



DEWATERING ACTIVITY DISCHARGE APPROVAL APPLICATION

GENERAL INFORMATION

A. Overview

- This application form is intended for use by persons seeking approval to temporarily discharge water generated from construction dewatering activities (water) to York Region's sanitary or storm sewer collection system (dewatering discharge).
- Dewatering activity is specifically defined under York Region's Sewer Use Bylaw, No. 2011-56 (the Bylaw), and includes: taking water from a well, or otherwise extracting groundwater; draining water from a permanent or temporary pond or other surface water body; releasing water previously stored in a tank, tanker truck, etc.; the alteration of a natural or pre-existing drainage pattern; or any combination of the above-mentioned methods where these activities are related to construction, land development, renovation, repair, maintenance or demolition activity at a property.
- The Bylaw regulates the discharge of water into York Region's sewage works to prevent adverse effects from discharges and to ensure protection of infrastructure.

B. Who Can Apply

- Property owner or project owner
- Or, where authorized by an owner, the contractor/engineering firm responsible for on-site activities generating the water may apply on behalf of an owner

C. Periods of Validity

Please specify the proposed duration of dewatering discharge for the project in the Application Form. However, please note the approval will indicate the period of time in which a discharge of dewatering water will be permitted (the validity period), which will be set by York Region.

D. Fees

Application Fee¹ \$ 700.00
(effective January 1, 2012)
Accepted methods of payment: Certified cheque or money order payable in Canadian funds made out to "The Regional Municipality of York." Administrative fees and any applicable interest will be applied to all dishonoured payments.

Volumetric Discharge Fee²
\$ 0.3689/m³ of water discharged (2011 rate)
\$ 0.89/m³ of water discharged (effective January 1, 2012)

Notes:

- Every person applying for a temporary dewatering discharge approval must pay the applicable application fee starting **January 2012**. The fee may be found in York Region's Schedule of Fees and Charges (Schedule "A" to Bylaw no. 2010-15) and is subject to change from time to time. This fee is non-refundable.
- Subject to change and will correspond to actual wastewater rates starting January 2012. Applicants will be billed at the end of the validity period or as otherwise stated in the approval.

E. Contact Us

General information is available online, 24 hours a day, 365 days a year. Specific information is available during regular office hours (8:30 a.m. to 4:30 p.m. ET)

Website: www.york.ca/seweruse
Telephone: 905-830-4444 ext. 5067
Toll Free: 1-877-464-9675
Fax: 905-830-6927
Email: sewerusebylaw@york.ca

F. Requirements Checklist (Refer to Section J for details)

Discharges to Sanitary Sewer:

Signed and completed application form with the following attachments:

- Comprehensive work plan of dewatering discharge
- Site Plan
- Project Map
- Pretreatment method, if applicable
- Dewatering Discharge Schedule
- Laboratory analysis certificate from an accredited laboratory (as defined in the Bylaw) for sanitary sewer parameters listed in Schedule "A" of the Bylaw
- Copy of the authorization for the discharge from the local municipality, if applicable
- Copy of the Permit to Take Water (PTTW) issued by the Ministry of the Environment, if applicable
- Application Fee

Discharges to Storm Sewer:

Signed and completed application form with the following attachments:

- Comprehensive work plan of dewatering discharge to a storm sewer
- Site Plan
- Project Map
- Pretreatment method, if applicable
- Dewatering Discharge Schedule
- Laboratory analysis certificate from an accredited laboratory (as defined in the Bylaw) for storm sewer parameters listed in Schedule "A" of the Bylaw
- Copy of the correspondence from the appropriate Conservation Authority(s) regarding its comments/concerns/ approval pertaining to the discharge, if applicable
- Copy of the authorization for the discharge from the local municipality, if applicable
- Copy of the Permit to Take Water (PTTW) issued by the Ministry of the Environment, if applicable
- Application Fee

G. How to Apply

Mail or bring this application, along with supporting documents and the application fee to:

Industrial Treatment Engineer
Environmental Monitoring and Enforcement
Environmental Services Department
The Regional Municipality of York
17250 Yonge Street
Newmarket, Ontario L3Y 6Z1

OR

You can submit your application online by completing the form at www.york.ca/seweruse and attaching the required documents. Cheques for the application fee can be mailed to the above address starting January 1, 2012.

H. General

1. Submit one application for each property.
2. Fill out the application form and include all required attachments as identified in this package. Incomplete applications, including where the application fee is not submitted or is not correct, unprocessed applications may be returned to the applicant.
3. Use additional pages, if needed.
4. Indicate "N/A" if a section does not apply to your dewatering project.
5. The materials submitted will be used to evaluate the application. York Region reserves the right to require additional information during the review of any application initially accepted as complete.
6. Send your complete application package to the attention of the Industrial Treatment Engineer.
7. Your application will be evaluated and, where York Region issues an approval, the approval will be issued to the applicant. The application form must be signed by the property or project owner, or their authorized representative (in which case a letter must be attached to the application showing the applicant authorizes representative to sign on their behalf).
8. An approval issued by York Region will contain conditions pertaining to the discharge activity that must be complied with during the duration of the approval period.
9. For dewatering discharges to the sanitary sewer only: a payment of the volumetric discharge fee will be required at the end of the dewatering project or as otherwise stated in the approval. The volumetric discharge fee is based on the total volume of water discharged into the sanitary sewer and the current wastewater discharge rate.

I. Application Form Details

The information collected on the application form will be used to evaluate applications for dewatering discharge approvals. This information is not considered to be confidential and will be handled in accordance with and may be subject to disclosure to the public under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information to be submitted with the application that the applicant considers confidential or to be otherwise exempt from disclosure under MFIPPA must be claimed as such in accordance with MFIPPA at the time it is submitted.

Section 1:

Indicate if this is an application for a new dewatering activity discharge approval or the renewal or amendment of an existing approval. Applications for a renewal or amendment of an existing approval must include a copy of the existing approval. If the discharger requests an extension to an existing approval, it is recommended that the request for extension be made at least three months ahead of the dewatering approval expiry date. Requests for an extension or amendment will be evaluated in the same manner as the original application and there is no guarantee of approval.

Section 2:

Identify the physical location of the property where the dewatering water originated. If the water source is not from the same property, then the address of the property where the water is being used and from which it is being discharged must be provided. Please indicate if the dewatering location is within a wellhead protection area.

Section 3:

Identify the contact information of the applicant and, where applicable, the authorized representative.

The applicant will be the individual or organization applying for the approval. Name means the correct legal name of the project owner or property owner and/or the party ultimately responsible for the discharge of water. Where the applicant is an individual, the Primary Contact is the individual. Where the applicant is an organization, the Primary Contact is a representative of the organization knowledgeable about the water and to whom the approval will be directed.

An Authorized Representative is an agent, such as an engineering firm or consultant, who may be acting on your behalf in relation to the on-site dewatering activities. Where the Primary Contact is an Authorized Representative, the contact must be the agent representative at the site knowledgeable about the discharge and to whom a carbon copy of the approval will be directed in addition to the applicant. If you do not have an Authorized Representative acting on your behalf, please indicate this in Section 3 of the application form.

Section 4:

Provide a comprehensive dewatering project description including the scope of work and the estimated duration of the project. Indicate the onsite dewatering activities generating the discharge. Mark all dewatering activities that apply for this application. State the requested maximum daily discharge volume and the expected total dewatering discharge volume over the estimated time period. For the maximum daily discharge volume, use the dewatering activities generating water to calculate the projected total maximum daily discharge volume as a guide.

Provide information on the sampling activities undertaken and submitted for analysis. Where a pre-treatment system is being used, the sample collected for analysis must be collected after the pre-treatment process. Identify the start and end of the dewatering discharge activity and how long the dewatering discharge is expected to occur. Indicate the frequency of dewatering discharge and the expected average and estimated maximum discharge rate. The discharge time period indicates the length of time for which approval is requested. The discharge volume and frequency indicate how much water will be discharged at the specified frequency.

If soil or groundwater contamination is known or suspected at the site (including contamination from pesticides, wastes, petroleum and any other situation where contamination at the site exceeds the applicable standards under the "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act" published by the Ministry of the Environment and dated April 15, 2011, as amended from time to time, established pursuant to O.Reg. 153/04 for the proposed land use and applicable soil and ground water conditions) additional information must be submitted. Provide a description of contamination source(s) and chemical characteristics and include recent water quality and/or soil quality data, including reports from environmental audits, Phase I and/or Phase II environmental site assessments, spill reports, certificates of laboratory analysis etc.

Indicate whether you will pre-treat the water prior to discharge. If a pre-treatment system is being used, analysis results of a water sample taken after pre-treatment must be provided. For pre-treatment systems which will entail a continuous on-site discharge, provide additional information to demonstrate that the system is designed properly to treat the water to meet the required standards on a continuous basis.

Section 5:

Indicate the proposed point of entry to the sewage works and check the box indicating whether the dewatering discharge is intended for the sanitary or storm sewer. Describe the site's temporary erosion and sediment control best management practices that will be implemented to minimize the amount of solids discharged into the sanitary or storm sewer systems.

Section 6:

This certification must be signed by the applicant (or duly Authorized Representative), listed in Section 3 of this application form, to be complete. Where the applicant is authorizing a representative to sign an application on their behalf, a letter from the applicant must be attached setting out this authorization.

J. Requirement Checklist Details

Discharges to Sanitary Sewer:

- Detailed work plan which includes discharge location, discharge route, estimated total volume, discharge rate, erosion control plan, pre-treatment design and specifications if required, etc.
- The quality of the water to be discharged will have to meet the sanitary discharge requirements of the Bylaw, the quality will also have to meet any additional requirements contained in any approval issued.
- Send a sample of the water to be discharged to a properly accredited laboratory, as defined in the Bylaw, for analysis to ensure compliance with Schedule A of the Bylaw and submit a copy of the results with the application form.
- Copy of the local municipality's authorization for the use of its sanitary sewer system (if the discharge route involves any part of the local sanitary sewer system).
- Copy of the PTTW issued by the Ministry of the Environmental (MOE) (if applicable).
- Provide a site plan indicating discharge locations of dewatering activities, settling ponds/tanks, or other water treatment system components, points of discharge, groundwater and/or sediment sampling locations, and other relevant information.
- Provide a map to show all the discharge locations (either in the local sewer and York Region's trunk sewer) and indicate where the flow will go into York Region's trunk sewer.
- Provide a schematic flow diagram and process detail of the pre-treatment process (where pre-treatment is applicable), with sufficient information regarding the efficiency of operation, staffing verification and resources required, including illustration of the system piping, tanks, and control features.
- Provide a dewatering discharge schedule indicating the expected flow generated for the duration of the project. For each discharge location and discharge period, indicate the projected maximum daily discharge volume (See Figure 1 below as an example).
- York Region may notify you of additional requirements before permitting this type of discharge.

Discharges to Storm Sewer:

- Detailed work plan includes discharge location, discharge route, estimated total volume, discharge rate, erosion control plan, and pre-treatment design and specifications if required. The following details should be included as well:
 - o Identify the location(s) where the water will be discharged into the storm sewer system
 - o Identify the natural receiver and the location(s) where the storm sewer connects to that system
 - o Assess the condition of the natural receiver and determine the sensitivity of the natural receiver (including whether a Species at Risk (SAR) or Endangered Species Act (ESA) permit may be required)
 - o Determine if the proposed discharge quality and quantity (including temperature) is within the capacity of natural system.
 - o Describe how the water will be treated prior to discharge into the storm system
 - o Determine whether or not the proposed discharge would have an impact to the receiving environment
- The quality of the water to be discharged will have to meet the storm discharge requirements in Schedule A of the Bylaw. The quality of the water will also have to meet any additional requirements that may be contained in any approval issued.
- Send a sample of the water to be discharged to a properly accredited laboratory for analysis against storm limits and submit a copy of the results with the application.
- Contact the appropriate Conservation Authority (i.e., TRCA or LSRCA, as applicable) to ensure they have no concerns with the dewatering project (e.g., adverse impacts at the receiving environment, such as additional volume to the receiving waterbody, potential erosion problem at the storm outfall, etc.) and provide a copy of all correspondence from the Conservation Authority regarding the dewatering project.
- Copy of the local municipality's authorization for the use of its storm sewer system (if the discharge route involves any part of the local storm sewer system)
- Copy of the PTTW issued by the MOE (if applicable)
- Provide a site plan indicating discharge locations of dewatering activities, settling ponds/tanks, or other water treatment system components, conveyance lines, points of discharge, groundwater and/or sediment sampling locations, streets, public sewer and storm drainage utilities.
- Provide a map to show all the discharge locations, including from the local storm sewer to the Regional storm sewer, Regional storm sewer and where the flow will enter the natural system.
- Provide a schematic flow diagram and process detail of the pre-treatment process, illustrating the system piping, tanks, and control features (if applicable).
- Provide a dewatering discharge schedule indicating the expected flow generated for the duration of the project (See Figure 1 below as an example). For each discharge location and discharge period, indicate the projected maximum daily discharge volume.
- York Region may notify you of additional requirements before permitting this type of discharge.

Figure 1

The chart below is meant as an example only. The application can provide the information in a different format provided that the requested information is present.

	Start Date			Project Timeline										End Date		
Discharge Points	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	
Discharge Point A					max 1,000,000 L/day											
Discharge Point B	max 1,200,000 L/day															
Discharge Point C			900,000 L/day						875,000 L/day							
Discharge Point D					1,175,000 L/day											

Conditional Approval: If all of the discharge requirements are met, an approval, which contains a list of conditions applicable to the discharge, will be issued to the applicant. In addition to the contents of an approval relating to revocation or suspension of an approval, where the applicant fails to comply with any discharge approval conditions, the approval will be revoked and the discharge must be stopped immediately.

Form No.:

APPLICATION FORM

This form must be complete to be considered an application for a dewatering discharge approval. Incomplete applications will not be processed and will be returned to the applicant.

1. Application Administration

New dewatering discharge approval Renewal of dewatering discharge approval Amendment to a dewatering discharge approval

2. Water Source Information

Site Address - Street information (street number/name/type/direction/unit/suite)

Lot Concession Municipality

Part County/District Reference Plan

Geographic (GPS) Coordinates (to be provided in Datum NAD83)

Method of Collection Accuracy Estimate

UTM Zone Easting Northing

Address of the property where the water is being used and from which it is being discharged (If different from above)

Is the site where dewatering will occur located in a wellhead protection areas (WHPA)?

Yes No Don't know

3. Contact Information

APPLICANT:

Name: (Full legal name of the individual or business)

Primary Contact:

Primary Contact Title:

Mailing Address:

City:

Province:

Postal Code:

Telephone

Fax

Email

AUTHORIZED REPRESENTATIVE:

Name: (Full legal name of the individual or business)

Primary Contact:

Primary Contact Title:

Mailing Address:

City:

Province:

Postal Code:

Telephone

Fax

Email

Note: Discharge approvals are issued to the applicant. Authorized representative will be sent a copy.

4. Wastewater Discharge Information

Project Description (If insufficient space, attach additional page)

Estimated project duration

- List of Dewatering Activities Generating Water:
- Taking water from a well or otherwise extracting groundwater
 - Draining water from a permanent or temporary pond or other surface water body, whether natural or man made
 - Releasing water previously stored in a tank, tanker truck, vessel or other means of storage
 - The permanent or temporary alteration of a natural or pre-existing drainage pattern
 - Other

Maximum Daily Discharge Volume (litres)

Expected Total Discharge Volume (litres)

Sample collection point/location

Sampler's Name

Start date of discharge

Collection Method

Sample Date/Time

End date of discharge

- Discharge will occur over the following time period:
- Up to 30 Days Up to one year
 - Over one year
 - Other

- Frequency of discharge
- Once Monthly
 - Daily Quarterly
 - Weekly Semi-annually

Expected average discharge rate (L/s)

Expected maximum discharge rate (L/s)

Is there known groundwater or soil contamination on site?
 Yes No

If known contamination is present on site, additional documents must be submitted. (See section 4 of the instructions for details).

Pre-treatment of water prior to discharge: None Yes, describe pre-treatment:

5. Discharge Location

Describe proposed point of entry to sewer works Discharge intended for:
 Sanitary Sewer Storm Sewer

Describe the temporary erosion and sediment control best management practices to be implemented at the property

6. Applicant Signature and Certification

I, the undersigned, hereby declare that to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete, true and accurate in every way and I acknowledge that York Region may reject my application if it contains any false or misleading information.

The authorized representative identified in Section 3 of this form is authorized to act on my behalf for the purpose of obtaining a discharge approval for the project identified herein.

A letter from the applicant authorizing the representative to sign on their behalf must be attached.

Signature of applicant or authorized representative Date (YYYY/MM/DD)

Printed Name Title