

Legal land description of the outfall _____

Discharge route: immediate _____ ultimate _____

Have easement(s) been obtained for the discharge route? Yes ___ No ___ N/A ___

Evaporation (no discharge)

Irrigation

Legal land description _____ Land use: _____

Legal land description _____ Land use: _____

Legal land description _____ Land use: _____

Total area irrigated _____

Discharge to wetland area (constructed or natural). Provide a description and land location

Other methods of discharge (provide details)

2.5 Are there any flow measurement devices? Yes___ No___

inflow to the plant: device type_____ how often is it recorded _____

outflow from the plant: device type_____ how often is it recorded _____

2.6 Are there ground water monitoring wells (piezometer) installed on the lagoon/plant site?

Yes ___ No ___ Number of wells _____ Location _____ Attach labelled diagram of site

2.7 Is the wastewater stabilization lagoon fenced? Yes ___ No___

2.8 Is the wastewater treatment plant equipped with an alarm system for high flows, process failures or other alarm situations? Yes___ No___ If yes, provide some details

2.9 Sludge treatment and disposal

Identify the method of sludge treatment:

Method of sludge disposal

landfill: legal land description LSD___QTR___SEC___TWP___RG___M___

storage/drying cell: legal land description LSD___QTR___SEC___TWP___RG___M___

sludge applied to land: legal land description
LSD___QTR___SEC___TWP___RG___M___

Others. Please specify

III. Wastewater and Storm Drainage Collection System

3.1 Are there any other Municipalities, Development(s) or Companies outside municipal boundaries discharging or hauling to the wastewater collection system or wastewater treatment system? Yes___ No___

If yes, please provide a complete list and address with name and contact person and the approximate annual flows or population. (If multiple, please attach list)

Name/Address: _____

Contact Person: _____ Phone Number: _____

Annual Flows or Population: _____

3.2 Provide a general description of the method of storm water collection within the community (this will include surface water runoff from any industrial sites located within the community).

3.3 Does the storm water system interconnect with the wastewater collection system? Yes ___ No ___
 If Yes, please provide details

3.4 Are there any sewage pumping station (s) on the wastewater collection system? Yes ___ No ___
 If yes, provide a complete listing and location of the lift stations in the following table:

Sewage Pumping Station Location	Does it have emergency overflow? If yes, provide some details of discharge route and emergency practices	Design Capacity L/min	Notes (indicate new or existing for construction approval application)

IV. Overall Review of the Wastewater System

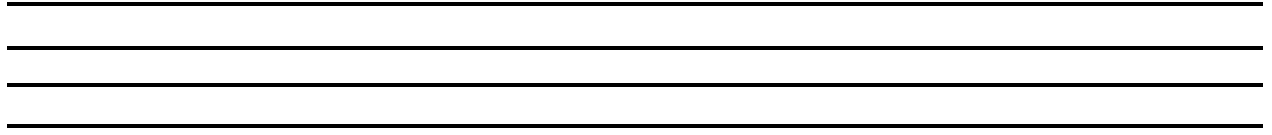
The following information must be submitted as part of any **application to operate sewage works** in accordance with Section 27 of the *Environmental Management Protection Act, 2010*. It should be noted that the extent of information required would depend on the applicant's circumstance to ensure that they have adequately addressed each issue. However, it is important that it be as clear and concise as possible:

1. Please provide a brief description of how the lagoon is operated and maintained.

2. Have you experienced any operational problems or received any complaints about the operation of the lagoon? If yes, please provide some detail on the issue and how it was resolved.

3. Are you requesting any changes or alterations to the Permit for the operation of the lagoon? If yes provide details.

4. Do you anticipate any changes or modifications to the sewage works in the next eight years? If yes, please provide some information.



V. Signature Page

The sections of *The Environmental Management and Protection Act, 2010* and *The Waterworks and Sewage Works Regulations* that are of particular relevance to waterworks system are:

- i) *The Environmental Management and Protection Act, 2010* Part V (Protection of Water);
- ii) *The Waterworks and Sewage Works Regulations*, Part II (Sewage Works)

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, this information is true, complete and accurate.

Printed Name of Person Signing

Title

Address

Postal Code
