



TEMPORARY DEWATERING DISCHARGE APPLICATION FORM

In York Region and local municipalities, **Sewer Use Bylaws** regulate the discharge of water into municipal sanitary or storm sewers to prevent adverse effects from contaminants or system overflow.

Dewatering Activity is specifically defined in the Bylaws 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.

This form shall be used by persons seeking approval to temporarily discharge water generated from dewatering activities into a municipal sanitary or storm sewer system (i.e. **Dewatering Discharge**).

Please submit your discharge application form to the local municipality or York Region where your discharge water will flow into. **Dewatering Discharge Approval** from both local municipality and York Region will be required in case that your discharge uses both local and regional sewer system. Either regional or local staff will direct you for the entire application process. **(Refer to the General Information section below for contact info, fees, etc.)**

Note: Only a **completed application package** (i.e. this form and required supporting documents) will be considered for a dewatering discharge approval. Incomplete applications will not be processed and will be returned to the applicant. Appropriate payment must be received with this form in order to process, please refer to the General Information section for details.

1. Application Administration <i>(Refer to Instructions section H)</i>		
<input type="radio"/> New dewatering discharge approval	<input type="radio"/> Renewal of dewatering discharge approval	<input type="radio"/> Amendment to a dewatering discharge approval

2. Water Source Information <i>(Refer to Instructions section H)</i>			
Site Address - Street information (street number/name/type/direction/unit/suite)			
Lot		Concession	
Municipality			
Part		Community	
Reference Plan			
Geographic (GPS) Coordinates (to be provided in Datum NAD83)			
Method of Collection		Accuracy Estimate	
UTM zone		Easting	
		Northing	
Address of the property from which it is being discharged (If different from above)			
Is the site where dewatering will occur located in a wellhead protection area (WHPA)?			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't know			

3. Contact Information (Refer to Instructions section H)

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 (Refer to Instructions section H)

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/day)

Expected Total Discharge Volume (litres)

Sample collection point/location (sample collected before approval)

Sampler's Name

Proposed discharge start date

Collection Method

Sample Date/Time

End date of discharge

Discharge will occur over the following time period: <input type="checkbox"/> Up to 30 days <input type="checkbox"/> Up to one year <input type="checkbox"/> Over one year <input type="checkbox"/> Other <input style="width: 150px; height: 15px;" type="text"/>	Frequency of discharge <input type="checkbox"/> Once <input type="checkbox"/> Monthly <input type="checkbox"/> Daily <input type="checkbox"/> Quarterly <input type="checkbox"/> Weekly <input type="checkbox"/> Others: _____
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Expected average discharge rate (L/s) <input style="width: 100%; height: 40px;" type="text"/>	Expected maximum discharge rate (L/s) <input style="width: 100%; height: 40px;" type="text"/>	Is there known groundwater or soil contamination on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If known contamination is present on site, additional documents must be submitted. (See Section 4 of the instructions for details).
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Pre-treatment of water prior to discharge: None Yes, describe pre-treatment:

5. Discharge Location (Refer to Instructions section H)

Describe proposed point of entry to sewer works (e.g. Manhole 3A) <input style="width: 100%; height: 30px;" type="text"/>	Discharge intended for: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer
Describe the temporary erosion and sediment control best management practices to be implemented at the property <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	

6. Applicant Signature and Certification (Refer to Instructions section H)

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.

Signature of applicant or authorized representative	Date (MM/DD/YY)
Print Name:	Title or Position

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

GENERAL INFORMATION

A. Who Can Apply

- Property owner or project manager
- Contractors, consultants, engineering firm or any authorized representative responsible for on-site activities generating the water may apply on behalf of an owner

You can submit your completed application through <http://yorkseweruse.york.ca> by creating a user account.

B. Period 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 and local municipality.

C. Fee

York Region fees can be found on York Region's webpage at www.york.ca/seweruse

For City of Vaughan's fee contact Deepak Panjwani at 905-832-8562 ext. 6110

City of Markham's fee can be found on its website at www.markham.ca → Residents → Water/Wastewater → Sewer Use Compliance Program

There are currently no fees related to dewatering discharge applications in other local municipalities in York Region

Accepted methods of payment: Certified cheque or money order payable in Canadian funds. Administrative fees and any applicable interest will be applied to all dishonoured payments.

D. Contact Us

Inquiries and application fee can be directed to:
York Region: Environmental Monitoring and Enforcement
Environmental Services Department
The Regional Municipality of York
380 Bayview Pkwy., Newmarket, ON L3Y 4W3
Website: www.york.ca/seweruse
Email: sewerusebylaw@york.ca
Telephone: 905-830-4444 ext. 75067

City of Markham: Environmental Services Department
8100 Warden Avenue, Markham L6G 1B4
Tel: 905-477-7000 ext 2687
Email: rfei@markham.ca

City of Vaughan: Public Works Department
2800 Rutherford Rd., Vaughan, L4K 2N9

Town of Newmarket: Public Work Services, Operation Centre
1275 Maple Hill Court,
Newmarket, L3Y 9E8

Town of Aurora: 100 John West Way, Box 1000
Aurora, L4G 6J1

F. Requirements Checklist (Refer to Section I for Details)

Discharges to Sanitary Sewer:

- Completed application form with the following attachments:**
- Comprehensive work plan of dewatering discharge
 - Site Plan
 - Project Map
 - Pretreatment system, if applicable
 - Dewatering Discharge Schedule
 - Laboratory analysis certificate from an accredited laboratory (as defined in the Bylaws) for sanitary sewer parameters listed in relevant Sewer Use Bylaw
 - Copy of Dewatering Discharge Approvals if discharge to both regional and municipal infrastructure
 - Copy of the Permit to Take Water (PTTW) issued by the Ministry of the Environment (if applicable)
 - Application Fee
 - Certificate of Insurance
 - Letter of Credit
 - Contingency Plan

Discharges to Storm Sewer:

- Completed application form with the following attachments:**
- Comprehensive work plan of dewatering discharge to a storm sewer
 - Site Plan
 - Project Map
 - Pretreatment system, if applicable
 - Dewatering Discharge Schedule
 - Laboratory analysis certificate from an accredited laboratory (as defined in the Bylaws) for storm sewer parameters listed in the relevant Sewer Use Bylaw
 - Copy of the correspondence from the appropriate Conservation Authority(s) regarding its comments/ concerns/approval pertaining to the discharge. (If applicable)
 - Copy of Dewatering Discharge Approvals if discharge to both regional and municipal infrastructure
 - Copy of the Permit to Take Water (PTTW) issued by the Ministry of the Environment. (If applicable)
 - Application Fee
 - Certificate of Insurance
 - Letter of Credit
 - Contingency Plan
 - Engineering report for storm sewer capacity
 - CCTV of storm sewer pipes where water is discharge

INSTRUCTIONS

G. General

1. Submit one application for each property where dewatering is taking place.
2. Complete 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, will not be processed.
3. Use additional pages, if needed and include as an attachment
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 and the local municipality reserve the right to require additional information during the review of any application initially accepted as complete.
6. Your application will be evaluated and, where York Region and local municipality issue an approval, the approval will be issued to the applicant (i.e., property owner, contractors, consultants/engineering firm or any authorized representative). An approval issued will contain conditions pertaining to the discharge activity that must be complied with during the duration of the approval period. Failure to comply may result in an approval being rescinded and/or enforcement actions taken by the municipality.
7. For dewatering discharges to the sanitary sewer only: York Region will require payment of volumetric discharge fee at the end of the dewatering project and/or end of the year whichever comes first). The volumetric discharge fee is based on the total volume of water discharged into the sanitary sewer and the current wastewater discharge rate. Other fees may apply as well; check www.york.ca/seweruse for a listing of other potential fees.

H. Application Form Details

The information collected in 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 or stored 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 can be a property owner, contractor, consultant, engineering firm or any authorized representative.

The applicant will be the individual or organization applying for the approval. Include the correct legal name of the project manager 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 dewatering 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 given must be the person in charge of the discharge and to whom a carbon copy of the approval will be directed in addition to the applicant. If you have 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, the estimated duration of the project and the contingency plan and/or alternate arrangement for discharge operation if the municipality asks to stop the dewatering discharge or cease the discharge approval. 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 Climate Change, 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 Sewer Use Bylaw standards on a continuous basis.

Section 5:

Indicate the proposed point of entry to the sewage works as well as the specific manhole number (ask the local municipality for the manhole information). 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.

I. Requirement Checklist Details***Discharges to Sanitary Sewer:***

- Detailed dewatering work plan which includes discharge location, discharge route, estimated total volume, discharge rate, erosion control plan, pre-treatment design and specifications if required, etc.
- Copy of the laboratory analysis results which show the discharge water quality is in compliance with Schedule A of York Region's Bylaw. The quality of the water will also have to meet any additional requirements that may be contained in any approval issued.
- Copy of Dewatering Discharge Approval for the use of its sanitary sewer system if the discharge route involves both regional and municipal sanitary sewer system.
- Copy of the PTTW issued by the Ministry of the Environment (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).
- Provide a copy of the applicant's Certificate of Insurance and Letter of Credit
- Submit a contingency plan and/or alternate arrangement for discharge operation if York Region or the local municipality requires the cessation of dewatering discharge or terminate the discharge approval. For example a contingency plan during rain events is required to be submitted.

Discharges to Storm Sewer:

- Detailed dewatering work plan which 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:
 - The location(s) where the water will be discharged into the storm sewer system
 - The natural receiver and the location(s) where the storm sewer connects to that system
 - Assessment of 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)
 - Proposed discharge quality and quantity (including temperature) is within the capacity of natural system and meet bylaw requirements.
 - Description of how the water will be treated prior to discharge into the storm system
 - Assessment of whether or not the proposed discharge would have an impact to the receiving environment
- Copy of the laboratory analysis results which show the discharge water quality is in compliance with the storm discharge requirements in Schedule A – Table 2 of York Region's Sewer Use Bylaw. The quality of the water will also have to meet any additional requirements that may be contained in any approval issued.
- Copy of all correspondence from the Conservation Authority regarding the dewatering project. Contact the appropriate Conservation Authority (i.e., TRCA at 416-661-6600 or LSRCA at 905-895-1281, 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 water body, potential erosion problem at the storm outfall, etc.)
- Copy of Dewatering Discharge Approval for the use of its storm sewer system if the discharge route involves both regional and municipal 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.
- Provide a copy of the applicant's Certificate of Insurance and Letter of Credit
- Submit a contingency plan and/or alternate arrangement for discharge operation if York Region or the local municipality asks to stop the dewatering discharge or cease the discharge approval.
- Copy of CCTV inspection report of the storm sewer before and after the dewatering operation
- An engineering report that provides information or confirms that the storm sewer has sufficient capacity and integrity to handle the discharge volume and that the storm sewer is in good condition to handle the extra volume

Figure 1

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

	Start Date				Project Timeline							End Date			
Discharge Points	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15
Discharge Point A					Max 1,000,000 L/day										
Discharge Point B	Max 1,200,000 L/day														
Discharge Point C			900,00 L/day							875,000 L/day					
Discharge Point D					1,175,000 L/day										